CVTC 2008-2009 CATALOG

Coosa Valley Technical College

Coosa Valley Technical College

Catalog and Student Handbook 2008-09

Revised May 2007

CVTC

www.coosavalleytech.edu

Floyd County Campus	**Gordon County Campus**	**Polk County Campus**
One Maurice Culberson Dr.	**1151 Hwy. 53 Spur**	**466 Brock Road**
Rome, Georgia 30161	**Calhoun, Georgia 30701**	**Rockmart, Georgia 30153**
706-295-6963	**706-624-1100**	**770-684-5696**

A Unit of the Georgia Department of Technical and Adult Education

Coosa Valley Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate of applied science degree.
Commission on Colleges, Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
Telephone: 404-679-4500 Web site: www.sacscoc.org

Coosa Valley Technical College is accredited by the
Accrediting Commission of the Council on Occupational Education
41 Perimeter Center, N.E., Suite 640
Atlanta, Georgia 30346
Telephone: 770-396-3898 Web site: www.council.org

CVTC's Catalog and Student Handbook is produced by
Coosa Valley Technical College
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6963
1-888-331-CVTC (2882)

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The President's Message

As a nation we are going through one of the greatest transformations of employment demands in our history. The skills and knowledge needed to function in today's world of work are drastically different from those required just a few years ago.

We are truly in a global environment today. Customer call centers in India, outsourced manufacturing in Mexico, and the emergence of China as an economic giant are challenges that only a few futurists envisioned 20 years ago.

What has not changed is the fact that there are plenty of good paying jobs in our community for individuals with the right education and good work ethics. What also has not changed is the fact that people who are willing to invest the time and energy to improve themselves through training and education will reap financial rewards for a lifetime.

Coosa Valley Technical College is a proven provider of programs and services that will assist you in preparing for the future. You may not be able to control what the world will look like in several years, but you can control your future. Education is the key!

Sincerely,

Craig McDaniel, Ed.D.
CVTC President

General Catalog & Student Handbook

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and Coosa Valley Technical College.

While the provisions of this catalog will ordinarily be applied as stated, CVTC reserves the right to change any provision listed in this catalog, including but not limited to entrance requirements and admission procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid rules and regulations, and the college calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such change and to minimize the inconvenience such changes might create for students. Information on changes will be available in the CVTC Admissions Office.

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

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The Coosa Valley Technical College Catalog is revised periodically. The most current version is available on our Web site: http://www.coosavalleytech.edu

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General Information

Coosa Valley Technical College
In the Making Since 1962

Histories tend to be recorded in heavy books, dedicated to the changing perspectives of countries or long drawn out wars. In addition, amazing histories are right underneath our noses, and sometimes we neglect to see or appreciate them although they have been changing and affecting our lives all along. The history of Coosa Valley Technical College demonstrates how important training and education opportunities have been to the citizens of Northwest Georgia since July 1, 1962. The school represented a combined investment by the City of Rome, Floyd County, and state and federal governments in providing postsecondary vocational education and employment opportunities to the citizens of Northwest Georgia.

Prior to facilities being constructed for Coosa Valley Tech, vocational education courses were offered in an old fire hall on Shorter Avenue. The school offered academic training for over 800 veterans of World War II and the Korean Conflict. C. Maurice Culberson was the administrator and later became the first director of Coosa Valley Vocational-Technical School. Today, CVTC's Floyd County Campus address, One Maurice Culberson Drive, is dedicated to Mr. Culberson.

Along with the academic training that was offered, the school also offered Practical Nursing. Programs like this were some of the first local, tax-supported programs for out-of-school adults in Rome and Floyd County. The veterans' program was eliminated in 1961, and in 1962, two local bonds provided Coosa Valley Tech with $250,000, which was then matched by the state. The money went directly into purchasing a site and beginning construction on the school.

Coosa Valley Vocational Technical School became a reality in 1962 and was one of only 13 technical or vocational schools scattered throughout Georgia. It was born of a community plea to provide people with the skills and training necessary to succeed in a rapidly changing economy. Numerous requests began flooding in from local business and industry representatives for the school to offer more diverse types of training to meet the demand for local employment opportunities. In 1962, the following programs became operational: Electronic Technology, Automotive Mechanics, Electrical Appliance Servicing, Heating and Air Conditioning, Machine Shop, Business Education, and Practical Nursing. The staff consisted of only 13 full-time and 4 part-time instructors, to provide education for 166 full-time and 48 evening students. Enrollment, however, continued to grow, and as enrollment grew, so did the size of the faculty and facility. In 1969, J. D. Powell was appointed to succeed Maurice Culberson, as director of the school, followed by Charles E. Earle from 1982-1987. Then in 1987 the name changed to Coosa Valley Technical Institute. J.D. Powell became the first president of CVT from 1987-1994, followed by Dr. Ronald Swanson, 1994-1997.

Coosa Valley Tech continued to make a difference in the hearts and lives of the citizens of Northwest Georgia. In 1997, with continued enrollment growth, CVT added its first branch campus in Calhoun, the Gordon County Campus. In 1998, the year that Dr. Craig McDaniel became CVTC's new president, the Polk County Campus was built. In 2000, the name of the school was changed to Coosa Valley Technical College, as a part of Governor Roy Barnes' Education Reform Package. In 2000, the state approved almost $14 million dollars in designated funds for expansion of all three CVTC campuses. Then in 2000, CVTC made a commitment to increase its prominent role in the community's economic development efforts by establishing a Business Expansion Center. This facility, located in North Rome, offers businesses of all types the opportunity to start, grow, and ultimately succeed. In just a short amount of time, CVTC has become one of the fastest growing technical colleges in the state of Georgia. Through the tremendous growth and expansion of CVTC, there is one thing that remains the same. Coosa Valley

Technical College president, Dr. Craig McDaniel, assures that Coosa Valley Tech's mission has not changed, "We are a workforce development college, here to help people learn new skills for the workplace and to improve their quality of life." This statement exemplifies the strides that Coosa Valley Technical College has made toward achieving a milestone as it celebrates its 40th Anniversary.

Coosa Valley Technical College has gone through many expansions, renovations, and additions throughout the years thanks to the strong support of the members of the General Assembly. In 2002, CVTC acquired more land at its Floyd County Campus, including the Woodlee Center property and the Springwood Center. In 2003, $2.4 million in improvement renovations were completed on the A, B, C, and D wings of the Floyd County Campus. CVTC completed the construction of a 54,000 square foot Health Occupations Education Center and Library in 2004. With 29 health technology programs housed in the Health Occupations Education Center, CVTC became one of the largest providers of health care occupational training in the state of Georgia. CVTC's Polk County Campus added a new Economic Development Center in 2004. In 2006, CVTC's Business Technology programs were moved into the newly renovated Springwood Center.

Following an overwhelmingly positive accreditation visit, Coosa Valley Technical College became accredited through the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) in December 2006. Receiving SACS-COC accreditation was another way to further enhance CVTC's ability to provide excellent, quality education and services for the students and the communities the college serves.

CVTC continues to add exciting new programs to meet the needs of the community. In 2006, Environmental Horticulture and Surgical Technology were added to the college's program offerings. The college is also adding Aviation Maintenance, Avionics Maintenance, Commercial Truck Driving, and Culinary Arts.

Another feather was added to CVTC's cap when the college was featured in the April 2007 edition of *Forbes* magazine. The article "Hail Rome" credited Coosa Valley Technical College with playing a major role in helping draw international companies to Rome, Georgia.

With three campuses in Floyd, Gordon, and Polk counties, in addition to the Business Expansion Center located in Rome, CVTC's yearly enrollment averages 10,000 students with 250 supporting faculty and staff. CVTC currently offers over 100 programs of study in credit, continuing education, adult literacy, learning support, and general education classes.

A strong indicator that technical education is moving in the right direction is CVTC's growth in numbers. In 2002, Coosa Valley Technical College hit an all time high record enrollment, and current enrollment numbers continue to be steady. Since its beginning, over 100,000 people have enrolled in CVTC. More and more people are discovering how technical education can help them in their current jobs or prepare them for a better future.

Our Mission

Coosa Valley Technical College is a member of Georgia's system of technical colleges that operate under the Georgia Department of Technical and Adult Education and an institution of higher learning that provides occupational education, skills training, and workforce development to support the educational, economic, and community development of Floyd, Gordon, and Polk counties. CVTC accomplishes its mission by providing

quality technical and related academic education, customized business and industry training, continuing education, and adult education services that meet the workforce needs of area citizens, communities, and companies.

Our Core Values

Excellent Quality
Customer Service
Integrity
Teamwork
Everyone's Respected

Expanded Purpose Statement

The overall purpose of Coosa Valley Technical College is to provide occupational education and workforce development that support the skills development, economic development, and well-being of the citizens, communities, and companies of Floyd, Gordon, and Polk counties. CVTC, as a part of Georgia's system of technical colleges, has responsibility for providing services to students, employers, and economic developers and for serving as a significant component in the fabric of lifelong education for the service area, preparing graduates for work.

CVTC's primary focus is workforce development through occupational education, related to academic education, and advanced or technical skills training. Emphasis is placed on use of relevant occupational content and up-to-date instructional technology combined with industry-standard equipment to provide hands-on learning experiences to ensure that graduates are competent in their career fields. CVTC graduates are prepared to enter, succeed in, and advance in high-demand, well-paid technical careers in the Northwestern Georgia employment market. CVTC business and industry trainees are provided with the specific skills they need to perform their jobs competently.

CVTC's primary educational purpose is to provide quality associate of applied science degrees, technical diplomas, and technical certificates of credit (TCC) programs in a broad array of manufacturing/industrial technology, health care technology, business/information technology and personal/public service technology fields. An additional educational purpose is to support seamless, accessible education for citizens of the region by removing obstacles between educational levels through collaborations with high schools and institutions of higher learning and by removing barriers to education through student support services, special programs for targeted populations, and distance education opportunities.

CVTC's economic development purpose is to support and sustain local businesses and to help attract new businesses to the area. CVTC's economic development services provide customized training and human resource development services to local businesses and industries. The economic development program also facilitates delivery of Quick Start services to attract new companies to the area and to help existing companies expand in the service area. Additionally, CVTC supports local businesses with a variety of additional economic development services including hosting new companies that are locating in the area. CVTC supports the creation of new jobs through the CVTC Business Expansion Center, which provides assistance to entrepreneur and micro enterprises.

CVTC's community development purpose is to expand educational opportunities for people of all ages within the service area and to contribute to lifelong learning and an enriched quality of life for all citizens. Adult basic literacy, English literacy instruction, and General Education diploma (GED) preparation and testing services are offered at several locations throughout the service area to assist in preparing adults for jobs, postsecondary education, and successful citizenship. CVTC also provides family literacy

programs and is instrumental in the establishment and ongoing support of Certified Literate Community programs. CVTC addresses the reduction of welfare dependency in the service area by providing training for meaningful and satisfying employment. A wide variety of CVTC continuing education courses are offered throughout the service area on the basis of community demand for noncredit technical instruction. CVTC maintains a high level of involvement in community improvement organizations and activities.

Effective planning and evaluation, combined with efficient operations and management, support the purposes of the college. Planning and evaluation ensure the best possible instructional delivery and student learning outcomes. Planning and evaluation also address the need to acquire, maintain, and manage adequate human, physical, and monetary resources to provide the most efficient and effective programs and services possible. CVTC operations are carried out at sites in Floyd, Gordon and Polk counties. Efficient operations and management ensure fiscal soundness, responsible stewardship of resources, and public accountability.

Our Vision

Community Focus
CVTC is built upon a close relationship with the community and a commitment to be responsive to community needs. CVTC meets the unique needs of each community in Floyd, Gordon, and Polk counties while helping citizens, companies, and communities benefit from working together. CVTC helps communities by providing skilled technical program graduates, training services for local companies, and adult education services to develop literate families and workers. CVTC will reach out to all three counties in the service area while working to enhance the larger community. CVTC's purpose will continue to be community development through workforce development.

Quality Technical Programs and Services
CVTC will offer a comprehensive range of quality, high-demand associate of applied science degree, technical diploma, and technical certificate of credit programs to prepare students for careers. The college will provide leadership in four technical areas and be recognized as the premiere training center in Northwest Georgia for manufacturing/industrial technologies, health care technologies, business/information technologies and personal/public service technologies.

Student-Oriented Learning
Instruction and all other activities at CVTC are student-centered. CVTC faculty will provide instruction that enables students to become proficient professionals in their chosen fields of study. Faculty will be highly qualified and will be real-world professionals who will help students to bridge the gap between classroom instruction and real-world applications.

Seamless and Accessible Education
A collaborative relationship among high schools, CVTC, and other colleges will provide students with opportunities to make seamless educational transitions. CVTC will place emphasis on dual enrollment of high school students in technical programs and on distance education to make instruction more accessible.

Business Partnerships
An active relationship between businesses and CVTC will continue to grow. Credit programs will be developed and offered to meet business and industry needs, and noncredit customized training, human resource development services, and technology transfer services will be specifically designed to meet the needs of individual companies and consortia of companies with similar needs.

Expanded Vision of the Future

Community Focus
CVTC is built upon our close relationship with the community and our commitment to be responsive to community needs. CVTC will respond to each community within Floyd, Gordon, and Polk counties by providing the technical associate degree, diploma, and certificate programs that students and employers need. CVTC's economic development programs will serve the unique needs of each community in the service area while helping companies and economic development organizations to benefit from working together. Continuing education programs will be designed to satisfy local community demands while sharing resources among communities to enrich the entire three-county area. Adult literacy, GED, and English Literacy services, supported by participation in the Certified Literate Community program (CLCP), will be offered at accessible sites in each community. CVTC's community outreach and local civic and business involvement will extend to all three counties in the service area. CVTC will sponsor and/or become involved in special events and civic activities in each community and will offer events and activities that will enhance and enrich the larger three county community. CVTC's purpose will continue to be community development through workforce development.

Quality Technical Programs and Services
CVTC programs are built on relationships with local business and industry. CVTC will continue to serve area employers by training skilled graduates who can become productive employees. CVTC will offer a wide range of quality, high-demand associate of applied science degree, technical diploma, and technical certificate of credit programs in career fields including health care, business/information, manufacturing/industrial technology and personal/public services. CVTC will provide strong leadership in three areas: CVTC will be recognized as the premiere manufacturing/industrial training center in Georgia and the leading medical/health and business/information technology training source in Northwest Georgia. Various new technical programs will be added to the curriculum in response to local employers' needs. CVTC will offer cutting-edge industry certified information technology programs from the beginning user to expert levels. Customized training, human resource development services, and technology transfer services will be specifically designed to respond to the needs of individual companies and/or groups of companies with similar technical needs.

Student-Oriented Learning
Instruction and all other activities at CVTC are student centered. CVTC faculty will provide instruction that enables students to become proficient in their chosen fields of study. Faculty will be qualified and will be real-world professionals who will help students to bridge the gap between classroom instruction and real-world applications. All faculty and staff will participate in ongoing professional development training that will enable them to provide students with quality, up-to-date programs and services. CVTC faculty will offer training that shares their expertise with students using leading-edge technology and techniques. Courses, taught in CVTC's student-centered, collegiate atmosphere, will integrate theory and hands-on practice, reinforcing principles while providing students with career-relevant experience. In addition to technical skills, students will master needed academic skills and develop skills in critical thinking, work ethics, and work relationships needed to obtain employment and be successful in their careers. CVTC will continue its tradition of warm and caring individual attention to students' learning needs and will continue to build strong, lasting relationships with students to support them in successful careers and lifelong learning.

Seamless and Accessible Education
An active collaborative relationship between high schools and CVTC will provide students with the opportunity to make seamless transitions from high school to CVTC. CVTC will place increased emphasis on dual enrollment of high school students in technical

programs. CVTC will also emphasize enrollment of high school graduates immediately after graduation by offering programs and services that will encourage summer enrollment. Although the mission of CVTC will remain as training and education to prepare students for immediate job entry, CVTC will provide options for those students who wish to pursue additional education through development of and participation in agreements with other colleges. Successful collaborations will benefit the students and teachers by expanding instructional opportunities. A significant number of students and teachers who have completed degrees at other colleges will enroll in CVTC credit and noncredit courses for advanced skills training. Services such as recruitment, career counseling, financial aid assistance, and job placement will be provided to make education accessible, to support student retention and success, and to help graduates make smooth transitions into their careers. Special programs and services such as New Connections to Work, the Georgia Fatherhood program, and One-Stop services are provided to students to overcome barriers to educational opportunity.

Business Partnerships

The active relationship between the business community and CVTC will continue to grow. CVTC will continue to be responsive to existing businesses by providing trained graduates, by providing customized training services for area companies, and by providing adult education services to help provide a literate workforce. Customized adult literacy, GED, and English literacy services will be provided to employees of area companies at the CVTC campuses or on job sites. CVTC will proactively help to create a better future for the service area by building extensive partnerships with businesses, industries, and economic developers to help expand the area's workforce and job availability. CVTC will contribute to the creation of jobs for the service area by being flexible, adaptable, and innovative in its provision of noncredit courses, short-term credit training, and other services for small, mid-sized, and large companies. CVTC will support and sustain existing business and industry by becoming the area's primary source for transfer of advanced technologies and high-performance practices to area companies. CVTC will share knowledge and experience among companies and employees to create a professional network that will give the three-county service area a competitive advantage and sustain economic growth. CVTC will provide consulting services on a fee-paid basis to existing businesses and industries in the college's service area.

College Goals

Goal 1. Student Success through Technical Education Programs
Improve the competitiveness of the region's workforce by increasing the number of students who benefit from quality CVTC TCC (technical certificate of credit), diploma, and associate degree programs.

Goal 2. Student Access to Seamless Technical Education
Provide an easily accessible, seamless educational continuum to enable CVTC students to progress toward technical careers.

Goal 3: Improved Literacy Skills through Adult Education
Improve the literacy skills, English proficiency, and educational attainment of adults and their families.

Goal 4: Training and Services for Economic Development
Support economic development for the region by providing Quick Start services and CVTC customized services for business and industry.

Goal 5: Educational Awareness for Community Development
Contribute to the economic prosperity, quality of life, and "education culture" of the area's communities by increasing availability of continuing education, strengthening community involvement, and raising public awareness of the benefits of technical and adult education.

Goal 6: Accountability through Effective and Efficient Management
Ensure that effective, adequately supported, and efficiently managed technical education, adult literacy education, and economic development programs and services are available for all CVTC area residents.

Goal 7: Development of CVTC's Internal Workforce
Provide a sufficient, qualified CVTC workforce to meet the demands of statewide citizens and businesses for quality technical education, adult literacy, and economic development programs and services.

Goal 8: Information Technology for Extended and Enhanced Services
Infuse appropriate technologies throughout CVTC to extend and enhance programs and services.

The Following Programs and Services Are Offered:

General Programs/Services

• **Associate of applied science degree programs** provide students with general educational competencies and technical skills for current and future employment and education at the associate degree level.

• **Diploma programs** provide students with technical training and general education skills required for employment and career growth.

• **Technical certificate of credit programs** provide alternatives to the diploma or degree programs and are designed to meet the needs of businesses, industries, or individuals desiring short and very specific training programs.

• **Economic Development** provides personal, professional, and occupational training and related services to individuals, businesses, agencies, and industries. It also provides custom-designed training and seminars to meet the specific training needs of industries.

• **Student Services** provides students with support services and activities to ease the transition into higher education, maximize chances for success, and enhance the potential for personal preparedness for entering a program of study.

• **Career Counseling Services** provide students with assistance in selecting career paths.

• **Personal Counseling Services** provide students with referral assistance upon request.

• **Financial Aid** provides students with information and applications and assistance in applying for federal, state, and local grant and scholarship funds.

• **Job Placement Services** are provided for all students and alumni seeking employment.

• **Library Services** are provided to support all areas of the curricula. In addition, CVTC's libraries provide space to study, computers for in-house use, and staff assistance with research.

• **Tutoring Services** are provided on a quarterly basis. A tutoring schedule of General Education courses and several other courses is posted on all CVTC campuses and the CVTC Web site. At the request of instructors or students, other courses will be considered for tutoring services. These services are offered for day and/or evening students on all campuses, and are also available to students taking courses online through the Georgia Virtual Technical College.

Special Needs Programs/Services

• **Learning Support programs** assist students in improving their academic and personal preparedness for entering a program of study.

• **Special Needs Services** provide support services to students who have a documented disability or handicap in compliance with the American with Disabilities Act of 1990.

• **The Adult Education program** provides individuals a variety of locations and times to take advantage of assistance/training in the following areas: Beginning Adult Basic Education, Intermediate Adult Basic Education, Adult Secondary Education, English Literacy, and GED testing.

• **The New Connections to Work program** provides single parents, displaced homemakers, and single pregnant women with special services to include assessment/testing, counseling, job-readiness/job retention activities, life management workshops, skills training, and job placement aid.

• **The Georgia Fatherhood program** provides non custodial parents who are at risk of becoming delinquent or unemployed obligators of child support payments with assessment/testing, counseling, job-readiness/job-retention activities, career choice activities, basic life skills workshops, job placement aid, and career follow-up.

• **Workforce Investment Act (WIA) program** provides assistance to students meeting residency requirements who are economically disadvantaged, educationally disadvantaged, underemployed, and/or dislocated workers. Qualified applicants may receive assistance to include: tuition, fees, books, uniforms, equipment, required physical examinations, childcare, transportation, career guidance/exploration, academic performance assessment, job search assistance, and GED preparation.

Equal Opportunity Statement Of Compliance

The Department of Technical and Adult Education and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other department and technical college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The department and technical colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The individuals responsible for coordinating the College's implementation of Title VI, Title IX, Section 504 and the ADA:

Implementation Coordinator of Title VI and Title IX:
LaTrenda Leaks , New Connections to Work Coordinator
Floyd County Campus Room A-126B
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6932

Implementation Coordinator of Section 504 and the ADA:
Sheila Parker, ADA Coordinator/Interpreter
Floyd County Campus Room A-119
One Maurice Culberson Drive

Rome, Georgia 30161
706-295-6517

Equal Opportunity Complaint or Appeal
Students of Coosa Valley Technical College should report any alleged discrimination on the basis of race, creed, color, national origin, handicap or disability or a report of alleged sexual harassment to the person designated below as the coordinator. The coordinator should complete the information process within 30 days of the complaint.

Report complaints concerning discrimination on the basis of race, color, creed, national or ethnic origin, gender, age or religion to:

LaTrenda Leaks, New Connections to Work Coordinator
Coosa Valley Technical College
Floyd County Campus, Room A-126B
One Maurice Culberson Drive
Rome GA 30161
706-295-6932

Report complaints concerning discrimination on the basis of disability to:

Sheila Parker, ADA Coordinator/Interpreter
Floyd County Campus Room A-119
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6517

If a complaint involving non-discrimination is not resolved in an informal setting, a formal appeal may be made following procedures under Procedure for Filing Formal, Non-Academic Complaint/Appeal, in the next section.

Sexual Harassment Policy

Coosa Valley Technical College does not tolerate sexual harassment. Sexual harassment is a form of sex discrimination and is a violation of state and federal law. Sexual harassment is defined as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature." Alleged incidents of sexual harassment should be reported to the Title IX Coordinator:

LaTrenda Leaks, New Connections to Work Coordinator
Coosa Valley Technical College
Floyd County Campus, Room A-126B
One Maurice Culberson Drive
Rome GA 30161
706-295-6932

The complaint shall be handled according to the following procedures:

Sexual Harassment Complaints
The following procedure is designed specifically for the reporting and processing of complaints of sexual harassment. Any student who alleges a violation of sexual harassment shall notify the Sexual Harassment (Title IX) Coordinator within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. The complaint shall contain a brief description of the alleged violation and relief requested.

If the complaint is oral, the Coordinator shall prepare a written record of the complaint and ask the Complainant to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Within thirty (30) business days following the filing of a complaint, the Coordinator will conduct an investigation of the alleged incident. Within five (5) business days after concluding the investigation, the Coordinator will review the evidence gathered during the investigation and make a written report to the College President presenting findings of fact, investigative conclusions and recommendations as to any disciplinary action to be taken, if appropriate. A copy of this report shall be given to the Complainant and to the accused offender. Upon reasonable request the President may grant the Coordinator additional time for completing the investigation or written report.

The accused offender (Respondent) or the complaining party may respond to the report of the Coordinator. Written responses must be submitted to the President within ten (10) business days from receipt of the Coordinator's report. Requests to meet with the President shall be submitted in writing within five (5) days of the receipt of the report. The President shall meet with the Complainant or the Respondent within a reasonable time. This meeting may be informal and include other individuals at the discretion of the President.

Within a reasonable time the President shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the Complainant and the Respondent. Such decisions shall include a statement of the right to appeal the President's decision to the Commissioner, Department of Technical and Adult Education. A total time period from receipt of complaint by the President to the President's decision should not exceed thirty (30) business days.

An appeal of the final decision of the President may be submitted in writing to the Commissioner indicating reasons for appeal and stating what relief is requested. This appeal to the Commissioner must be submitted within fifteen (15) calendar days after receipt of the President's decision.

The Commissioner may elect to consider the appeal or appoint an administrative hearing officer to hear the appeal and make appropriate recommendations. Absent extraordinary circumstances, no new or additional evidence will be acceptable for purposes of this appeal. The Commissioner shall issue a decision within fifteen (15) business days following the receipt of the written appeal.

Appeals

Council on Occupational Education

If a complaint cannot be resolved at the local level, students may file a complaint with the Council on Occupational Education (COE) at the following address:

Dr. Gary Puckett, Executive Director/President
Council on Occupational Education
41 Perimeter Center East, N.E., Suite 640
Atlanta, GA 30346
770-396-3898 or 800-917-2081
FAX 770-396-3790
puckettg@council.org

Administrative Organization

Coosa Valley Technical College is under the policy and administrative control of the State Board of Technical and Adult Education. This Board was established with the responsibility for the governance and management of all the state-supported postsecondary technical colleges.

The board executes its responsibilities in two primary ways:
A. by adopting policies to provide general guidelines for governing the system, and
B. by electing a commissioner and, under his/her supervision, presidents of the colleges, who are given the responsibility and the authority for the administration of the system in accord with the adopted policies.

State Board of Technical and Adult Education

Officers:

Ron Jackson, Interim Commissioner
Carl E. Swearingen, Chairman
Allen C. Rice, Vice Chairman

Board Members:

Dean Alford
Annie Hunt Burriss
Don L. Chapman
Ben I. Copeland, Sr.
Michael C. Daniel
Mary P. Flanders
Lee Lee James
Cedric J. Johnson
L. McGrath Keen, Jr.
Ann Purcell
Otis Raybon, Jr.
Sandra B. Reed, M.D.
Emerson E. Russell
Earl E. Smith
Larry G. Snellgrove
Michael L. Sullivan
Jimmy Tallent
Ben J. Tarbutton, Jr.

Local Board of Directors

Coosa Valley Technical College is advised by a board of directors composed of twelve members who were nominated for their positions by area industry and education officials. Each member was selected and approved by the State Board of Technical and Adult Education. The board of directors meets twice a quarter (eight times a year).

Coosa Valley Technical College Board of Directors

J.W. LeGrande, Chairman
Bob Berry, Vice Chairman
Mary Sib Banks
Jeff Franklin
Randall Fox
Cathy Harrison

Carl Herring, M.D.
Jackie Lynch
Todd Murphy
Richard Strawhorn
John R. Ware II

Faculty and Staff

Faculty members of Coosa Valley Technical College are subject to certification standards which are equivalent to those required in other schools supported by public funds. Each faculty member, of necessity, is experienced in his/her respective field and maintains high standards of instruction. Faculty and staff members are certified by the Georgia Department of Technical and Adult Education on the basis of their technical competency, experience, and professional training as a instructor. Thus, faculty members not only possess significant experience and occupational competence, but also professional instructor training.

Curriculum

The curriculum of Coosa Valley Technical College is designed to meet the demands of business and industry in the area, as well as of the state and nation in light of population trends, industrial growth, employment potential, and present and future job needs. All courses taught at CVTC are ensured to be consistently high in quality by the use of CVTC's Course Instructional Delivery System (Course IDS). Course IDS is used by all faculty members for documenting and communicating course standards, objectives, teaching methods, requirements, and expectations.

Advisory Committees

Each instructional department of the college maintains contact with private industry through its advisory committee. An advisory committee is a group of competent and respected businessmen and women in the profession who are interested in the college's mission to provide high quality education courses, services, and training programs through both distance and traditional delivery methods. Program advisory committees contribute substantially as consultants in the following areas: program admission requirements, program content, program length and objectives, competency tests, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for completion, appropriateness of the delivery mode for the program, current industrial needs related to job skills, job placement, and follow-up surveys of college graduates.

Credentials Awarded

Coosa Valley Technical College offers associate degree, diploma, and certificate level programs of study. The Continuing Education department offers noncredit courses and seminars.

Student Status

The normal rate of progress through a program is established by the program length in the program specific standard and program guide. Full-time student status is obtained by registering for a minimum of 12 or more credit hours for a program per quarter. More credits must be taken per quarter to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per

quarter may cause scheduling difficulties and further delay in graduation. It is strongly recommended that students adhere closely to their advisor's recommended course load per quarter.

Health Services

As a nonresident school, Coosa Valley Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Coosa Valley Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or legal guardian will assume full responsibility for cost of such emergency care at the hospital including ambulance charges if, in the opinion of school officials, such service is necessary.

Library Services

Coosa Valley Technical College libraries provide students, faculty, and staff with reference materials for in-house use, items for circulation, access to technology and electronic resources, and personal assistance.

Library materials include books, audiovisuals, newspapers, and journals to support all CVTC programs of study. Computers that have general and specific software applications loaded, Internet, the library online catalog, and tutorials are accessible to all library users. Library users also have access to vast resources via GALILEO (Georgia LIbrary LEarning Online) and GaIN (Georgia Interactive Network).

Library staff present orientations and provide computer assistance and reference services. Interlibrary loan services are available to all faculty, staff, and students. CVTC faculty, staff, and students have reciprocal borrowing privileges with Berry, Shorter, and Georgia Highlands College libraries.

For hours of operation and further information, visit the CVTC libraries or the CVTC library Web site at http://www.coosavalleytech.edu/library.

Housing and Food Facilities

No housing facilities are provided by Coosa Valley Technical College. It is recommended that students obtain information regarding housing through local newspaper advertisements and real estate agencies. A snack area is located in most facilities, and the Floyd County Campus has a cafeteria, the Coosa Kitchen. Students may leave campus during the lunch period if they choose.

Campus Security

In concurrence with Public Law 101-542, annual crime statistics are compiled and distributed to currently enrolled students and employees each fall. Statistics are posted on the CVTC public Web site annually, and are also available upon request from the CVTC Safety Director, Bill Byars. Policies and procedures for handling crime on campus have been developed and are also available upon request from the CVTC Safety Director.

Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, a program has been implemented to prevent the use of illegal drugs and the abuse of alcohol by students and employees. Institution standards of conduct clearly prohibit

the unlawful possession, use or distribution of illicit drugs and alcohol on campus, or as a part of any Institution-sponsored activity. Sanctions up to and including dismissal, termination of employment, and referral for prosecution will be imposed for the violation of these standards. A description of applicable legal procedures, the associated health risks of alcohol and drug abuse, and CVTC's support of counseling/treatment, programs available to students is provided in the Student Handbook, which is included in the back of this Catalog.

Weapons Policy

Intent
It is the intent of this policy: (1) to create a safe educational environment, (2) to prohibit the carrying of weapons within school safety zones as prohibited by law, (3) to create an awareness of this policy and related penalties, (4) to establish definitions; and (5) to establish procedures for dispositions of violations.

Definitions
(a) "School safety zone" means in, on, or within 1,000 feet of the campus of any public technical college.
(b) "Weapons" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straightedge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapons, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow it to swing freely, which may be known as nun chahka, nun chuck, nunchuku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star, oriental dart, or any weapon of like kind, any stun gun or laser. "Weapon" does not include any fireworks the possession of which is regulated by Chapter 10 of Title 25 of Georgia law.

Policy
1. It is unlawful for any individual to bring, to possess, or to have under such person's control any explosive compound, firearm, weapon, or knife designed for the purpose of offense or defense while at a public gathering (O.C.G.A. 16-11-127).

(a) Having a license to carry a pistol is not justification under this policy.

(b) It is unlawful for any person to carry or to possess or have in such person's control while within a school safety zone or at a technical college building, function, or property or on a bus or other transportation furnished by any technical college any weapon or explosive compound.

2. The provisions of this prohibition shall not apply to those individuals who are specifically exempted by law, including but not limited to:
(i) Teachers and other school personnel who are otherwise authorized to possess or carry weapons, provided that any such weapon is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearm rack which is on a motor vehicle;
(ii) A person employed as a campus police officer or school security officer who is authorized to carry a weapon under Chapter 8 of Title 20;
(iii) A person who has been authorized in writing by the Commissioner or a technical college president to have in such person's possession or use as part of any activity being conducted at a school building, school property, or school function, a weapon which would otherwise be prohibited by O.C.G.A. 16-11-127. Such authorization should be issued after consultation with the Attorney General's Office and shall specify the weapon(s) authorized and the time period of authorization;

(iv) A person, licensed under O.C.G.A. 16-11-127 or permitted under 43-38-10, when such a person carries or picks up a student at a school building, school function or on a bus or other transportation furnished by the school;
(v) An individual who has a weapon legally kept within a vehicle in transit through designated school zone by any person other than a student;
(vi) A weapon which is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle which is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school, or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school; providing, however, that this exception shall not apply to a student attending such school;
(vii) Medical examiners, coroners, and their investigators;
(viii) Peace officers as defined at O.C.G.A. 35-8-2;
(ix) Federal law enforcement officers;
(x) State or federal prosecuting attorneys;
(xi) Employees of the Department of Corrections, Pardons and Paroles, or the Attorney General's Office who are specifically authorized in writing to carry a weapon by their agency head;
(xii) Judges;
(xiii) Clerk of Superior Court;
(xiv) Public safety directors of municipal corporations;
(xv) Persons employed in fulfilling federal defense contracts when possession is necessary under such contract.
3. This prohibition shall not apply to:
(i) Equipment for legitimate athletic purposes;
(ii) Participants in organized sport shooting events or firearm training courses;
(iii) Participants in authorized military or law enforcement training programs.

Responsibility
The College is responsible for ensuring that this policy is implemented and for developing procedures to inform employees and students of the following:

1. The implications of State law O.C.G.A. 16-11-127 pertaining to weapons at a public gathering.

2. Possible penalties to be imposed upon employees or students who violate the weapons policy.

3. Reporting such violations to appropriate law enforcement agencies.

Acceptable Computer and Internet Use Policy

CVTC Computer Use and Access to the Internet
CVTC provides computer systems and Internet access for its students and employees, and its policy on Internet use and access corresponds to the policy of DTAE. Students and employees utilizing technical college-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college.

The following CVTC policy statements are excerpted from the DTAE's Policy on Computer Use and Access to the Internet, which may be found at: http://www.dtae.org/dtaepolicy/menu.html. See item II. C. 4. Acceptable Computer and Internet Use.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

The purpose of technical college-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the department. Access is a privilege, not a right. Access entails responsibility.

All information created, stored, or transmitted by department or technical college computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of department or technical college-provided computers, networks and Internet access are not permitted:

a. To create, access or transmit sexually explicit, obscene, or pornographic material;
b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
c. To violate any local, state, or federal statute;
d. To vandalize, damage, or disable the property of another individual or organization;
e. To access another individual's password, materials, information, or files without permission;
f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
h. To knowingly endanger the security of any department or technical college computer or network;
i. To willfully interfere with another's authorized computer usage;
j. To connect any computer to any of the department or technical college networks unless it meets technical and security standards set by the department;
k. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any department or technical college computer or network facility, regardless of whether any demonstrable harm results;
l. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
m. To conduct unauthorized not-for-profit business activities;
n. To conduct any activity or solicitation for political or religious causes;
o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
p. To create, access, or participate in online gambling. Occasional access to information or Web sites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Users of department and technical college computers and computer systems are subject to the department's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

Penalties

Violations of these policies incur the same types of disciplinary measures as violations of other department or technical college policies or state or federal laws, including criminal prosecution.

CVTC's policy on Use and Access to the Internet is posted on the CVTC Web site and will be updated as necessary.

Student Handbook

Upon enrollment, each credit student is presented with a CVTC Student Handbook containing detailed information on school objectives, services, policies, and regulations. It is reviewed and revised annually. The handbook may be referred to for accurate and detailed information pertaining to all school matters relating to students. A copy of the Student Handbook may also be obtained in the Student Success Centers located on each CVTC campus.

Students' Rights, Responsibilities, and Code of Discipline

The Student Handbook contains policies, procedures, student rights and responsibilities, code of discipline, regulations, and other pertinent information. The vice president of academic affairs is responsible for the implementation of disciplinary policies and procedures. The Student Handbook is distributed to each credit student upon enrollment and is available to prospective students upon request, free of charge, by contacting the Student Services Office at 706-295-6702.

College Calendar

Entrance Dates

The school year at Coosa Valley Technical College consists of summer, fall, winter and spring quarters, with normal school holidays. A number of programs may be entered at the beginning of each quarter. However, some programs begin on a twice per year or once per year cycle. Check with the Student Services Office to inquire about program start dates.

Class Schedule

Classes are scheduled between 8:00 a.m. and 10:30 p.m. according to the contact hours prescribed by the program. Every effort will be made to schedule classes at a convenient time for students. Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors may schedule field trips or live work projects that will be of educational benefit to the students. It is expected that all students will participate in such projects as assigned by the instructor.

Coosa Valley Technical College
School Calendar
2007-2008

Summer Quarter 2007
Quarter begins July 9
Drop/Add Period Ends July 11
Labor Day Holiday (Closed) September 3
Last day of quarter September 17
Final Exam Days September 18-19
Graduation September 20

Fall Quarter 2007
Quarter begins September 27
Drop/Add Period Ends October 1
Faculty Inservice November 19-21
Thanksgiving Holidays (Closed) November 22-23
Last day of quarter December 12
Final Exam Days December 13-14
School Closed December 20-26
New Year's Holiday (Closed) January 1

Winter Quarter 2008
Quarter begins January 7
Drop/Add Period Ends January 9
Martin Luther King Holiday (Closed) January 21
Faculty Inservice (Closed) March 7
Last day of quarter March 18
Final Exam Days March 19-20
Graduation March 20

Spring Quarter 2008
Quarter begins March 31
Drop/Add Period Ends April 2
Memorial Day Holiday (Closed) May 26
Last day of quarter June 9
Final Exam Days June 10-11

The College Calendar is subject to change upon approval by the President and local Board of Directors.

Coosa Valley Technical College
School Calendar
2008-2009

Summer Quarter 2008
Quarter begins July 8
Drop/Add Period Ends July 10
Labor Day Holiday (Closed) September 1
Last day of quarter September 16
Final Exam Days September 17-18
Graduation September 18

Fall Quarter 2008
Quarter begins September 30
Drop/Add Period Ends October 2
Faculty Inservice November 24-26
Thanksgiving Holidays (Closed) November 27-28
Last day of quarter December 15
Final Exam Days December 16-17
School Closed December 21-26
New Year's Holiday (Closed) January 1

Winter Quarter 2009
(Tentative Dates)
Quarter begins January 6
Drop/Add Period Ends January 8
Martin Luther King Holiday (Closed) January 23
Faculty Inservice (Closed) March 20-31
Last day of quarter March 17
Final Exam Days March 18-19
Graduation March 19

Spring Quarter 2009
(Tentative Dates)
Quarter begins April 1
Drop/Add Period Ends April 3
Memorial Day Holiday (Closed) May 25
Last day of quarter June 10
Final Exam Days June 11-12

The College Calendar is subject to change upon approval by the President and local Board of Directors.

Floyd County Campus Road Map

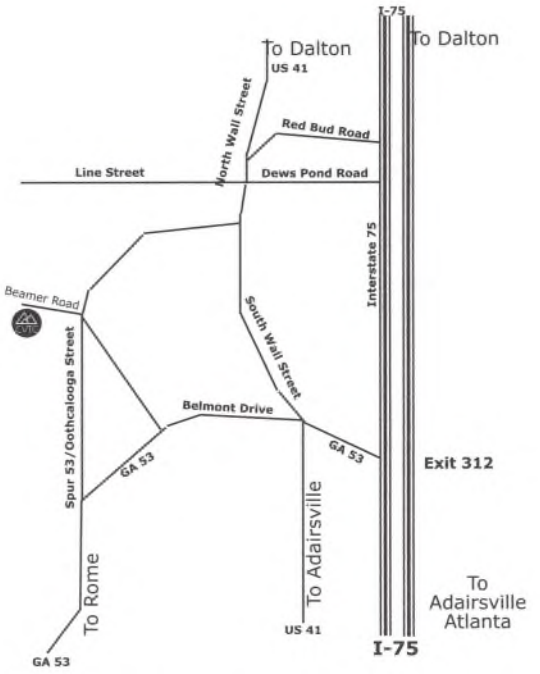
Floyd County Campus
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6963
1-888-331-2882

Directions to Coosa Valley Technical College (Floyd County Campus) from Atlanta:

Take I-75 North to the Rome Exit (Exit 290). At bottom of exit ramp, go left. Go about 1 mile where this road dead ends into another road. Turn left, go about 50 feet, and bear right up the ramp to Hwy. 41 North. Stay on Hwy. 41 North (through approx. 2 traffic lights, and approx. 2 miles) until you see the Rome Exit. That exit forces you onto Hwy. 411 toward Rome. Stay on Hwy. 411 all the way to Rome (about 20 miles). Once in Rome, stay on Hwy. 411 until it splits, where you will bear to the left under the big green overhead sign that says Cedartown/Gadsden. Go about half a mile and take the Darlington Drive/Old Lindale Rd. Exit (you'll see a green sign that says "Coosa Valley Technical College"). Turn right at the Yield sign at the end of the ramp. The main entrance to the school is the second road on the right (Maurice Culberson Drive).

Gordon County Campus Road Map

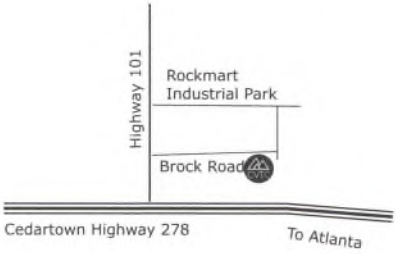
Gordon County Campus
1151 Hwy. 53 Spur, SW
Calhoun, Georgia 30701
706-624-1100



From I-75 North or South, take the Rome/Fairmount Exit (exit 312). Go west on Hwy 53 for approx. 2 miles. You will pass McDonald's, Wendy's, Chick-fil-a, Kroger, etc... Go through the two lights at Wal-Mart and the next one (River Street) over the bridge. After passing the light at River Street, look for the Coosa Valley Technical College sign on the right side of the road. Turn right on McDaniel Station Road and follow to the end. Turn right, then immediately turn left on Beamer Road. The entrance to CVTC is on the left.

Polk County Campus Road Map

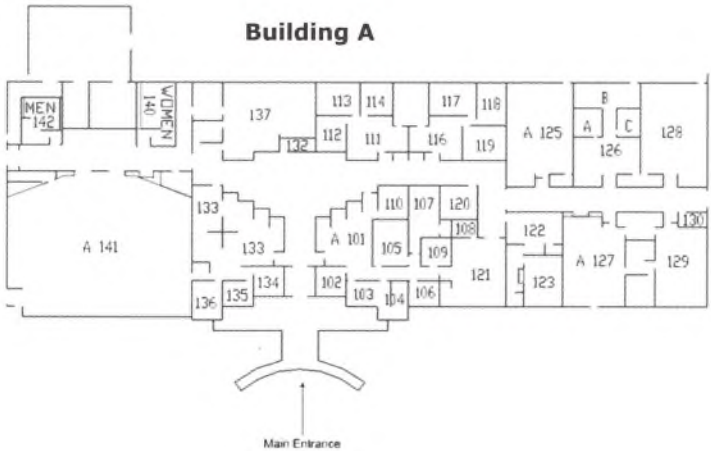
Polk County Campus
466 Brock Road
Rockmart, Georgia 30153
770-684-5696

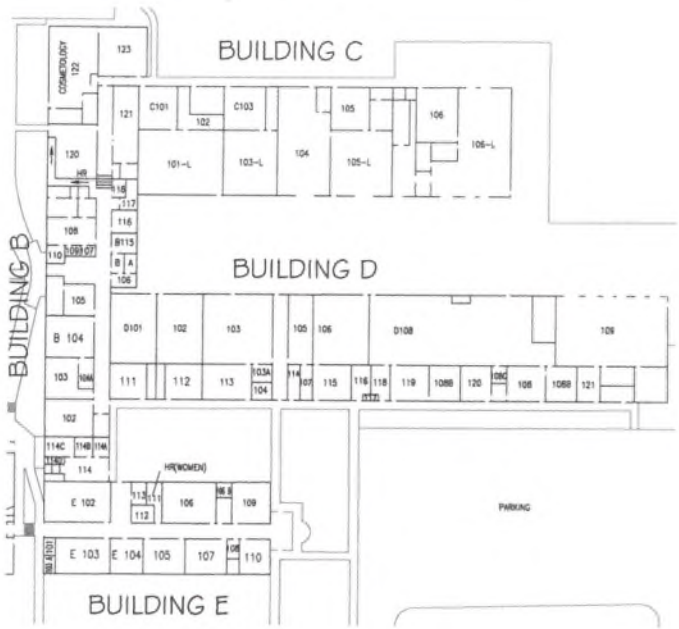


From Rome, Georgia take Highway 101 South to Rockmart. Approximately 5 miles after crossing the Polk County line, Brock Road is on the left. Look for the CVTC Polk County Campus sign on the left of Hwy 101.

Floyd County Campus
Buildings

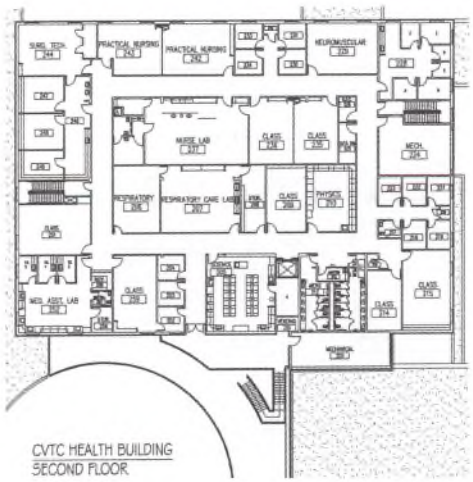
Building A



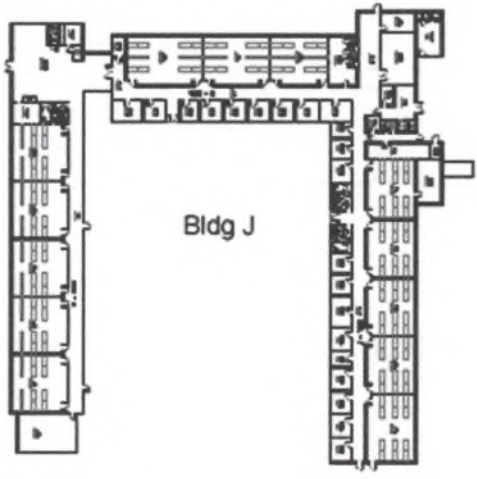


Floyd County Campus
Buildings (Cont.)

Building H

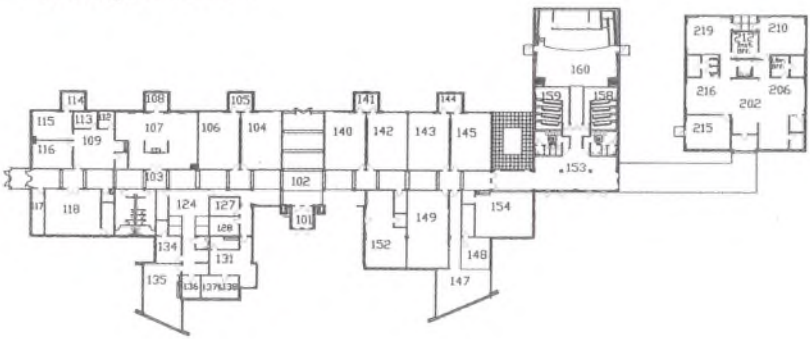



BUILDING I
EXIT
116
A
126
120
119
111
110
101 B
I 101
102
C
115
125
122
121
123
113
108
112
107
103
I 114
106
105
104
PARKING


Bldg J

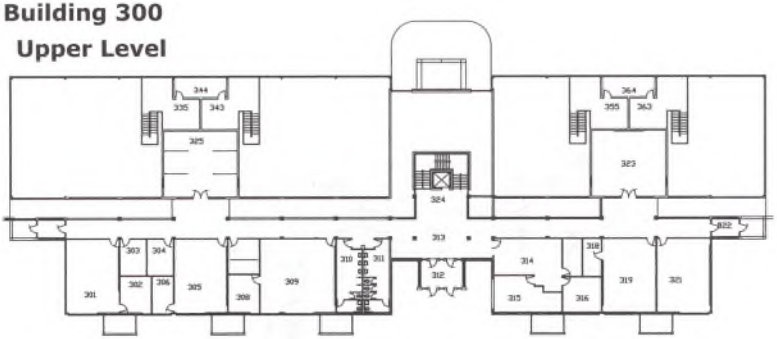
Gordon County Campus
Buildings

Buildings 100-200

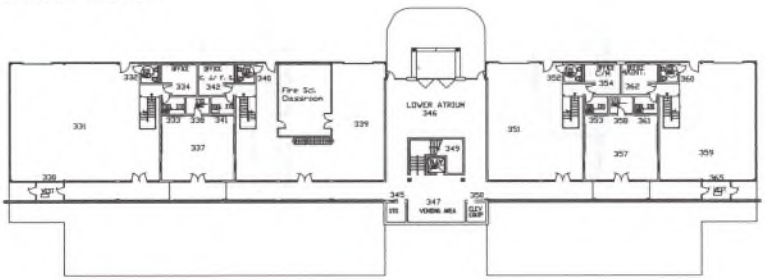


Building 300

Upper Level



Lower Level



Polk County Campus Buildings

Main Building

Economic Development Building

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Admissions

Admissions Information

The admissions policy and procedures of the State Board of Technical and Adult Education and Coosa Valley Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admission to Coosa Valley Technical College will

a. Be nondiscriminatory to any eligible applicant regardless of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation;

b. Increase the prospective student's opportunities;

c. Guide the implementation of all activities related to admission to Coosa Valley Technical College and its programs, to student financial aid, and to the recruitment, placement and retention of students; and

d. Complement the instructional programs of Coosa Valley Technical College.

Admissions Appeal

Applicants have the right to appeal any decision regarding acceptance to Coosa Valley Technical College. Appeals should be made in writing to the vice president of Student Services within three (3) days of receiving notification of admission status. The written document must include specific details supporting the appeal.

Entrance Information

The entrance requirements and procedures established at Coosa Valley Technical College are not designed to be a hindrance or barrier to enrollment in a program. They are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, and other appropriate evaluations. They follow the guidelines developed by the State Board of Technical and Adult Education and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available.

1. Admission to Coosa Valley Technical College is not a guarantee of admission to a certificate, diploma, or degree program. The admissions process encourages students to enter programs in which they have a reasonable expectation of success.
2. Admission to specific programs requires that the applicants have adequate educational preparation, as measured by satisfactory entrance assessment scores, and have completed all admission requirements. When scores on the entrance assessment and/or evaluation of admission information indicate that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course or courses to provide the needed preparation. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office.
3. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.
4. Credentials submitted become and remain the property of Coosa Valley Technical College and will not be returned to the applicant.

Entrance Program Requirements

For Degree, Diploma, and Certificate Programs

Entrance requirements for some programs vary. Please refer to specific program information in this catalog to obtain exact entrance requirement information.

Education: A high school diploma or General Education Diploma (GED) is required for admission to degree, diploma, or certificate programs. Exceptions to this would be for prospective students who have attained an associate degree or higher. The president of CVTC may grant a waiver to this admission requirement as it relates to possessing a high school diploma or GED for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school system and the technical college.

Students must provide proof of high school graduation, GED, or completion of an associate degree or higher by way of official transcript prior to registering for their second quarter of classes. Failure to do so will result in the student not being able to register until documentation is received by the student services office. Associate degree and higher education transcripts must be presented at the time of admission.

In order to be accepted by the college, high school diplomas must have been awarded by a secondary school that is accredited by an agency approved by the United States Department of Education or an agency included in the DTAE list of recognized accreditation agencies. The transcript must indicate that the student has earned a regular diploma. Certificates of completion, certificates of attendance, or special education diplomas are not accepted as proof of high school graduation. Students with these credentials must complete a GED in order to meet admission requirements.

Students completing a secondary program of study that is not approved by a recognized accreditation agency accepted by DTAE or that does not meet the requirements of O.C.G.A. 20-2-690 for home schooled students may nevertheless be admitted to the college by obtaining a GED or by the following paths:

1. Documentation of certified home schooling or equivalent as outlined in O.C.G.A. 20-2-690; appropriate placement test cut-off scores (ASSET or COMPASS); and appropriate SAT verbal and math scores or ACT verbal and math scores as specified by the program standards.

2. Presidential waiver-Students being admitted under this section may seek a presidential waiver from the usual requirement that they earn a high school diploma or GED prior to graduation from a technical college.

3. Students with diplomas from secondary schools located outside the United States may have their transcripts evaluated for equivalency by an approved outside evaluation agency or follow paths 1 and 2 as identified above.

Age: Applicants must be at least 16 years of age. (Health Technology programs vary; Cosmetology must be 17). The President may waive the 16 year old requirement for secondary students enrolled in an articulated program of study.

Health: Applicants must be physically able to attend school regularly and must meet the physical demands for the course in which they plan to enroll. Physical examinations for most Health Technology applicants are required after official acceptance to the program. Physical forms will be issued at the proper time.

Assessment Results: Applicants must make minimum scores in reading skills, numerical skills, writing skills, and elementary algebra on the admission placement test (ASSET/COMPASS) or one of the approved tests, such as the SAT* or ACT*, to be admitted as regular students (tested within the last five years). Applicants without a high school diploma or GED, who are applying for Title IV financial aid (Pell Grant) must take the Ability to Benefit Test (see explanation below). Provisional admission is granted to qualified students in some programs, (refer to individual program descriptions). Special admission students are not required to take the admissions test. Admission is granted on a space available basis.

Required Minimum Scores Are:

Associate Degree
ASSET: Reading Skills 41, Numerical Skills 35, Writing Skills 42,
Elementary Algebra 42
COMPASS: Reading Skills 79, Numerical Skills 37, Writing Skills 62, Algebra 39
SAT: Verbal 480, Math 440
ACT: Verbal 21, Math 19

Diploma/Certificate
ASSET: Reading Skills 38, Numerical Skills 35, Writing Skills 35,
Elementary Algebra 37
COMPASS: Reading Skills 70, Numerical Skills 37, Writing Skills 38, Algebra 29
SAT: Verbal 430, Math 400
ACT: Verbal 18, Math 16

Ability to Benefit Test: Applicants without a high school diploma or the equivalent who are applying for Title IV funds, must have the entrance test specially administered. The Admissions Office will make arrangements to have the test offered at specific times at no cost to the applicants.

Admission Procedures

1. Submit an application and $15.00 application fee. This is a nonrefundable, one time fee. Mail to:

   Admissions Office

   Coosa Valley Technical College

   One Maurice Culberson Drive

   Rome, Georgia 30161

2. Submit a High School Transcript, or GED scores, and all transcripts from any colleges attended for credit. Applicants must have a high school diploma or GED.
3. Applicants who have not taken an entrance assessment within the last five years will be scheduled to do so. Acceptable SAT or ACT scores may be substituted if taken within the last five years. Applicants without the high school diploma or equivalent should take the Ability to Benefit Test. (See Ability to Benefit Test)

Note: Any student or applicant who has successfully completed, with a "C" grade or better, transferable English and math courses from an accredited institution, may be exempt from taking the entrance examination. These courses must be the equivalent to the entry level English and math courses required in the applicant's chosen program of study.

4. Some programs have requirements or prerequisite courses which should be taken prior to taking technical courses or receiving official acceptance to the program.

   Advisors will discuss these requirements with their students.

5. Official notification of acceptance is given to the applicant upon completion of all the above items.

6. Report for orientation/advisement when requested.

Admissions Categories

1. Admission to a technical college will be in one of the following categories:

   a. Regular
   b. Provisional
   c. Learning Support
   d. Special

2. Statewide minimum admissions requirements are implemented for each standard degree, diploma, or certificate program.

Regular Admissions

Regular admission of students to the college or to a degree, diploma, or certificate program is contingent upon their meeting statewide minimum admissions requirements and institutional admissions requirements established for that specific program and upon their proper completion of application, assessment, and placement procedures. Regular admission to CVTC is utilized for qualified students taking prerequisite courses in preparation for admission into Health Technology programs prior to official acceptance into the program. It may also be used for qualified students taking core courses prior to being officially accepted to their program.

Provisional Admissions

Provisional admission to CVTC or a degree, diploma, or certificate program is afforded those students who do not meet regular program admission requirements but who meet provisional program-specific admission requirements as established by CVTC. Refer to individual program descriptions for specific information relating to provisional admissions. Provisionally admitted students whose English, math and/or reading levels do not meet regular program admission requirements must enroll in Learning Support courses.

Learning Support Admissions

Persons who seek to enroll at Coosa Valley Technical College and do not satisfy recommended admission standards for regular or provisional admissions are eligible for Learning Support Admissions. Learning Support courses are offered to enable students to meet recommended standards. Instruction is offered in the fundamentals of reading, math, and English, thus improving the student's chance of success upon enrolling in a regular program of study. An Admissions Placement Test is used to determine whether a student is recommended to take these course(s). Based upon test results, the student may be recommended to take classes in one, two, or all of these areas. If an applicant scores below the recommended level for entry into Learning Support courses, referral will be made to the Adult Education and Literacy Services program.

Students who do not meet admissions requirements in Reading must enroll in Reading 097 and the College Success Course (COL 100). Students who do not meet admission requirements in math and English may register for English 096/097 and/or Math 096/097. All students whose admissions test scores require them to take any 096 or 097 level courses are required to take COL 100.

Special Admissions

The special admissions category is designed to be an admissions method for non-award seeking students who desire credit for course work which they may complete in a specific program. Regular and provisional students seeking a degree, diploma, or certificate will receive admission priority over special admissions students. The following specifics define the parameters of this classification:

1. Be classified as non-diploma, non-degree, or non-certificate seeking at time of entry by the Admissions Office.
2. Be granted special student status upon recommendation of the Admissions Office.
3. Receive credit for regular program course work which is satisfactorily completed.
4. Receive credit for an unlimited number of courses but have ability to transfer only twenty-five (25) credit hours into a specific program for award seeking purposes.
5. Have the prerogative of applying for regular student status but must meet the requirements of the regular student admissions process. This includes the state approved assessment process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.
6. Students receiving financial assistance requiring certification of enrollment may not enter under special student status.
7. Prerequisite and or corequisite course requirements will apply to special students.

Note: All special admissions students (not seeking a degree, diploma, or certificate) must submit a completed application with the required fee. It is the responsibility of special students to select courses appropriate to their educational and career goals and objectives. Departmental approval will be required for registration in advanced courses with prerequisites. Admission placement testing and guidance and counseling services are available upon request through the Admissions Office. Students admitted in this category are not eligible for financial aid.

Admission to Health Technologies Programs

Admission to Health Technologies programs will change from the current first-to-qualify, first-to-enter basis after the summer quarter of 2007 (200801). Those students who complete their pre-occupational courses during that quarter, and apply to be placed on the waiting list, will be the last students to be placed on the Health Programs Waiting List. All students who finish their pre-occupational courses in the Fall Quarter of 2007 (200802), and after, will be placed in the Health Programs Eligibility Pool. The policies and procedures for Competitive Admissions and for clearing the Health Programs Waiting Lists can be found in the Health Technologies section of this catalog. Pre-occupational courses for some Health Technologies programs are not offered every quarter. See the individual program description for a list of pre-occupational courses and program entry dates for occupational courses.

A Health Technologies orientation is held each quarter for all new applicants to Health Technologies programs. Attendance at this orientation is a requirement for consideration for placement on the Health Programs Waiting List or in the Health Programs Eligibility Pool.

International Student Admissions

Applicants to CVTC from foreign countries requesting an I-20 MN to meet immigration requirements must:

1. Submit an Application for Admission to the office of Student Services with a $15.00 non-refundable application fee.
2. Provide original High School Transcript (Translated into English, notarized and signed by translator.) No photocopies or faxes will be accepted. Submit Test of English as a Foreign Language (TOEFL). A score of 500 is required for admissions. (Coosa Valley Tech does not offer TOEFL examination). International students are also required to provide ASSET/COMPASS Test scores (administered by Coosa Valley Tech).
3. In order to comply with Immigration and Naturalization Services Regulations, International Students must submit one (1) completed, certified Notarized I-134 (Affidavit of support). Original only; no photocopies or faxes will be accepted. A separate Notarized copy of a bank statement showing available deposits must accompany this form.

If you currently have a visa other than an I-20 you have to complete an I-539 (change of status form). Cost to you is $120.00. No admission to Coosa Valley Technical College is allowed until you have received a letter from INS indicating your change of status to I-20MN.

Once you have completed admission requirements, submitted completed, signed, and notarized I-134, in some cases (if you currently have a visa other than an I-20 MN) you will be issued an I-539, with a copy of bank statement and have been admitted into your program of choice, an I-20 will be issued. When you are issued an I-20 MN you are required to enroll full-time (12 credit hours), no exceptions.

FACTS ABOUT M-1 STUDENT VISA

- An M-1 Visa is issued to students seeking vocational training and education.
- An M-1 student may not accept employment at any time.
- An M-1 student is authorized to remain in the United States for the period of time necessary to complete the course of study indicated on Form 1-20 MN plus 30 days within which to depart from the United States or apply for change of status.
- An alien in M-1 status may not change to F-1 status. F-1 status is issued to students seeking academic study at colleges and universities.
- An M-1 student may enroll in a diploma or certificate program. M-1 students are not eligible for joint degree program.

All academic records and financial credentials of international students are reviewed before a student is issued the Form I-20 MN. All international students are required to report to the Admissions Office within two weeks of their arrival and have their passports, I-20ID, and Arrival-Departure Records (I-94) photocopied and placed in their admissions files. This procedure is required by INS and facilitates the replacement of lost documents.

For more information contact:
David McBurnett
Director of Student Services
706-295-6933

Transient Students

A student in good standing at another accredited institution may be permitted to enroll as a transient student on a space-available basis at Coosa Valley Technical College in order to complete work to be transferred back to the parent institution. A transient student should be advised in writing, by the parent institution, concerning recommended courses.

The transient student must submit the following:

1. An Application for Admission to Coosa Valley Technical College with a $15 nonrefundable fee
2. A statement from the Registrar or Academic Dean of the parent institution stating that the student is in good standing and eligible to return to that institution

Note: The twenty-five (25) hour credit maximum may be waived for the student upon the recommendation of the parent college.

3. Pay scheduled fees
4. Students from Coosa Valley Technical College desiring to attend another institution as a transient student must be in good standing at Coosa Valley Technical College. Any student dismissed from a program for the second time due to academic deficiency will be ineligible to receive a letter of transiency to transfer to another technical college as the student is not considered to be in good standing. Good standing is defined as having a 2.0 cumulative G.P.A. and being eligible to re-enter a program.

Audit

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval prior to the beginning of the class. Credit is not awarded for courses taken on an audit basis. Courses taken on an audit basis, will not be used for certification for financial aid, Social Security or Veteran's Administration educational benefits.

Advanced Placement

Coosa Valley Technical College is aware that the equivalent to technical level learning may occur in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and may result in advanced standing within a degree, diploma, or certificate program. Requests for advanced placement should be made by contacting the Student Services Office. Although advanced placement credit is encouraged, twenty-five percent (25%) of the course work needed for graduation must be completed at Coosa Valley Technical College. The twenty-five percent (25%) requirement will be waived if the student has completed a program for which standards have been implemented within the system. When a student attends two or more state technical colleges, the degree/diploma will be awarded by the college within which the larger number of hours have been accumulated. Advanced credit earned prior to attending Coosa Valley Technical College should be requested prior to, but not later than, the end of the first quarter of enrollment. The registrar will make a decision and communicate the acceptance or nonacceptance of previous training for

course credits within two weeks of the submission of the required documentation.

Transfer Students

Applicants to Coosa Valley Technical College who have been previously enrolled at a post-secondary institution will be considered for admission under the following policies:

a. Applicants who are in good standing at their previous institution may be accepted in good standing; and

b. Applicants who are on academic probation at their previous institution may be accepted only on academic probation.

Transfer Credit

A student may be awarded credit for courses completed at a college or university accredited by a regional or national accrediting agency recognized by the United States when the following conditions are met:

1. The course(s) taken are essentially the same in content and level as those offered at Coosa Valley Technical College.
2. An official transcript is on file in the Admissions Office.
3. A grade of "C" or higher has been earned for each course to be transferred. Some programs may require a higher grade for specific courses.
4. When requested by the Admissions Office, approval is recommended by the instructor and/or the vice president of academic affairs for the transfer credit. The final decision rests with the vice president of Student Services.
5. Transfer credit from Georgia DTAE colleges will be awarded for courses taken under approved standards within the system, subject to the receiving institution assuring that accreditation requirements are met.
6. Time limits on courses are as follows: No time limit for Humanities and Mathematics. A seven (7) year time limit is placed on courses within a program major. Exemption exams may be requested by the instructor or student to demonstrate a proficiency in a course within a program major. Health Technology programs may require course work to be more recent. See the Academic Affairs section of the CVTC Catalog for Course Validity Duration for Health Technology programs.
7. Credit hours assigned to transferred courses are the same as the credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned to equivalent courses at Coosa Valley Technical College. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at Coosa Valley Technical College.

Military Training Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, Guide to the Evaluation of Educational Experiences in the Armed Services or by the official catalog of the Community College of the Air Force or similar document. Credit may be given when training experience meets required competencies of courses offered at the college.

Experiential Learning and Professional Certification Credit

At Coosa Valley Technical College, instructors may make a recommendation for awarding credit for documented previous training or experience to the Vice President of Academic Affairs. The Vice President of Academic Affairs reviews the request, and upon approval, forwards the request to the registrar. The registrar records the credit on the student's record.

Applicants for transfer admission must submit the following to the Admissions Office:

a. Application for Admission and nonrefundable fee of $15.

b. Official transcript(s) from each postsecondary institution the applicant has attended

c. Official high school or GED transcript for all programs where high school graduation is required

d. SAT*, ACT**, ASSET, COMPASS or other nationally normed and recognized admissions placement test scores. If scores are not available, report when scheduled for the admissions placement test(s). Admissions placement testing may not be required for applicants who have been regularly accepted and are in good standing at a nationally or regionally accredited institution or meet the requirement for transferring equivalent math and English grades.

Required scores are:

Associate Degree

ASSET: Reading Skills 41, Numerical Skills 35, Writing Skills 42, Elementary Algebra 42
COMPASS: Reading Skills 79, Numerical Skills 37, Writing Skills 62, Algebra 39
SAT: Verbal 480, Math 440
ACT: Verbal 21, Math 19

Diploma/Certificate

ASSET: Reading Skills 38, Numerical Skills 35, Writing Skills 35, Elementary Algebra 37
COMPASS: Reading Skills 70, Numerical Skills 37, Writing Skills 38, Algebra 29
SAT: Verbal 430, Math 400
ACT: Verbal 18, Math 16

EXEMPTION TEST

Exemption tests are administered quarterly for persons wishing to establish credit by examination in the following subjects:

AHS 101 Anatomy and Physiology
#AHS 104 Introduction to Health care
#Note: This test has two components, a written test and a skills component.
AHS 109 Medical Terminology
BUS 101 Keyboarding/Typewriting
CIS 101 Keyboarding
CIS 106 Computer Concepts
ENG 101 English
ENG 111 Business English

*MAT 101 General Mathematics
*MAT 103 Algebraic Concepts
*MAT 111 Business Math
*Note: Bring a calculator if taking math exams.
SCT 100 Introduction to Microcomputers

Exemption of other courses may be available upon request. (See Academic Affairs)

Who may take an exemption test? Any student who feels that he/she has mastery of the competencies required for the class may take an exemption test.
Who may NOT take an exemption test? Students who want to test in order to change an existing grade of D or F and/or those who have previously taken the exemption test and/or failed the portion of the admission test they seek to exempt.
What is the cost of testing? Twenty five dollars ($25) per exemption test, payable at the time of testing. Tests will be given so that anyone wanting to take multiple tests may do so.
What must one do to take an exemption test? At the time listed in the quarterly class schedule, report to the designated location. A tester will be available at that location to accept your testing fee and to give instructions.
When are exemption tests given? Contact the Office of Academic Affairs for the date and time for the next scheduled exemption tests.
What score must be made if one is to exempt the course? Eighty percent (80%) of the test must be completed correctly in order to exempt and receive credit for the course.

COMPETENCY TEST
Competency Tests are administered quarterly for persons wishing to establish credit for courses they have taken, for which they received a grade of "C" or better, which have exceeded the course validity limit. These courses may be transfer courses or courses taken at CVTC. The Competency Test establishes that they still retain competency in that subject. Competency Tests are available for the following subjects:

AHS 156 Physics for Health care
BIO 193 Anatomy & Physiology I
BIO 194 Anatomy & Physiology II
CHM 191 Chemistry I
MAT 191 College Algebra

Other courses may be available upon request. (See Academic Affairs)

Who may take a competency test? Any student who has previously taken a course and received a grade of "C" or better which has exceeded the Course Validity Duration time limit, and feels that he/she has mastery of the competencies required for the class may take a competency test.

Who may NOT take a competency test? Students who do NOT meet the conditions above, students who want to test in order to change an existing grade of D or F, and/or those who have previously taken the competency test.

What is the cost of testing? Twenty five dollars ($25) per competency test, payable at the time of testing. Tests will be given so that anyone wanting to take multiple tests may do so.

What must one do to take a competency test? At the time listed in the quarterly class schedule, report to the designated location. A tester will be available at that location to accept your testing fee and to give instructions. For more information contact Academic Affairs.

When are the competency tests given? Contact the Office of Academic Affairs for the date and time for the next scheduled competency tests.

What score must be made if one is to receive Transfer Credit for the course? Eighty percent (80%) of the test must be completed correctly in order to receive Transfer Credit for the expired course.

Program Transfer
Students have the privilege of transferring from one program to another while enrolled in Coosa Valley Technical College, provided they have the necessary qualifications. Students desiring to transfer must consult with the Admissions Office and meet all requirements to make the change. Some programs may have waiting lists and may not be available for immediate entry.

Residency Requirements
Although advanced placement credit is encouraged, it is required that a minimum of twenty five percent (25%) of the course work needed for graduation be completed at Coosa Valley Technical College. The twenty five percent (25%) requirement will be waived if the student has completed a program for which standards have been implemented within the system. When a student attends two or more state technical colleges, the degree/diploma will be awarded by the college within which the larger number of hours have been accumulated.

Secondary Articulation
Formal written articulation agreements have been established with area high schools that award credit based on competencies achieved in selected courses. A high school graduate can transfer Tech Prep articulated courses from high school into Coosa Valley Technical College if all of the following criteria are met:

1. The student must meet regular admissions status in order to be eligible to receive articulated credit.

2. The student must enroll at Coosa Valley Technical College within two (2) years of high school graduation.

3. An official high school transcript is provided to Coosa Valley Technical College.

4. An 85 percent minimum course grade must be earned by the secondary student to be eligible for postsecondary credit in each of the articulated courses.

5. The student completes one quarter of study successfully.

Articulated credit awarded to a student is indicated by the letters "AC" on the official transcript. The hours for the articulated course will not be computed in the grade point average or appear on the quarterly grade report.

Noncredit Courses
Noncredit courses, such as seminars, are designed to meet the needs of residents, businesses, industries, and agencies. The seminars vary in length, depending upon the objectives. A seminar can be started whenever the need arises, but many are offered on a quarterly basis. Bulletins containing schedule information are published and distributed on a quarterly basis. See section on Economic Development for more information.

Re-admission
After an absence of more than one quarter, a student must reapply for admission to their program of study and re-enter under the current catalog. Readmission is not guaranteed. Former students will not be required to pay the application fee. Students who registered at other postsecondary institutions during their absence must have all official transcripts sent to the Admissions Office. For more information on readmission to Coosa Valley Technical College, refer to "Satisfactory Academic Standing / Academic Probation/Dismissal."

Legal Resident - State of Georgia
To be classified as an instate student for tuition purposes, an individual must show that he or she has been a legal resident of Georgia for a period of no less than twelve (12) months immediately preceding the date of registration. Further, the state of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Out-of-state students who move to Georgia may apply for change of status after 12 months of residency. Documentation to prove intent to remain a Georgia resident must be presented. Proof of intent can be, but not limited to, driver's license, voter registration card, and automobile registration.

Out-of-State Applicants
Priority is given to Georgia residents; however, out-of-state applicants are encouraged to apply for admission to Coosa Valley Technical College. Every effort is made to accommodate as many students as possible.

High School Diploma or GED Requirement for Graduation
All associate degree and most diploma and certificate programs require a high school diploma or GED for program admission; however, for programs not having that requirement, a high school diploma, or the equivalent, will be required of students prior to being graduated from Coosa Valley Technical College. Students entering without a high school diploma, or the equivalent, will be identified and additional course work in GED preparation will be offered to assist the student in meeting the requirement. Students who are unsuccessful in passing the GED, but have otherwise met all requirements for graduation from Coosa Valley Technical College may continue to work towards the GED and/or be given a copy of their transcript. They will be denied graduation from Coosa Valley Technical College until this condition has been met.

Special Programs/Opportunities

Tech Prep
Tech Prep is a collaborative program between the Georgia Department of Education (GDOE) and the Georgia Department of Technical and Adult Education (GDTAE) to enhance learning opportunities for secondary and postsecondary students in the state. Local articulation and curriculum alignment agreements are in place to meet the needs of the community. These agreements serve students by facilitating the smooth transition of students from secondary to post secondary technical colleges, encouraging postsecondary education, and elimination of undue entrance delays, duplication of course content, and/or loss of credit. A high school graduate can transfer Tech Prep articulated courses from high school into Coosa Valley Technical College if all of the following criteria are met:

1. The student must meet regular admission status in order to be eligible to receive articulated credit.

2. The student must enroll at Coosa Valley Technical College within two (2) years of high school graduation.

3. An official high school transcript is provided to Coosa Valley Technical College.

4. An 85 percent minimum course grade must be earned by the secondary student to be eligible for postsecondary credit in each of the articulated courses.

5. The student completes one quarter of study successfully.

Articulated credit awarded to a student is indicated by the letters "AC" on the official transcript. The hours for the articulated course will not be computed in the grade point average or appear on the quarterly grade report.

Dual Enrollment-HOPE
The Dual Enrollment-HOPE program is a collaborative effort between the Georgia Department of Education (DOE) and the Georgia Department of Technical and Adult Education (DTAE). The purpose of the Dual Enrollment-HOPE program is to offer additional educational opportunities for high school (secondary) students and allows them to earn dual course credit from both their high school and Coosa Valley Technical College while the students are still enrolled in high school.

Adherence to the Dual Enrollment program administrative guidelines allows secondary students who are dually enrolled in a secondary/technical college course to receive the HOPE Grant and allows secondary schools to receive FTE funding for dually enrolled secondary students.

Technical college courses offered through this program are limited to those courses that

- Do not supplant courses already being offered at the secondary schools;
- Are eligible for technical college credit and are required courses within a technical certificate of credit or diploma program awarded by the technical college;
- Are taught by a technical college instructor employed by the technical college;
- Core academic courses are not to be counted as Dual Enrollment-HOPE.

Dual Enrollment – ACCEL
The purpose of the ACCEL program is to provide Georgia high school students with the opportunity to earn college degree-level credit hours, as they simultaneously meet their high school graduation requirements. In order to be eligible for Dual Enrollment-ACCEL, the high school student must be enrolled in college-level English, math, social studies, or science in an associate degree program.

Joint Enrollment
The Joint Enrollment program allows high school students to take courses at Coosa Valley Technical College while still enrolled as a high school student and receive credit only at the postsecondary institution.

Project REAL (Relevant Education and Life)
Coosa Valley Technical College, in partnership with the local school systems, has placed CVTC staff in area schools to assist students with their transition from high school to college and/or work. Through Project REAL , students are assisted in establishing realistic goals toward creating a career path that will result in a satisfying and rewarding work life. CVTC Career Transition Specialists assist students in answering complex questions that arise out of the search for a successful career. CVTC Remediation Specialists teach classes that provide students with assistance in addition to their high school course work in subjects such as math, English, and reading. Students interested in learning more about Project REAL should contact their high school counselor.

Associate of Applied Science Degree Cooperative Agreements
Cooperative agreements exist with Georgia Highlands College and Dalton College for awarding of an associate of applied science (A.A.S.) degree to qualified students. All programs are not included in cooperative agreements. The Admissions Office can provide additional information about the agreements with these colleges.

Hours attempted as part of the Dual Enrollment programs or the Joint Enrollment program and paid for by HOPE will be counted by HOPE in the credit hour cap.

Any student enrolled in a Georgia public high school who is classified as a junior or senior and meets the enrollment and admission requirements of Coosa Valley Technical College is eligible to participate in the Dual Enrollment program. For more information, students should contact their CVTC Career Transition Specialist or their high school counselors.

Associate of Applied Science
Courses number 0-099 are preparatory courses and do not carry credit towards graduation. Courses numbered 100 and above carry credit towards graduation. General education courses carrying a course number of 190-199 and 290-299, i.e., ENG 191, are taught in associate degree programs.

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Tuition and Fees

Expenses

Tuition Rates

The tuition which a student pays each quarter is assessed according to the policies established for all technical colleges governed by the State Board of Technical and Adult Education. Tuition is based on the number of quarter hours scheduled up to a maximum equal to the cost of 12 quarter hours.

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

Credit Hours Scheduled	Tuition Georgia/Alabama Resident	Tuition Out-of-State (Except Alabama)	Tuition Foreign Nationals
1	$36*	$72	$144
2	$72	$144	$288
3	$108	$216	$432
4	$144	$288	$576
5	$180	$360	$720
6	$216	$432	$864
7	$252	$504	$1008
8	$288	$576	$1152
9	$324	$648	$1296
10	$360	$720	$1440
11	$396	$792	$1584
12+	$432	$864	$1728

* Certified Manufacturing and Certified Customer Service fees are $50.00 per credit hour.
* Emergency Medical Technician fees are $61.00 per credit hour.
* Commercial Truck Driving fees are a flat rate of $2436.

A full-time student is 12 credit hours or more; fewer than 12 credit hours is considered part-time.

Tuition

This fee is the student's share of instructional cost other than consumable supplies. At this time the tuition fee for Coosa Valley Technical College is $36.00 per credit hour. However, certificate program tuition varies per credit hour. Contact the Admissions Office for certificate program tuition fees.

Registration Fee

Students taking degree, diploma, or technical certificate course work pay a $26 registration fee each quarter.

Activity and Insurance Fee

Students taking degree, diploma, or technical certificate course work pay an activity and insurance fee each quarter which provides them with accident insurance and funds projects of the Student Activities Board. Online students do not pay activity or insurance fees.

$16.00 Activity Fee
$ 4.00 Insurance Fee

Instructional Technology Fee
Students taking degree, diploma, or technical certificate course work pay a non-refundable $35 technology fee each quarter to support the cost of instructional technology.

Application Fee
Applicants for a credit course or program are charged a one time, non-refundable $15 application fee.

Books, Tools, and Uniforms
(See specific programs for approximate costs.)

Textbooks: Textbooks are required in all programs and some programs require the purchase of new books each quarter. The cost of textbooks will vary among programs and may increase without prior notice.

Tools: Tools are required in some programs, particularly in industrial/manufacturing programs. The tools are the property of the student and are essential to the occupational field for which they are training. Total cost will vary among programs. Each student will be given a list of the necessary tools, equipment, and kits that will be required of them.

Uniforms: Uniforms are required in some programs. Students will be notified when to purchase uniforms, and arrangements will be made by the instructor to facilitate the purchase. See individual program curriculums for approximate costs.

Senior Citizens
Residents of Georgia who are 62 years of age or older may request a tuition waiver. If tuition is waived under this policy, admission will be granted only on a space available basis. Proof of age must be presented at registration to receive a tuition waiver. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, noncredit courses, or seminars. This waiver does not apply to fees.

Out-of-State Residents
Students attending Coosa Valley Technical College who reside outside the state of Georgia will pay tuition twice that charged for Georgia residents. Due to a reciprocal agreement, Alabama residents are not subject to this charge.

Additional Fees
- EMT and Paramedic Technology Liability Insurance - $61.50, all other health programs - $15
- Late Registration Fee - $20
- Return Check Fee - $20
- Transcript Fee - $2
- Health Technology programs have additional expenses which may vary by program and per quarter. They are required for all Health Technology program students, except Emergency Medical Technology and Paramedic Technology students. See specific programs for approximate costs.
- Commercial Truck Driving has additional expenses; see program curriculum for details.

Mastercard, Visa, and Discover are accepted.

Returned Check Policy
There is a $20 charge on all returned checks.

Refund Policy
A seventy-five percent (75%) refund of tuition may be made if the student withdraws within seven (7) consecutive calendar days, including holidays, from the first day of class. **This does not include textbooks, registration fees, insurance fees, activity fees, or technology fees**. No refunds will be made after this seven (7) day period. The seventy-five percent (75%) refund of tuition, if the student withdraws within seven (7) consecutive calendar days, including holidays, from the first day of class, is in keeping with generally accepted refund practices in the higher education community. Preregistered students may receive a full refund of all tuition and other fees provided they cancel prior to the first day of class. Refunds, when due, must be made without requiring a request from the student. Refunds, when due, will be made within thirty (30) days:
(1) of the last day of attendance if written notification has been provided to the college by the student, or
(2) from the date the college terminates the student or determines withdrawal by the student. Tuition refunds for students receiving benefits through the Department of Veterans' Affairs will be prorated over the length of the course.

Student Financial Aid

Financial aid is available to eligible students enrolled in Coosa Valley Technical College. It is recommended that anyone desiring financial aid make application six to eight weeks prior to the time the aid will be needed. Applications and more information are available in the Financial Aid Office. Call 706-295-6942. Students may also apply online at: www.fafsa.ed.gov.

Verification
It is the policy of the Financial Aid Office at Coosa Valley Technical College to verify all Student Aid reports (SAR or ISIR) selected by the Department of Education. This verification procedure will be in compliance with the latest published regulations from the Student Financial Aid Branch of the Department of Education. If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. Documentation may include (but is not limited to) the following:

Signed copy of student's Federal Income Tax Return (1040)
Signed copy of parent's Federal Income Tax Return (1040)
Verification worksheet
W-2's of student, spouse, or parent
Student's Social Security card
TANF (Temporary Assistance for Needy Families) benefits reports
Documentation of child support received
Copy of divorce or separation document
Documentation of Social Security benefits received
Other documents that provide proof of income or asset value
Birth Certificate

Applicants who do not provide all of the requested documentation will not be considered eligible for financial aid at Coosa Valley Technical College.

Federal Pell Grant

This is a program that provides federal funds to students who meet certain income guidelines. Federal Pell Grants are not available to anyone who has received a bachelor's degree or owes a refund to the Federal Pell Grant, or any Title IV Aid program, or is in default of a Stafford Loan, SLS Loan, or PLUS Loan. Grants do not require repayment. Students enrolled in diploma credit programs should note that Pell awards will be based on contact hours, not credit hours. Most certificate programs do not qualify for Federal Pell Grant funds. Please check with the Student Services Office for a complete list of approved programs.

Academic Competitiveness Grant

Academic Competitiveness Grants will be awarded to full time, Pell eligible, first-and second-year degree seeking students who have successfully completed a rigorous high school program of study. Students must be US citizens and have graduated from high school after January 1, 2006, if a first year student; or January 1, 2005, if a second year student.

HOPE (Helping Outstanding Pupils Educationally)

The HOPE program, funded by the Georgia Lottery for Education, is a unique program that rewards students with financial assistance in degree, diploma, and certificate programs. This program covers tuition, HOPE-approved mandatory fees, and a book allowance of up to $400 per academic year.

Students may apply for the HOPE Grant online at: www.GACollege411.org.

HOPE Grant
This state funded grant covers tuition and fees. It also provides a book allowance of $50 (5 or less credit hours) or $100 (6 or more credit hours). In order to remain eligible for HOPE Grant, students must maintain satisfactory academic progress. **AS OF FALL 2004, STUDENTS ARE ONLY ELIGIBLE TO RECEIVE THE HOPE GRANT FOR A TOTAL OF 95 CREDIT HOURS. THESE HOURS WILL BE COUNTED BEGINNING WITH COURSEWORK ATTEMPTED SUMMER QUARTER 2003 AND THEREAFTER. ONCE A STUDENT RECEIVES THE HOPE GRANT FOR 95 CREDIT HOURS, HE/SHE WILL BECOME INELIGIBLE TO RECEIVE THE HOPE GRANT.** (One exception - for students who are in a diploma program that requires more than 95 credit hours, the student will be eligible for the number of credit hours required for graduation, not to exceed 130 credit hours).

HOPE Grant Qualifications (for diploma and certificate programs):
- Must be a legal resident of Georgia for 12 months prior to receiving HOPE Award
- Must complete a Free Application for Federal Student Aid (FAFSA) or HOPE Scholarship application
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid
- Must maintain a quarterly and cumulative grade point average (GPA) of 2.0
- Must complete 67 percent of all course work attempted
- Must be registered with the Selective Service Board (males only)

HOPE Scholarship
This state funded grant covers tuition and fees. It also provides a book allowance of $50 (5 or less credit hours) or $100 (6 or more credit hours). In order to remain eligible for HOPE Scholarship, students must maintain satisfactory academic progress AND maintain a cumulative 3.0 grade point average at each HOPE checkpoint (after 45, 90, and 135 credit hours, and at the end of spring quarter). In addition, freshmen (Tier 1) students will have an additional checkpoint at the end of the third quarter of attendance if the student is less than half time for all three quarters. **STUDENTS WILL ONLY BE ABLE TO RECEIVE HOPE SCHOLARSHIP FOR A TOTAL OF 190 ATTEMPTED HOURS, COUNTING ALL HOURS ATTEMPTED AFTER HIGH SCHOOL.**

ADDITIONALLY, THERE IS A COMBINED (HOPE GRANT AND HOPE SCHOLARSHIP) CREDIT HOUR CAP OF 190 ATTEMPTED CREDIT HOURS. ONCE A STUDENT RECEIVES HOPE GRANT AND HOPE SCHOLARSHIP FOR 190 CREDIT HOURS, HE/SHE WILL BECOME INELIGIBLE TO RECEIVE ANY HOPE FUNDS.

HOPE Scholarship Qualifications (for associate degree programs):
- Must be a legal resident of Georgia for 12 months prior to enrolling in associate degree program
- Must be a 1993 or later graduate of an eligible high school with a minimum GPA of 3.0 or must have attempted at least 45 credit hours and have a cumulative GPA of at least 3.0.

• Must complete a Free Application for Federal Student Aid (FAFSA) or HOPE Scholarship application
• Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid
• Must maintain a quarterly and cumulative grade point average (GPA) of 3.0 and a 3.0 cumulative GPA at the following credit hour increments - 45, 90, 135
• Must be registered with the Selective Service Board (males only)
• Eligible students may receive the scholarship for up to 190 credit hours.

• All other college credit hours attempted (hours attempted while seeking a degree) at all postsecondary institutions the student attended and their corresponding grades must be included in the HOPE cumulative grade point average, regardless of what hours are accepted or not accepted by the institution the student is currently attending or if a course was repeated.

• Credit hours attempted as part of a diploma or certificate program of study are not considered to be college credit hours and therefore should not be counted, unless those hours are accepted toward a degree.

• Learning support or remedial courses are included in the 190 hour limit and all corresponding grades must be included in the HOPE cumulative grade point average.

• The HOPE grade point average should be calculated by the office that is normally responsible for calculating the institution's grade point average and attempted hours. The institution should calculate the HOPE grade point average to the hundredth decimal, for example 2.99.

• A student transferring from one HOPE-eligible public institution to another is eligible for a HOPE Scholarship if all eligibility requirements continue to be met.

• A student transferring from a HOPE-eligible private college or university to a HOPE-eligible public institution is eligible for a HOPE Scholarship if he or she meets all the requirements, just as if he or she had been attending a HOPE-eligible public institution.

• A student transferring from an out-of-state institution or a Georgia institution that is not HOPE-eligible to an eligible public institution is eligible for a HOPE scholarship if he or she meets all requirements, just as if the student had been attending a HOPE-eligible institution.

HERO (Helping Educate Reservists and their Offspring)

To be eligible to apply for a Georgia HERO Scholarship, you must meet one of the following criteria:

a. Be a Georgia resident who is an active member of the Georgia National Guard or U.S. Military Reserves who was deployed outside the United States for active duty service on or after May 3, 2005, to a location designated as a combat zone and served in such combat zone for 181 consecutive days; or

b. Be a daughter or son whose parent is a Georgia resident who was a member of the Georgia National Guard or U.S. Military Reserves who was deployed outside of the United States for active duty service on or after May 3, 2005, to a location designated as a combat zone and served in such combat zone for at least 181 days, or was killed, totally disabled, or was evacuated from such combat zone due to severe injuries during

any period of time on active service. The children of eligible National Guard members and Reservists must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.

Workforce Investment Act (WIA):

The WIA program provides assistance to students who are economically disadvantaged, educationally disadvantaged, underemployed, and /or dislocated workers who meet residency requirements. Funding may be available to cover costs of tuition, fees, books, uniforms, equipment, required physical examinations, child care, and transportation. WIA program staff are available to assist students with career guidance/exploration, academic performance assessment, and job search assistance. Interested persons should contact the WIA Office (706-295-6840) for more information.

Scholarships

Coosa Valley Technical College's Foundation, Inc., awards scholarships based on the financial need of eligible students. Information for qualifying for these scholarships and applications may be secured from the Financial Aid Office.

Other Financial Assistance

Financial assistance is available through the Veteran's Administration and Rehabilitation Services. Interested persons should contact the appropriate agency to determine eligibility. Information concerning Rehabilitation Services may be secured through our office by calling 706-295-6400 or writing to:

Vocational Rehabilitation
450 Riverside Parkway
Rome, Georgia 30161-2942

Financial Aid Academic Requirements

In accordance with the Higher Education Act of 1965, as amended, students receiving federal financial aid must be in good standing and making satisfactory progress. There exists a conceptual difference between good standing and satisfactory progress. Good standing means that a student is eligible to enroll or to re-enroll, while satisfactory progress means that a student is advancing toward fulfilling degree, diploma, or certificate requirements in a manner consistent with the prescribed policies of the institution.

Financial Aid Satisfactory Progress

A student is determined to be making satisfactory progress according to the definition of satisfactory progress below. Academic progress determinations will be made quarterly, prior to the disbursement of quarterly awards and at the end of each quarter.

1. GPA Requirements

• FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS
• HOPE GRANT for DIPLOMA and CERTIFICATE PROGRAMS
The student must maintain a minimum grade point average of 2.0. Students failing to maintain a 2.00 cumulative GPA will be placed on financial aid probation. Students will be removed from probation when the GPA is raised to a 2.0 or better. Students placed on financial aid probation who fail to raise their GPA, within the next enrollment term, to a 2.0 or better will be classified as not making satisfactory progress and will be ineligible for financial aid. Grades of "I", "W", and "WP" are not used in calculating the GPA.

• HOPE SCHOLARSHIP for DEGREE PROGRAMS
Students in a degree program must earn a cumulative GPA of 3.0 by the end of the term in which they have attempted 45 credit hours. Students who fail to earn a cumulative 3.0 GPA will lose their HOPE Scholarship. Students may regain their HOPE Scholarship if, at the end of the term in which they have attempted 90 credit hours, their cumulative GPA is 3.0 or better. Students must maintain a cumulative GPA of 3.0 or better at the end of the terms in which they have attempted 135 and 190 credit hours. Failure to meet the cumulative GPA requirements at the term in which the 90th credit hour is attempted will result in the loss of the HOPE Scholarship which cannot be regained.

HOPE Scholarship End-of-Spring Checkpoint:

• All HOPE Scholarship recipients must have a 3.0 GPA at the end of each spring term, in order to continue their eligibility, except for Freshmen (1st tier) recipients who enrolled for less than 12 hours for each of their first three terms in a row. (See "Three-Term Checkpoint" below).

• HOPE Scholarship eligibility can be lost at an End-of-Spring Checkpoint, but then regained at a future Attempted-Hours Checkpoint.

HOPE Scholarship Three-Term Checkpoint

• This checkpoint only applies to Freshmen (1st tier) recipients who enrolled for less than 12 hours for each of their first three terms in a row.

• Freshmen (1st tier) recipients who enrolled for less than 12 hours for each of their first three terms, and only these students, must have a 3.0 GPA in order to continue their eligibility.

• After the Three-Term Checkpoint is applied once to a student, the End-of-Spring Checkpoints must be applied to that student, regardless of the number of hours enrolled each term.

•HOPE Scholarship eligibility can be lost at the Three-Term Checkpoint, but cannot be gained or regained at the Three-Term Checkpoint.

2. Credit Hours Attempted

- **FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS**
- **HOPE GRANT for DIPLOMA and CERTIFICATE PROGRAMS**
- **HOPE SCHOLARSHIP for DEGREE PROGRAMS**

The student must also satisfactorily complete two-thirds (2/3) of the credit hours attempted each quarter to maintain satisfactory progress. Students failing to do so will be placed on financial aid probation. Students placed on financial aid probation, who fail to pass two-thirds (2/3) of the cumulative hours attempted within the next enrollment term, will be classified as not making satisfactory progress and will be ineligible for financial aid. A grade of "C" in Learning Support courses will be considered as satisfactory. Grades of "I", "W", and "WP" are counted in hours attempted.

3. Completion of Educational Objective

- **FEDERAL PELL GRANT and TITLE IV AID PROGRAMS**
- **HOPE GRANT for DIPLOMA and CERTIFICATE PROGRAMS**

Students must complete their educational objective within a maximum time frame of one and one half ($1^{1/2}$) times the length of the program in which they are enrolled. A student who changes programs must complete the new program in the time frame of the original program. Thereafter, they will be ineligible for financial aid.

- **HOPE SCHOLARSHIP for DEGREE PROGRAMS**

A student may receive the HOPE Scholarship for a maximum of 190 credit hours attempted or for a maximum of 190 credit hours of combined payment from the Accel program, HOPE Grant, or HOPE Scholarship.

Learning Support and Financial Aid

Students who are enrolled only in the Learning Support program are not eligible to receive the Federal Pell Grant, Title IV aid programs. However, a student who is provisionally admitted to a program may receive the FEDERAL PELL GRANT or TITLE IV aid programs for the hours registered in a degree or diploma program. A student thusly admitted may not attempt more than forty (40) credit hours of remedial work. Students taking Learning Support courses may receive HOPE Grant or Scholarship aid if they meet HOPE requirements for the degree, diploma, or certificate program they wish to enter.

Transfer Students

Students transferring into a program from another technical college will be awarded credit for the courses taken at the original institution. Hours transferred in via course exemption and/or prior credit for previous training, with exception of those taken at this institution within the past four years, are not counted in determining the GPA. Students must maintain satisfactory progress as described above to continue their financial aid eligibility. Students transferring from one program to another at this Institution will continue to carry their GPA from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA and credit hours attempted requirements.

Course Repeats

If a course is repeated, all hours attempted will be counted for purposes of the sixty-seven percent (67%) requirement and maximum time frame to maintain financial aid status, and all grades will be used in calculating the GPA.

Reinstatement of Aid

A student who has been terminated from aid due to a lack of progress may reapply for reinstatement of aid when he/she has met the minimum cumulative requirements for financial aid.

Appeal Process

You have the right to appeal the STOP AID decision of the Financial Aid Office if you feel that extenuating circumstances prevented you from meeting the specific requirements for satisfactory progress. If you decide to appeal this decision you must follow the process as outlined below.

1. Your appeal must be in writing.
2. It must specifically address the extenuating circumstances.*
3. It must be filed with the Financial Aid Office by the due date published in the STOP AID notification letter. **Please note, if you plan to return to Coosa Valley Technical College at a later time, you must still meet the appeals deadline set in the letter.**
4. You are responsible for payment of tuition and fees until the decision of the Committee is made.
5. No appeals will be heard after the drop/add date for the quarter.

*** If the extenuating circumstances are due to medical conditions you should provide evidence from the attending physician at the time of the hearing.**

Determination of Overpayments

The length of each term at Coosa Valley Technical College is ten (10) weeks. Federal Pell Grant and Title IV aid payments, with the exception of Federal Work Study, are not made to students until after the start of the sixth (6) week of classes each quarter. For this reason no overpayment will be deemed to have occurred if the student withdraws after payment has been made.

Return of Title IV Funds Policy

If the student totally withdraws from school, federal regulations require that his/her Pell award for the withdrawal quarter be recalculated as follows:
The number of calendar days attended during the quarter is divided by the total number of calendar days in the quarter. The resulting percentage is multiplied by your Pell award for the quarter. This is the new Pell amount you are entitled to receive. If eligible, HOPE monies can be used to supplement this new Pell award up to the actual tuition and fee cost. Therefore, if the student has not received Pell funds for the quarter in excess of tuition and fee charges, he/she owes nothing. If the student has received Pell funds for the quarter in excess of tuition and fee charges, he/she will be notified of the amount to be repaid and will be ineligible for further financial aid assistance until he/she has repaid these funds or made satisfactory repayment arrangements.

Academic Information

Student Advisement

The academic advisement program at Coosa Valley Technical College is provided by the Instructional Services faculty and staff. Each student is assigned to an advisor who is responsible for academic counseling, course scheduling, and progress monitoring throughout the student's enrollment. All students entering Coosa Valley Technical College for their first quarter are assigned an advisor.

First Quarter Students: Degree, Diploma, & Certificate Programs

First quarter students will be advised and registered in the Student Success Centers located on each campus. Students must complete the admissions process including placement testing and will then be registered for their first quarter of college by the Student Success Center staff. During the process, students will be assigned a faculty advisor from their program of study who will advise them during subsequent quarters.

Student Advisement for Subsequent Quarters

Student advisement will take place quarterly at designated times for currently enrolled students and will be completed so that all students may participate in early registration.

Student Registration

Early, regular, online, and late registration dates will be set and posted quarterly for student convenience. Registration will be complete upon making payment of fees.

Course Offerings

All courses are offered a minimum of once per year depending on the program. However, most courses in Business, Industrial, and Personal/Public Service Technologies are offered from 2-4 times per year. Most General Education core courses are offered quarterly. Course offerings are planned and scheduled to enable students to remain in sequence and on schedule for graduation.

Course Numbering

Learning Support courses are numbered 096 through 099. MAT 103 may also be considered a Learning Support course. General Education courses numbered 100 through 189 are certificate and diploma courses. General Education courses numbered 190 and above are associate degree courses.

Grading

Each student's progress, conduct, and attitude are continuously appraised. Instructors report irregularity in attendance and progress to the appropriate Dean or the Vice President of Academic Affairs so that corrective steps may be taken to assure quality training. At the end of each quarter, the achievement of each student is reported using the following system of grade assignment:

A =Excellent 90-100
B =Good 80-89
C =Satisfactory 70-79
D =Passing 60-69
F =Failure 0-59
I =Incomplete
IP =In Progress
S =Satisfactory Progress
U =Unsatisfactory
W =Withdrew (by mid-quarter)
WP =Withdrew Passing
WF =Withdrew Failing
EX =Credit Course Exempted
TR =Credit Course Transferred
AU =Audit Course
AC =Articulated Credit

A grade of "C" or better is required in a prerequisite course before a student can progress to the next level of instruction. A minimum average of "C" (2.0 GPA) is required for graduation.

I: This symbol indicates that the student who is performing satisfactory work is unable to meet full course requirements for nonacademic reasons. An "I" must be removed within one quarter or it will automatically become an "F."

IP: This symbol indicates that a final grade could not be posted because the student was not scheduled to complete the course by the end of the quarter. An "IP" must be followed by a final grade during the next quarter or it will automatically become an "F" (or "U" if in a Learning Support course.)

AU: This symbol indicates the course was audited for no credit.

S: This symbol indicates satisfactory performance in a Learning Support or other institutional credit course.

U: This symbol indicates unsatisfactory performance in a Learning Support or other institutional credit course.

W: This symbol indicates that a student was permitted to withdraw from a course without academic penalty. Withdrawal without penalty will not be permitted past the midpoint of the quarter.

WP: This symbol indicates that a student making satisfactory progress was permitted to withdraw from a course after midpoint of instruction without academic penalty.

WF: This symbol indicates that a student was permitted to withdraw from a course after midpoint while making unsatisfactory progress. The dropping of a course under these circumstances is equivalent to a failure.

EX: This symbol indicates that a credit course has been exempted.

TR: This symbol indicates that a credit course has been transferred from another institution.

AC: Articulated credit based on agreement with a high school.

Program/Course Grade Requirements

Specified courses in degree/diploma programs of study may require a grade of "C" or higher as stated in the course syllabi. A grade of "C" or higher is required for courses that are prerequisite to more advanced courses.

Grade Point Average

Students will be awarded quality points for each diploma credit course grade according to the following scale:

A = 4 Quality Points
B = 3 Quality Points
C = 2 Quality Points
D = 1 Quality Point
F = 0 Quality Points

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all courses are then added together and divided by the total credits for the quarter to obtain the quarterly grade point average (GPA). Grades of **"S"** or **"U"** are not calculated in the GPA.

Example:

Grades	**Quality Points**		**Credits**	
A	4	X	5	= 20
B	3	X	10	= 30
C	2	X	5	= 10
Totals			**20**	**60**

60 Divided by 20 = 3.0 Quarterly Grade Point Average

Grades of **"W"** and **"WP"** are not counted in the cumulative GPA. Hours transferred in via course exemption and/or prior credit for training are not counted in determining the GPA.

Grades of "**WF**" will be recorded and calculated as an "**F**" in GPA.

The cumulative grade point average (GPA) is calculated in the same manner as the quarterly GPA above except all credits and all quality points for the entire length of enrollment are used. Example: Divide cumulative quality points by cumulative credits to get cumulative grade point average (GPA). Courses taken through the Learning Support Department will not affect GPA.

Satisfactory Academic Standing/Academic Probation/Dismissal

Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic quarter. The quarterly GPA must be 2.0 or above at the end of the probationary quarter to maintain satisfactory status. Failure to maintain

satisfactory status during a probationary quarter will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full quarter. Upon readmission, the student must make a 2.0 or above each quarter to maintain satisfactory standing or will be dismissed. Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program, but may apply for another program in another department. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes. Overall GPA must be 2.0 or better before students can graduate. Graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the grade from the last course taken will be used in calculating the grade point average for graduation.

Health Technology Academic Requirements

To fulfill the academic requirements of all Health Technology programs, a minimum grade of "C" is required for progress from specified courses to more advanced courses. The grading system of all Health Technology programs establishes passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimum prior to continuing in the curriculum. Students preparing to enter (taking courses) a Health Technology diploma program must complete all required AHS courses for the specific program within two attempts. Anyone failing to meet this criterion will be counseled to apply for a Health Technology program which does not require those AHS course(s) or a program in another department (Business Technology, Industrial Technology, Health Technology, Personal/Public Service Technology). Students preparing to enter (taking courses) for an associate degree Health Technology program must complete prerequisite courses within two attempts. Anyone failing to meet this criteria will be counseled for a diploma Health Technology program or for a degree program that does not require the failed prerequisite. Any student accepted into a Health Technology program who fails to attain a minimum grade of "C" in any occupationally or technically specific course will be required to repeat the course. Any Health Technology program student admitted to a program who fails to attain a minimum grade of "C" or in a technically or occupationally specific course in two separate quarters will be withdrawn from the program and will not be allowed to reapply to that health program. However, the student may apply to another Health Technology program. Please be aware that allied Health Technology programs may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

Licensure and/or Certification

To be employed in the following professions in the state of Georgia requires successful completion of the appropriate certification or licensure examination following graduation from the program of study: Cosmetology, EMT / Paramedic, Practical Nursing, and Respiratory Care.

While not an absolute condition of employment in the state of Georgia, there are several medical professions that offer the opportunity to take a national credentialing examination. Successful completion of these examinations may improve one's chances of employment as some employers do require them. Several programs of study at Coosa Valley Technical College prepare students to take national credentialing examinations that

have completion of an accredited program as a condition of eligibility. These accredited programs include: Diagnostic Medical Sonography, Echocardiography, Mammography, Medical Assisting, Nuclear Medicine, Radiation Therapy, Radiologic Technology, and Vascular Technology. The Surgical Technology program at Coosa Valley Technical College is seeking accreditation from CAAHEP. Once that accreditation is received, graduates of the program will be eligible to sit the examination for the Certified Surgical Technologist credential.

Work Ethics Policy

A work ethics grade of 0 (Unacceptable), 1 (Needs Improvement), 2 (Acceptable), or 3 (Exceeds Expectations) will be reported in accordance with Georgia Department of Technical and Adult Education Standards. An important area of student development is work ethics or good work habits. These include attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect.

To aid in development of work ethics, the student is given a work ethics grade in each course in addition to his/her course grade. A work ethics grade is a noncredit grade that does not affect academic GPA but is recorded on the student's permanent record.

President's List/Director's List

A quarterly GPA of 4.00 with a course load of at least 12 credit hours will place a student on the President's List. A quarterly GPA of 3.5 to 3.9 with a course load of at least 12 credit hours will place a student on the Director's List. Designation of President's List/Director's List is recorded on the student transcript.

Student Appeal of Grade

Refer to the section on "Academic Complaint or Appeal" in the Student Handbook section of the CVTC Catalog.

Children on Campus

Students with small children are expected to make provisions for off-campus child care. The following administrative procedure applies to students bringing children to the campus:

- Students may not bring children to class.
- Students may not leave children unattended in waiting automobiles, hallways, student centers, or outside the buildings.

Student Services

Student Success Centers

New students enrolling at Coosa Valley Technical College will visit the Student Success Center for assessment, advisement, and registration. A comprehensive array of services is provided in the Student Success Centers. These services include but are not limited to career assessment, financial aid, special services for dislocated workers and displaced homemakers, counseling, and job placement assistance.

Counseling Services

Coosa Valley Technical College provides counseling services for students who request assistance with personal problems or who may be referred for assistance by a staff member. Personal counseling is voluntary and is strictly confidential. Referral to professional counselors and/or community agencies will be arranged upon the request of the student. CVTC's Counselor, Karen Teems (706-295-6938), is available to assist students.

Special Needs Services

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of disabilities. All services are provided at no charge to qualified students. Coosa Valley Technical College strives to provide reasonable, quality services/accommodations based upon the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the institution and from other agencies. The type of service/accommodation provided should not be disruptive and should not fundamentally alter the nature of the program. Services available may include the following: registration assistance, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, counseling, special equipment, and others. For assistance, students may request services through ADA Coordinator/Interpreter, Sheila Parker, 706-802-5882.

Placement and Follow-Up

Periodic follow-up surveys are conducted by Coosa Valley Technical College to obtain data from former students. This data assists the college as it seeks to meet its training objectives. When contacted, former students are urged to promptly return the follow-up survey form. The office is located in Graduation Services. Students who wish to confer with the placement officer are encouraged to make an appointment by calling 706-295-6986.

Learning Support

The Learning Support Department is provided to enable applicants with basic deficiencies in mathematics, English, and/or reading to upgrade their academic skills to the level required for regular admissions into a program of study at Coosa Valley Technical College. Admissions placement tests and diagnostic tests are used to determine whether a student is recommended to take these course(s). Based upon test results, the student may be recommended to take courses in one, two, or all of these areas. In addition, any student required to take a Learning Support course must also register for COL 100 (College Success Course), a course designed to provide additional tools for success in the college environment. Furthermore, if the Learning Support reading class is required, then for first quarter enrollment the student may only register for reading and COL 100. Finally, if an applicant scores below the recommended level for entry into Learning Support courses, referral will be made to a program such as Adult Education and Literacy Services.

GOAL Program

The Georgia Occupational Award of Leadership (GOAL) program was established in 1971 to recognize and reward excellence among the students at Georgia's technical colleges. Jointly sponsored and administered at the state level by the State Board of Technical and Adult Education and the Georgia Chamber of Commerce, the GOAL program is an outstanding example of education joining hands with business and industry. It is the only program of its kind in the nation to honor excellence among technical students at the postsecondary level.

The objectives of the GOAL program are as follows:

1. To spotlight the role of technical training in the work force.
2. To reward those students who excel in their programs of study.
3. To stimulate greater pride of workmanship.
4. To generate greater public respect and appreciation for the working man and woman.
5. To emphasize the dignity of work in our society.

Student Activities

Student activities include clubs, quarterly special events, and activities within the programs of study. There is also an annual competition to select an outstanding student who represents the school in the Georgia Occupational Award of Leadership program.

Student Activity Board

The Student Activity Board is an organization composed of students elected from each program of study. This student organization, along with advisors from the college, is responsible for all student activities sanctioned by the college.

Student Activity Day

During the spring, a portion of a day is set aside for student activity day. Classes are suspended to allow students to participate in activities such as Job EXPO, a motivational presentation by a guest speaker, picnic, food, music, and games.

New Connections To Work (Single Parents, Displaced Homemakers, and Single Pregnant Women)

Program Information

New Connections to Work is a comprehensive training and employment program that provides support services and assistance to students and prospective students seeking increased access to technical colleges in Georgia. New Connections collaborates with the Georgia Department of Human Resources, the Georgia Department of Labor, and Division of Rehabilitation Services, other agencies, and business and industry.

Who can become a New Connections To Work Participant?

- Single parents with custody or joint custody of minor children, homemakers in transition who are separated, divorced, widowed, and seeking updated skills training.
- Clients from the Georgia Department of Family and Children Services and other agencies who are striving for self-sufficiency and who are in need of education, training and/or employment.

- Students in search of skills training in nontraditional, higher paid employment fields.
- Individuals, agencies, businesses, and industries seeking customized workforce preparation and training.

What services does New Connections offer?
Services offered include the following: assessment of achievement, aptitude, and interest; academic and career advisement; individual career plans; referral to other agencies; support group activities; textbook Lending Library services; job readiness/retention workshops and activities; life management workshops; skills training; job market information; and daily job leads. New Connections is free to participants.

Georgia Fatherhood Program

The Georgia Fatherhood program (GFP) in collaboration with Child Support Enforcement (CSE) and the Department of Human Resources strives to motivate noncustodial parents to become active participants, both emotionally and financially, in the lives of their children. The program assists noncustodial parents who are unemployed, at risk of losing their jobs, and/or behind on child support payments by providing a variety of support services, day and evening workshops, and comprehensive training programs.

The Georgia Fatherhood program provides participants with sixty (60) hours of workshop topics and activities which aim to assist individuals in reaching personal goals and learning skills to promote their personal and professional success. Participants will acquire skills and new found relationships, which will truly help them to successfully "survive."

The Georgia Fatherhood Program offers

- Life management skills and workshops
- Effective parenting classes
- Job readiness and job retention activities
- Self-esteem activities

The GFP also offers support services for increased access to technical colleges. Participants will have an opportunity to take advantage of customized, long or short-term training, and Adult Education services.

Economic Development

Technical Certificates of Credit

Certified Customer Service Specialist
Technical Certificate
Mission Statement

The mission of the Certified Customer Service Specialist certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of customer service.

Campus Availability
- Coosa Valley Technical College Floyd County Campus
- Coosa Valley Technical College Gordon County Campus
- Coosa Valley Technical College Polk County Campus

Beginning classes for first-time students vary from quarter to quarter. Day and evening classes are available and may be scheduled on a space-available basis. Fall, winter, spring, and summer entry is possible.

Admissions Criteria
Applicant must be at least 16 years of age, have a high school diploma or equivalent, and make appropriate placement test scores for provisional or regular admission.

Required Courses	Credit Hours
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
Technical Certificate
Mission Statement

The mission of the Certified Manufacturing Specialist certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of manufacturing.

Campus Availability
- Coosa Valley Technical College Floyd County Campus
- Coosa Valley Technical College Gordon County Campus
- Coosa Valley Technical College Polk County Campus

Beginning classes for first-time students vary from quarter to quarter. Day and evening classes are available and may be scheduled on a space-available basis. Fall, winter, spring, and summer entry is possible.

Admissions Criteria
Applicant must be at least 16 years of age, have a high school diploma or equivalent, and make appropriate placement test scores for provisional or regular admission.

Required Courses	Credit Hours
AMF 152 Manufacturing Organizational Principles	2
AMF 154 Manufacturing Workforce Skills	3
AMF 156 Manufacturing Production Requirements	1
AMF 158 Automated Manufacturing Skills	3
AMF 160 Representative Manufacturing Skills	6
Credits required for graduation	**15**

Non-Credit Training

Quick Start Training

- Customized Office Operations - This includes company orientation, job specific skills, customer service, managing the difficult customer, computer software applications, telephone and interpersonal skills.

- Productivity Enhancement - This includes presentations dealing with total quality management, statistical process control, problem solving and decision making. The Georgia Quick Start program offers many customized training services for new or expanding manufacturing firms. The purpose of Georgia Quick Start, an economic incentive by the state of Georgia, is to enable the industry to develop a trained workforce as quickly as possible for the new or expanded operation.

Certified Quick Start trainers provide qualifying industries with a total training package designed to allow the industry to become self-sufficient for its future training needs. Company employees work with Quick Start staff members to develop the training process. Custom-designed and comprehensive training programs are developed based upon an analysis of the specific workforce needs of the company.

Typical examples of training developed for Quick Start businesses are:

- Manufacturing and Equipment Operations - This includes company orientation, process orientation, job specific equipment operation, blueprint reading, precision measurements, machining, welding, forklift operations, safety and quality training, and automated manufacturing involving CNC and/or PLC applications.

- Employee Involvement - This includes team skills training and focuses on the development of self-directed teams, enhanced communication skills, effective meeting management, consensus decision making, and effective conflict resolution.

Since 1967, Georgia's Quick Start program has trained more than 350,000 people for over 3,500 firms. For additional information, contact

Vice President of Economic Development
Economic Development Division
Coosa Valley Technical College
One Maurice Culberson Drive
Rome, Georgia 30161
Telephone: 706-295-6960
Fax: 706-295-6555
E-mail: pmcdonald@coosavalleytech.edu

Business & Industry Training

Contact Business & Industry Training at:

706-295-6961
Floyd and Polk County Campuses, Rome and Rockmart, Georgia
jpowell@coosavalleytech.edu

706-624-1138
Gordon County Campus, Calhoun, Georgia
thart@coosavalleytech.edu

Coosa Valley Technical College offers customized short-term employee training programs, exclusively for business and industry, that are designed to enhance the productivity of skilled workers and to improve company operations. These programs include the following:

Work Keys

Our certified trainers, using materials developed by American College Testing (ACT), help companies improve productivity by documenting and improving workplace skills used in a wide range of jobs.

The Work Keys system offers two important advantages to business and industry:

1. The ability to compare individual workplace skills to particular job requirements.
2. Instructional support materials that enable individuals to improve their skills by way of computer based learning and classroom instruction.

These two factors enable Coosa Valley Technical College to both measure the qualifications of potential employees and design job-training programs to enhance the job skills of current employees.

The Work Keys system consists of four integrated components:
Assessments — standardized tests for competency in the following skill areas:

- Applied Mathematics
- Listening
- Observation
- Teamwork
- Applied Technology
- Locating Information
- Reading For Information
- Writing

Job Profiling — a computerized procedure to systematically analyze job tasks during which company personnel identify and quantify job skills and levels required for effective performance.

Instructional Support— Skill specific instructional packets that supplement or reinforce existing curricula and connect instruction directly to the demands of the workplace.

Reporting — feedback needed to make career choices, plan training programs, screen prospective employees, and support other functions. Standard Work Keys reports are generated and customized reports are available by request.

Customized Training for Existing Industry

The Economic Development Division of Coosa Valley Technical College offers existing industry a wide range of assistance in training and retraining employees. Companies may choose from any of the following series topics or request customized training that is designed to meet the special needs of local companies.

- **Safety/Employee Awareness Series** - These courses range from 2 to 40 clock-hours in length. Morning and evening schedules are available. Instruction is available for the following topics and can be arranged for others:

  Safety, Health and Environment
  Basic First Aid
  CPR Heartsaver
  Job Safety Analysis
  First Responder
  Supervisor's Safety Development Program
  Bloodborne Pathogens
  Safety In The Workplace
  Proper Lifting: Prevention Of Back Trauma
  Lockout/Tagout (OSHA Standards)
  Ergonomics
  Hazardous Materials Awareness
  Forklift Safety (Operator and Instructor Classes)

- **Total Quality Improvement Series** - These courses range from 4 to 100 clock-hours in length. Morning and evening schedules are available. Instruction is available for the following topics and can be arranged for others.

  (For service or manufacturing industries)
  World Class Manufacturing - Overview
  Statistical Process Control
  Demand Flow Technology
  5-S Planning and Implementation
  Leadership Development In Quality

- **Organizational Development, Supervisor Development**

  Problem Solving/Decision Making Implementation
  Decision Making/Problem Solving
  Office Operations Quality Training
  Professional Resume Preparation
  Building High Performance Team Skills
  Business Letter Writing
  Workplace Spanish

- **Multi-Craft Mechanical/Electrical Systems Maintenance Series** – This program offers an assessment of an employee's electrical and mechanical skills to identify the subject areas for training. These courses range from 3 to 140 clock-hours in length. Morning and evening schedules are available. Instruction is available for the following topics and can be arranged for others.

Pre-employment Skills Workshop
Maintenance Skills Assessment Program
Shop Math Series For Maintenance
Precision Measurement Series for Maintenance Personnel
Science Foundations For Maintenance Personnel
General Industrial Maintenance Series
Electrical Fundamentals Series
Mechanical Maintenance Series
Electrical Maintenance Series
Welding Skills Series

Georgia Work Ready Certification

Objective
The objective of the Georgia Work Ready program is to establish a work ready workforce by linking job skills with education to enhance the economic development in all communities and regions in Georgia.

Participants/Partners
Georgia Office of Workforce Development, Georgia State Chamber of Commerce, Georgia Department of Technical and Adult Education, Employers, Educators, Citizens, Job placement agencies, Community development organizations

Outcomes
Better match of potential employees to jobs, Less job turn-over, Better employee selection for promotions, More productive employees, Employees that are highly trainable

Work Ready Certificate

Georgia will use the Work Keys® system from ACT to support the Georgia Work Ready program.

The Work Keys® system is composed of three components: skills assessments, job profiles and gap education.

Assessments — subject tests in reading comprehension, locating information and applied math. Assessments using the three subject areas are available free of charge at the state's Technical Colleges to all residents of Georgia. Testing is done at Coosa Valley Technical College on Tuesday afternoons at 1:00 p.m. and Friday mornings at 9:00 a.m.

Job Profile — the Work Keys® system uses authorized individuals to define the skill levels needed to perform a given job satisfactorily. A profile is developed based upon input from employees currently performing the job. The profile consist of a task list, a criticality table and a definition of the skill levels necessary to perform the job in an effective manner. Skill levels range from 1 to 7 on the Work Keys® scale. Job profiles will be provided free by the Technical College for private and public organizations hiring a minimum number of employees.

Gap Education — Individuals who take the Work Ready assessments; Reading, Locating Information and Applied Math, and do not achieve the level they desire will be provided access to free Internet based computer-aided education or instructor lead classes for a fee at the Technical Colleges. Individuals wanting to improve their skill levels can gain access to gap education by contacting Georgia's Technical Colleges.

Certified Work Ready Communities

Georgia Counties can seek to become Certified Work Ready Communities of Excellence by encouraging various groups of citizens to achieve the Work Ready Certificate at the Bronze (3), Silver (4) or Gold (5), and Platinum level (6). The Work Ready effort will enable counties to have a process to develop a documented workforce pipeline whose skills can be matched to occupation or job profiles and to demonstrate their commitment to improving the local high school graduation rate.

The Certified Work Ready Community recognition will require local leaders to make a sustained effort to achieve a minimum high school graduation rate of 70% and a minimum percentage of individuals achieving the Work Ready Certificate in several categories. Each county will form a team of leaders to sponsor and sustain the Work Ready Community effort and work closely with the Georgia Office of Workforce Development to become a Georgia Certified Work Ready Community of Excellence.

For more information contact Pete McDonald at 706-295-6960 or pmcdonald@coosavalleytech.edu

Continuing Technical Education

Contact Continuing Education at 706-295-6958 or gjohnson@coosavalleytech.edu.

Coosa Valley Technical College's continuing education programs focus on technical occupational related topics. New courses are added continuously to meet the changing needs of the citizens of Floyd, Gordon and Polk counties.

Examples of the course offerings include:

Computer Software Applications

Introduction to Microcomputers	(beginning)
Introduction to the Internet	(beginning)
Microsoft Windows	(beginning/intermediate)
Microsoft Word	(beginning/intermediate)
Microsoft Excel	(beginning/intermediate)
PageMaker / InDesign	(beginning/intermediate)
Church Accounting	
Computers for Senior Citizens	
AutoCAD – Computer Aided Design	(beginning/intermediate)

Industrial Skills

MIG Welding
5S Methodology
Lean Manufacturing
Working in Teams
Team Building for Supervisors
Precision Measurement for Production Employees
Fork Lift Operations

General Courses

Workplace Spanish – Level 1,2
Customer Service Workshops
Alcohol and Drug Awareness Program
Supervising People
Continuing Education for Cosmetologists
Continuing Education for Licensed Electricians
Continuing Education for Licensed HVAC Technicians
Electrical License Review Course
Residential Building Codes
HVAC License Review Course
Plumbing License Review Course
Basic Life Support
OSHA Certification Workshops
Hunter Safety

Adult Education and Literacy Services and General Education Development (GED) Diploma

Coosa Valley Technical College's Adult Learning Centers offer free instruction in reading, English, science, social studies and math as well as preparation for the GED Tests for a High School Equivalency Diploma. There are classes for those who need to learn English as a second language. Our volunteer coordinator trains tutors to work with beginning students.

Adults of all ages can be found in the CVTC Learning Centers participating in learning activities designed for adults. There are classes, individualized study, computer-assisted instruction, and home-based programs via television and Internet. All enrollees receive an educational evaluation and information on how to achieve their personal learning goals. [Underage students (age 16 and 17) may participate only with special permission from the director of Adult Education and Literacy Services.]

The Learning Centers have the latest materials and technologies to help students move as quickly as they can into their future endeavors in technical education, job training, college, or employment. Morning, afternoon, and evening classes are available, and transportation is provided in some areas.

Adult Education Classes are provided at:

- The Adult Education Center on the Floyd County Campus of Coosa Valley Technical College, Telephone 706-295-6917
- The Adult Education Center on the Gordon County Campus of Coosa Valley Technical College, Telephone 706-624-1111
- The Polk County Adult Learning Center, 602 South College Street, Cedartown, Georgia, Telephone 770-748-2528.
- The Adult Education Center on the Polk County Campus of Coosa Valley Technical College, Telephone 770-684-7521
- The Sara Hightower Library, Rome, Georgia, Telephone 706-236-4617

For more information about any of the services listed above, call Susan Hackney at 706-295-6972 or 706-295-6973.

General Educational Development Test (GED)

Coosa Valley Technical College has been designated as an official testing center for administering the General Educational Development Test (GED). Those achieving passing scores on this test receive a High School Equivalency Diploma from the Georgia Department of Technical and Adult Education. Preparation for the GED is provided free of charge; however, there is a fee for GED testing; this fee is currently $65.00.

Persons interested in taking the GED test should be 18 years of age or older. Under-age youth (ages 16 and 17) must obtain special permission from the Georgia Department of Technical and Adult Education in order to take the GED test.

The GED Testing Center schedules monthly test sessions. Call 706-295-6975 for further information on the GED test.

Awards

Each year students in CVTC's Adult Education programs may participate in the local and statewide EAGLE Awards (Exceptional Adult Georgians in Literacy Education). Academic awards for high achievement are presented to GED graduates each spring at graduation ceremonies, along with a number of memorial scholarships and citizenship awards.

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Academic Affairs

Academic Affairs at CVTC
Academic programs are grouped into instructional departments—Business Technologies, Health Technologies, Industrial Technologies, and Personal/Public Service Technologies. Within each instructional department, programs are identified as associate of applied science degree, diploma, or TCC (technical certificates of credit). Each program is a major area of concentration consisting of generally related courses.

Program completion time will vary based on program choices and previous training. See individual program descriptions for estimates of time for program completion, entrance dates and entrance requirements. Program courses may be completed at any of CVTC's three campuses (Floyd, Gordon, and Polk), as well as online through Coosa Valley Technical College or through GVTC (Georgia Virtual Technical College). Pre-occupational courses for all programs at CVTC may be offered in both daytime and evening sections, but as students advance into the occupational courses for their chosen specialty, many of these courses are taught exclusively in daytime hours.

Some courses have identified prerequisites or corequisites. These are located in the course descriptions section of this catalog.

An increasing number of CVTC's core and occupational classes are available for online completion through Georgia Virtual Technical College (GVTC). Online learning removes barriers of time and location that can prevent students from pursuing educational opportunities and many students excel in online classes; however, distance learning is not ideal for all students. Some people learn best by interacting face to face with the instructor and fellow students. To assist CVTC's online students in their success, CVTC recommends that all students considering an online option perform the self-assessment on the GVTC Web site at: http://www.gvtc.org.

Degree Opportunities
In support of students who wish to pursue associate degrees, CVTC offers associate of applied science (A.A.S.) degrees, and also has reciprocal agreements with Dalton State College and Floyd College for selected associate degrees. Students considering this option must communicate with the receiving institution early in the planning process to clarify the transfer of CVTC credits.

General Education
General Education (core) courses provide the academic foundation that supports an intensive program of specialized technical education at the certificate, diploma, and associate degree levels. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. The general education (core) courses are identified in the Coosa Valley Technical College Catalog program listings, either grouped together or with an asterisk (*) by each course.

While the emphasis in technical education is on specialized occupational offerings, each associate degree program includes at least one General Education course from each of the areas of Humanities/Fine Arts, Social Sciences/ Behavioral Sciences, and Natural Sciences/Mathematics.

Associate of Applied Science
Courses number 0-099 are preparatory courses and do not carry credit towards graduation. Courses numbered 100 and above carry credit towards graduation. General education courses carrying a course number of 190-199 and 290-299, i.e., ENG 191, are taught in associate degree programs.

Business Technologies

The Business Technology Department consists of associate of applied science degree, diploma, and certificate programs. The purpose of these programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in the respective fields.

Associate of Applied Science Degree Programs
Accounting
Computer Support Specialist
Management/Supervisory Development
Marketing Management
Networking Specialist

Diploma Programs
Accounting
Business Office Technology
Computer Support Specialist
Management/Supervisory Development
Marketing Management
Networking Specialist

Certificate Programs
Certified Customer Service Specialist
Computer Accounting Technician
Computer Applications Specialist
Computer Applications Specialist-CIS
Computer Repair Technician
Computerized Accounting Specialist
Data Entry Clerk
Entrepreneurship
MCP Certification Preparation
Medical Coding
Medical Receptionist
Medical Transcription
MOUS Master
Networking Plus
Office Accounting Specialist
Office Assistant
Payroll Accounting Specialist
Small Business Marketing Specialist
Supervisory Specialist
Tax Preparation Specialist
Visual Basic Programmer

Program lengths vary based on program type and number of hours taken each quarter. Associate degrees are 1½ to 2 years in length, diploma programs are 1 to 1 ½ years in length and certificate lengths vary from 1 to 4 quarters. Individual program descriptions identify specifics. Most courses are offered day and evening. Students completing courses only in evening will normally take longer to complete a program.

ACCOUNTING (AC03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
This Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, database and spreadsheet fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an associate of applied science degree qualifying them as accounting technicians.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT, ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Accounting. Graduates will be eligible to take the ACAT Comprehensive Certification Exam.

Approximate Program Cost: $3,410

General Core Courses (30 Credit Hours)		Credit Hours
ECO 191	Principles of Economics	5
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5

Occupational Courses (72 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet Fundamentals	3

(Program requirements continued on following page)

ACCOUNTING (CONT.)

Occupational Courses (Cont.) (72 Credit Hours)		**Credit Hours**
ACC 151	Individual Tax Accounting	4
ACC 152	Payroll Accounting	4
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing	7
XXX xxx	Occupational Electives	20
	(10 of these hours MUST come from the list below)	
XXX xxx	Electives from Outside the Area of Specialization	5

Recommended Electives

ACC 105	Accounting Database Fundamentals	3
ACC 150	Cost Accounting	6
ACC 154	Personal Finance	5
ACC 155	Legal Environment of Business	5
ACC 156	Business Tax Accounting	4
ACC 157	Integrated Accounting Management Systems	6
ACC 158	Managerial Accounting	6
ACC 160	Advanced Accounting Spreadsheet Applications	5
ACC 165	Capstone Review Course of Accounting Principles	6
BUS 105	Database Fundamentals	3
BUS 151	Introduction to Business	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 110	Entrepreneurship	8

Total Credit Hours: 102 Minimum Quarter Credit Hours Required for Graduation

COMPUTER SUPPORT SPECIALIST (CIM3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Computer Information Systems - Computer Support Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Support Specialist associate of applied science degree and are qualified for employment as Microcomputer Specialists.

Length of Program: Minimum of seven (7) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Microcomputer Specialist associate of applied science degree

Approximate Program Cost: $3,739

General Core Courses (30 Credit Hours)		Credit Hours
ECO 191	Principles of Economics	5
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5

Occupational Courses (57 Credit Hours)		
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 173	PC Operating Systems Concepts	6
CIS 122	Microcomputer Installation and Maintenance	7
CIS 127	Comprehensive Word Processing & Presentation Graphics	6
CIS 1140	Networking Fundamentals	6

(Program requirements continued on following page)

COMPUTER SUPPORT SPECIALIST (CONT.)

Occupational Courses (Cont.)		Credit Hours
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
and		
CIS 1121	Visual Basic.NET I	7
or		
CIS 157	Introduction to Visual Basic	(7)
SCT 100	Introduction to Microcomputers	3
XXX xxx	Occupational Guided Electives (approved by advisor)	23

Recommended Electives (23 credit hours)		
CIS 101	Keyboarding	3
CIS 224	Advanced PowerPoint	3
CIS 225	Advanced Outlook	3
CIS 286	A+ Preparation	7
CIS 1115	Information Security Fundamentals	6
CIS 1117	Implementing Operation Systems Security	5
CIS 1122	Visual Basic.NET II	7
CIS 2570	Advanced Visual Basic Programming	7
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS 2154	Implementing Microsoft Windows Network Directory Services	6
CIS 2201	HTML Fundamentals	3

Total Credit Hours: 110 Minimum Credit Hours for Graduation

MANAGEMENT/SUPERVISORY DEVELOPMENT (MS03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
- *Gordon County Campus*

Program Description:
The Management and Supervisory Development associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development associate of applied science degree.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Management/Supervisory Development associate of applied science degree

Approximate Program Cost: $3,500

General Core Courses (30 Credit Hours)		Credit Hours
ECO 191	Economics	5
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5

Occupational Courses (77 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
ACC 101	Principles of Accounting	6
MKT 101	Principles of Management	5
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 103	Leadership	5
MSD 104	Human Resource Management	5
MSD 106	Performance Management	5
MSD 113	Business Ethics	5

(Program requirements continued on following page)

MANAGEMENT/SUPERVISORY DEVELOPMENT (CONT.)

Occupational Courses (Cont.)		Credit Hours
MSD 114	Management Communication Technologies	5
MSD 210	Team Project	5
MSD 220	Management Occupation Based Instruction I	3
XXX xxx	Electives	10

Students will pick one management specialty and take their four electives based on their chosen specialty. Total hours to complete the program is 107 credit hours.

Elective Courses for Each Specialty

General Management

MSD xxx	Elective	5
MSD xxx	Elective	5
MSD xxx	Elective	5
XXX xxx	Elective	5

Human Resource Management

MSD 105	Labor Management Relations	5
MSD 107	Employee Training & Development	5
MSD 205	Service Sector Management	5
XXX xxx	Elective	5

Operations Management

MSD 107	Employee Training & Development	5
MSD 202	Production/Operations Management`	5
MSD 206	Project Management	5
XXX xxx	Elective	5

Service Sector Management

MSD 107	Employee Training & Development	5
MSD 115	Retail Management	5
MSD 205	Service Sector Management	5
XXX xxx	Elective	5

Total Credit Hours: 107 Minimum Credit Hours for Graduation

List of Elective Courses

MSD 105	Labor Management Relations	5
MSD 107	Employee Training & Development	5
MSD 108	Management & Supervisory Seminar	5
MSD 112	Introduction to Business & Economics	5
MSD 116	Business Plan Development	5
MSD 151	Personal Development for Supervisors	5
MSD 157	Total Quality Management Principles	5
MSD 175	Business Spanish	5
MSD 202	Production/Operations Management	5
MSD 205	Service Sector Management	5
MSD 206	Project Management	5

MARKETING MANAGEMENT (MM03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Marketing Management associate degree program prepares students for employment in a variety of positions in today's marketing and management fields. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Program graduates receive a Marketing Management associate of applied science degree.

Length of Program: Minimum of seven (7) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Marketing Management

Approximate Program Cost: $3,200

General Core Courses (30 Credit Hours)		Credit Hours
ECO 191	Economics	5
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5

Occupational Courses (68 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
ACC 101	Principles of Accounting	6
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 106	Fundamentals of Selling	5
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8

(Program requirements continued on following page)

MARKETING MANAGEMENT (CONT.)

Occupational Courses (Cont.)		Credit Hours
MKT 122	Buying and Merchandise Management	5
MKT 130	Marketing Administration OBI I	3
MKT 131	Marketing Administration OBI II	3
XXX xxx	Electives	12

Total Credit Hours: 98 Minimum Credit Hours for Graduation

NETWORKING SPECIALIST (CIN3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The Computer Information Systems - Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts and principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information Systems - Networking Specialist associate of applied science degree and are qualified for employment as Networking Specialists.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree, Networking Specialist

Approximate Program Cost: $4,288

General Core Courses (30 Credit Hours)		**Credit Hours**
ECO 191	Principles of Economics	5
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5
Occupational Courses (39 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 173	PC Operating Systems Concepts	6
CIS 1140	Networking Fundamentals	6
CIS 122	Microcomputer Installation and Maintenance	7
and		
CIS 1121	Visual Basic.NET 1	7
or		
CIS 157	Introduction to Visual Basic	(7)

(Program requirements continued on following page)

NETWORKING SPECIALIST (CONT.)

Specialty Courses (24 credit hours)		Credit Hours
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS 2154	Implementing Microsoft Windows Network Directory	6

Networking Electives (9 credit hours)		
CIS 1115	Information Security Fundamentals	6
CIS 1117	Implementing Operation Systems Security	5

Total Credit Hours: 102 Minimum Credit Hours for Graduation

ACCOUNTING (AC02)
DIPLOMA

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
This Accounting program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma which qualifies them as accounting technicians.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Accounting diploma

Approximate Program Cost: $3000

General Core Courses (18 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
Occupational Courses (55 Credit Hours)		
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet Fundamentals	3
ACC 152	Payroll Accounting	4
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing	7
SCT 100	Introduction to Microcomputers	3
XXX xxx	Occupational Electives	12
	(6 of these hours MUST come from the recommended electives)	

(Program requirements continued on following page)

ACCOUNTING (CONT.)

Recommended Electives		Credit Hours
ACC 105	Accounting Database Fundamentals	3
ACC 150	Cost Accounting	6
ACC 151	Individual Tax Accounting	4
ACC 154	Personal Finance	5
ACC 155	Legal Environment of Business	5
ACC 156	Business Tax Accounting	4
ACC 157	Integrated Accounting Management Systems	6
ACC 158	Managerial Accounting	6
ACC 160	Advanced Accounting Spreadsheet Applications	5
ACC 165	Capstone Review Course of Accounting Principles	6
BUS 151	Introduction to Business	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 110	Entrepreneurship	8

Total Credit Hours: 73 Minimum Credit Hours for Graduation

BUSINESS OFFICE TECHNOLOGY (BOT2)
DIPLOMA

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Business Office Technology program is designed to prepare students for employment in a variety of positions in today's automated offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Business Office Technology. Graduates of the program receive a Business Office Technology diploma with a specialization in business office or medical office.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Business Office Technology diploma with a specialization in Business Office Specialist, Medical Office Specialist and/or Legal Office Specialist.

Approximate Program Cost: $2,800

General Core Courses (18 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
Occupational Courses (54 Credit Hours)		
ACC 101	Principles of Accounting I	6
BUS 101	Beginning Document Processing	5
BUS 102	Intermediate Document Processing	5
BUS 103	Advanced Document Processing	5
BUS 108	Word Processing	7
SCT 100	Introduction to Microcomputers	3

(Program requirements continued on following page)

BUSINESS OFFICE TECHNOLOGY (CONT.)

And completion of one of the following specializations:

Business Office Specialist Courses		Credit Hours
BUS 105	Database Fundamentals	3
BUS 106	Office Procedures	5
BUS 107	Machine Transcription	3
BUS 201	Advanced Word Processing	3
BUS 202	Spreadsheet Fundamentals	3
XXX xxx	Electives (Specialization Specific)	6

Total Credit Hours: 72 Minimum Credit Hours for Graduation

Medical Office Specialist Courses		
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 213	Medical Document Processing/Transcription	5
BUS 216	Medical Office Procedures	5
BUS 226	Medical Office Billing/Coding/Insurance	5

Total Credit Hours: 72 Minimum Credit Hours for Graduation

COMPUTER SUPPORT SPECIALIST (CIM4)
DIPLOMA

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Computer Information Systems - Computer Support Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems - Computer Support Specialist diploma and are qualified for employment as computer support specialists.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Computer Support diploma

Approximate Program Cost: $3,000

General Core Courses (18 Credit Hours)		Credit Hours
EMP 100	Interpersonal Relations and Professional Development	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 103	Algebraic Concepts	5
or		
MAT 111	Business Mathematics	(5)

Occupational Courses (72 Credit Hours)		Credit Hours
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 127	Comprehensive Word Processing & Presentation Graphics	6
CIS 173	PC Operating Systems Concepts	6
CIS 1140	Networking Fundamentals	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
and		
CIS 1121	Visual Basic.NET I	7
or		
CIS 157	Introduction to Visual Basic	(7)
SCT 100	Introduction to Microcomputers	3
XXX xxx	Occupational Guided Electives (approved by advisor)	15

(Program requirements continued on following page)

COMPUTER SUPPORT SPECIALIST (CONT.)

Recommended Electives

CIS 101	Keyboarding	3
CIS 224	Advanced PowerPoint	3
CIS 225	Advanced Outlook	3
CIS 286	A+ Preparation	7
CIS 1115	Information Security Fundamentals	6
CIS 1117	Implementing Operation Systems Security	5
CIS 1122	Visual Basic.NET II	7
CIS 2570	Advanced Visual Basic Programming	7
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS 2154	Implementing Microsoft Windows Network Directory Services	6
CIS 2201	HTML Fundamentals	3

Total Credit Hours: 90 Minimum Credit Hours for Graduation

MANAGEMENT/SUPERVISORY DEVELOPMENT (MS02)
DIPLOMA

Campus Availability:
• *Gordon County Campus*

Program Description:
The mission of the Management and Supervisory Development program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills and attitudes necessary to succeed in the field of management. The Management and Supervisory Development program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Management/Supervisory Development diploma

Approximate Program Cost: $3,000

General Core Courses (18 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Mathematics	5
Occupational Courses (72 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
MKT 101	Principles of Management	5
MKT 104	Principles of Economics	5
ACC 101	Principles of Accounting	6
MSD 101	Organizational Behavior	5
MSD 102	Employment Law	5
MSD 103	Leadership	5
MSD 104	Human Resources Management	5
MSD 106	Performance Management	5
MSD 113	Business Ethics	5
MSD 114	Management Communication Technologies	5
MSD 210	Team Project	5
MSD 220	Management Occupation Based Instruction I	3
XXX xxx	Electives	10

(Program requirements continued on following page)

MANAGEMENT/SUPERVISORY DEVELOPMENT (CONT.)

Recommended Electives		Credit Hours
MSD 105	Labor Management Relations	5
MSD 107	Employee Training and Development	5
MSD 108	Management and Supervisory Seminar	5
MSD 112	Introduction to Business and Economics	5
MSD 116	Business Plan Development	5
MSD 151	Personal Development for Supervisors	5
MSD 157	Total Quality Management Principles	5
MSD 175	Business Spanish	5
MSD 202	Production/Operations Management	5
MSD 205	Service Sector Management	5
MSD 206	Project Management	5

Total Credit Hours: 90 Minimum Credit Hours for Graduation

MARKETING MANAGEMENT (MM02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with a specialization in marketing administration.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Marketing Management diploma

Approximate Program Cost: $2,600

General Core Courses (18 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
Occupational Courses (67 Credit Hours)		
ACC 101	Principles of Accounting I	6
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 104	Principles of Economics	5
MKT 106	Fundamentals of Selling	5
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8
MKT 122	Buying and Merchandise Management	5
MKT 130	Marketing Administration Occupationally-Based Instruction I	3
MKT 131	Marketing Administration Occupationally-Based Instruction II	3
SCT 100	Introduction to Microcomputers	3
XXX xxx	Electives	6

Total Credit Hours: 85 Minimum Credit Hours for Graduation

NETWORKING SPECIALIST (CIN4)
DIPLOMA

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Computer Systems - Networking Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems - Networking Specialist diploma and are qualified for employment as Networking Specialists.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Networking Specialist diploma

Approximate Program Cost: $3,500

General Core Courses (18 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 103	Algebraic Concepts	5
or		
MAT 111	Business Math	(5)
Occupational Courses (39 Credit Hours)		
CIS 105	Program Design and Development	5
CIS 106	Computer Concepts	5
CIS 173	PC Operating Systems Concepts	6
CIS 1140	Networking Fundamentals	6
CIS 122	Microcomputer Installation and Maintenance	7
and		
CIS 1121	Visual Basic.NET 1	7
or		
CIS 157	Introduction to Visual Basic	(7)
SCT 100	Introduction to Microcomputers	3
CIS xxx	Networking Electives (Approved by Advisor)	9

(Program requirements continued on following page)

NETWORKING SPECIALIST (CONT.)

Specialty Courses (24 credit hours)		**Credit Hours**
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS 2154	Implementing Microsoft Windows Networking Directory Svcs.	6

Networking Electives (9 credit hours)		
CIS 1115	Information Security Fundamentals	6
CIS 1117	Implementing Operation Systems Security	5

Total Credit Hours: 90 Minimum Credit Hours for Graduation

CERTIFIED CUSTOMER SERVICE SPECIALIST (CSA1) CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
This certificate program provides training for a skilled customer service contact workforce. Training includes face to face skills, telephone skills, team building, customer service, computers, problem solving, positive work ethic, sales skills, critical thinking, interviewing, dressing for success, and more. Students are trained to perform a wide variety of customer contact positions.

Length of Program: Seven (7) weeks (day classes) / Two (2) quarters (night classes)

Entrance Date: Varies

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Certified Customer Service Specialist technical certificate of credit

Approximate Program Cost: $600

Required Courses		Credit Hours
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

Total Credit Hours: 15 Minimum Credit Hours for Graduation

COMPUTER ACCOUNTING TECHNICIAN (PZ01) CERTIFICATE

Campus Availability:

• *Floyd County Campus*

Program Description:

The Computerized Accounting certificate program is a sequence of courses that prepares students for careers in the accounting profession. Areas covered include principles of accounting, operation of computerized accounting systems, database and spreadsheet fundamentals, keyboarding, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using computerized accounting systems.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Computer Accounting Technician technical certificate of credit

Approximate Program Cost: $2,000

Required Courses		Credit Hours
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet Fundamentals	3
BUS 101	Beginning Document Processing	5
BUS 157	Electronic Calculators	3
MAT 111	Business Math	5
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 40 Minimum Credit Hours for Graduation

COMPUTER APPLICATIONS SPECIALIST (UL01)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Business Computer Applications technical certificate of credit program prepares students for employment in a variety of positions in today's automated offices. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills or to retrain in the area of business office technology.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Business Computer Applications technical certificate of credit

Approximate Program Cost: $1,500

Required Courses		Credit Hours
ENG 111	Business English	5
MAT 111	Business Math	5
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing	7
BUS 161	Desktop Publishing I	5
BUS 105	Database Fundamentals	3
BUS 202	Spreadsheet Fundamentals	3
BUS 201	Advanced Word Processing	3
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 39 Minimum Credit Hours for Graduation

COMPUTER APPLICATIONS SPECIALIST - CIS (PCW1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Polk County Campus*

Program Description:
This certificate program prepares students for basic use of the personal computer and basic business software skill. This certificate program is composed of 22 credit hours within the Computer Information Systems curriculum.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: PC Software Specialist technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
CIS 127	Comprehensive Word Processing & Presentation Graphics	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
CIS 2191	Internet Business Fundamentals	5
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 26 Minimum Credit Hours for Graduation

COMPUTER REPAIR TECHNICIAN (PCE1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
This certificate program prepares students for entry-level positions in PC repair and installation. This certificate program is composed of 27 credit hours within the Computer Information Systems curriculum.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: A high school diploma or equivalent (GED) is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Computer Repair Technician technical certificate of credit

Approximate Program Cost: $1,500

Required Courses		Credit Hours
CIS 173	PC Operating Systems Concepts	6
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 286	A+ Certification	7
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 28 Minimum Credit Hours for Graduation

COMPUTERIZED ACCOUNTING SPECIALIST (5AQ1) CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
The Computerized Accounting Specialist certificate of credit provides students with basic skills in computerized accounting. Topics include: principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Computer Accounting Technician technical certificate of credit

Approximate Program Cost: $2,000

Required Courses		Credit Hours
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheets Fundamentals	3
SCT 100	Introduction to Microcomputers	3
XXX xxx	Elective	5

Total Credit Hours: 26 Minimum Credit Hours for Graduation

DATA ENTRY CLERK (BDL1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Business Data Entry certificate program provides learning opportunities that introduce, develop, and reinforce occupational knowledge, skills, and attitudes required for business data entry job acquisition. The program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Business Office Technology.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements.

Program Final Exit Point: Business Data Entry Clerk technical certificate of credit

Approximate Program Cost: $650

Required Courses		Credit Hours
BUS 101	Beginning Document Processing	5
BUS 157	Electronic Calculators	3
SCT 100	Introduction to Microcomputers	3
XXX xxx	Elective Credits	5

Total Credit Hours: 16 Minimum Credit Hours for Graduation

ENTREPRENEURSHIP (ENA1)
CERTIFICATE

Campus Availability:

- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:

Statement of Purpose: The technical certificate program for Entrepreneurship is to provide students interested in starting their own business with the knowledge, skills, and resources needed to successfully compete in the world economy.

Length of Program: Minimum of 1 quarter.

Entrance Dates: Beginning of any quarter.

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Entrepreneurship technical certificate of credit

Approximate Program Cost: $675

Required Courses		Credit Hours
SMB 101	Planning for Success	5
SMB 102	Business Start-up Fundamentals	5
SMB 103	Legal Environment of Small Business	5

Total Credit Hours: 15 Minimum Credit Hours for Graduation

MCP CERTIFICATION PREPARATION (WIN1) CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
The MCP Certification Preparation provides the hands-on skills and knowledge that a networking specialist working on a Windows 2000 platform should possess. Skills include installing and configuring Windows 2000 Professional, Windows 2000 Server, and Active Directory. A course in Windows 2000 Network Infrastructure is also included.

Length of Program: Minimum of four (4) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: This certificate prepares students to sit for the Microsoft Certified Professional (MCP) certification, as well as four of the five core exams required for the Windows 2000 Microsoft Certified Systems Engineer (MCSE) certification.

Approximate Program Cost: $1,400

Required Courses		Credit Hours
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS 2154	Implementing Microsoft Windows Network Directory Services	6

Total Credit Hours: 24 Minimum Credit Hours for Graduation

MEDICAL CODING (DGP1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
This certificate program provides entry-level training in medical records coding skills that can be utilized in multiple types of health care facilities. The Medical Coding certificate provides entry-level training in the Medical Coding protocols of ICD-9 and CPT-4. Other areas of study included in this certificate include anatomy and terminology and human diseases. This certificate offers a unique opportunity to persons currently employed by medical care providers or those wishing to become employed in the medical field.

Length of Program: Minimum of five (5) quarters

Entrance Date: Varies

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Medical Coding Specialist technical certificate of credit

Approximate Program Cost: $2,500

Required Courses		Credit Hours
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health Sciences	3
MAS 112	Human Diseases	5
BUS 101	Beginning Document Processing	5
ENG 101	English	5
MAS 151	ICD-9-CM Coding I	3
MAS 152	ICD-9-CM Coding II	3
MAS 153	Physicians' Procedural Coding	3

Total Credit Hours: 32 Minimum Credit Hours for Graduation

MEDICAL RECEPTIONIST (LR01)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Medical Receptionist certificate provides training in basic keyboarding and word processing; medical terminology and basic English and grammar skills. The certificate program is composed of 25 credit hours within the Business Office Technology and Medical Assisting curricula.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Medical Receptionist technical certificate of credit

Approximate Program Cost: $1,500 for Medical Assisting Students, $1,750 for Business Office Technology students

Required Courses		Credit Hours
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 101	Beginning Document Processing	5
BUS 102	Intermediate Document Processing	5
BUS 106	Office Procedures	5
BUS 108	Word Processing	7
ENG 101	English	5
MAS 114	Medical Administrative Procedures I*	3
or		
BUS 213	Medical Document Processing/Transcription**	5
MAS 115	Medical Administrative Procedures II*	3
or		
BUS 216	Medical Office Procedures**	5

***Total Credit Hours: 41 Minimum Credit Hours for Graduation**
(Medical Assisting students)

****Total Credit Hours: 45 Minimum Credit Hours for Graduation**
(Business Office Technology students)

MEDICAL TRANSCRIPTION (LT01)
CERTIFICATE

Campus Availability:

- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The Medical Transcription certificate program provides training in basic keyboarding, word processing skills and computer skills, anatomy and terminology, and basic English and grammar skills. This program provides training for medical-clerical support staff to transcribe notes, reports, and related information for physicians.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Medical Transcription technical certificate of credit

Approximate Program Cost: $2,000

Required Courses		Credit Hours
AHS 109	Medical Terminology for Allied Health Sciences	3
AHS 101	Anatomy and Physiology	5
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing	7
BUS 102	Intermediate Document Processing	5
BUS 213	Medical Document Processing/Transcription	5
BUS 214	Medical Transcription II	3
ENG 111	Business English	5

Total Credit Hours: 38 Minimum Credit Hours for Graduation

MOUS MASTER (MUM1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
Microsoft Office User Specialist (MOUS) certificate is designed for the end user of the Microsoft Office Suite products. Students completing this certificate program are prepared to sit for the Microsoft Office User Specialist Certification.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Microsoft Office User Suite-Master technical certificate of credit

Approximate Program Cost: $1,250

Required Courses		Credit Hours
CIS 127	Comprehensive Word Processing & Presentation Graphics	6
CIS 2228	Comprehensive Spreadsheet Techniques	6
CIS 2229	Comprehensive Database Techniques	6
CIS 224	Microsoft Office Specialist Certification-PowerPoint	3
CIS 225	Microsoft Office Specialist Certification-Outlook	3

Total Credit Hours: 24 Minimum Credit Hours for Graduation

NETWORKING PLUS (NTW1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
Networking + Preparation certificate provides the basic hands-on skills and knowledge that a networking professional is expected to understand and be able to use. This certificate prepares students to take the CompTIA Net + Certification Exam.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Networking Plus technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
SCT 100	Introduction to Computers	3
CIS 173	PC Operating Systems Concepts	6
CIS 106	Computer Concepts	5
CIS 1140	Network Fundamentals	6

Total Credit Hours: 20 Minimum Credit Hours for Graduation

OFFICE ACCOUNTING SPECIALIST (5AY1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
The Office Accounting Specialist certificate of credit provides entry-level office accounting skills. Topics include: principles of accounting, computerized accounting and basic computer skills.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Computer Accounting Technician technical certificate of credit

Approximate Program Cost: $1,500

Required Courses		Credit Hours
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

OFFICE ASSISTANT (OS01)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
This certificate program provides training in basic keyboarding and word processing skills and basic grammar and math skills for persons seeking training in a brief amount of time. This program provides entry level office assistant training.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Office Assistant technical certificate of credit

Approximate Program Cost: $1,600

Required Courses		Credit Hours
BUS 101	Beginning Document Processing	5
BUS 102	Intermediate Document Processing	5
BUS 107	Machine Transcription	3
BUS 108	Word Processing	7
ENG 111	Business English	5
MAT 111	Business Math	5
SCT 100	Introduction to Microcomputers	3
XXX xxx	Electives	6

Total Credit Hours: 39 Minimum Credit Hours for Graduation

PAYROLL ACCOUNTING SPECIALIST (5AP1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
The Payroll Accounting Specialist certificate provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Computer Accounting Technician technical certificate of credit

Approximate Program Cost: $1,750

Required Courses		Credit Hours
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II	6
ACC 104	Computerized Accounting	3
ACC 152	Payroll Accounting	4
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 22 Minimum Credit Hours for Graduation

SMALL BUSINESS MARKETING SPECIALIST (SMB1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Small Business Marketing program is designed to help students learn about the basic concepts and practices of modern marketing in an enjoyable and practical way. The curriculum provides the student with the knowledge and basic skills necessary to become a competent management assistant, entry-level manager/supervisor, or small business manager.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Small Business Marketing Specialist technical certificate of credit

Approximate Program Cost: $850

Required Courses		Credit Hours
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 106	Fundamentals of Selling	5
MKT 108	Advertising	4

Total Credit Hours: 19 Minimum Credit Hours for Graduation

SUPERVISORY SPECIALIST (SD01)
CERTIFICATE

Campus Availability:
• *Gordon County Campus*

Program Description:
The purpose of the Supervisory Development certificate program is to train experienced workers to effectively perform management and supervisory functions such as employee recruiting, selecting and hiring, employee performance monitoring and evaluation, and employee related motivation and problem solving. The Supervisory Development certificate program provides individuals with training to attain skills needed to qualify for employment in a management and supervisory function.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Supervisory Specialist technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
MKT 101	Principles of Management	5
MSD 102	Employment Law	5
MSD 103	Leadership	5
MSD 104	Human Resource Management	5

Total Credit Hours: 20 Minimum Credit Hours for Graduation

TAX PREPARATION SPECIALIST (5AR1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
The Tax Preparation Specialist certificate of credit is designed to provide entry-level skills for tax preparers. Topics include: principles of accounting, tax accounting, business calculators, mathematics, spreadsheet fundamentals, and basic computers.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Computer Accounting Technician technical certificate of credit

Approximate Program Cost: $1,750

Required Courses		Credit Hours
ACC 101	Principles of Accounting I	6
ACC 151	Individual Tax Accounting	4
ACC 156	Business Tax Accounting	4
SCT 100	Introduction to Microcomputers	3
XXX xxx	Elective	3

Total Credit Hours: 20 Minimum Credit Hours for Graduation

VISUAL BASIC PROGRAMMER (VUB1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Visual Basic Programmer certificate program provides training and practice in the rapidly growing field of windows programming and the use of Visual Basic as a programming language. Students applying to the program should be working as a programmer. This program is not for those students seeking an entry-level position as a programmer. Courses include general computer concepts, program design and instruction, and practice using Visual Basic.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Visual Basic Programmer technical certificate of credit

Approximate Program Cost: $1,500

Required Courses		Credit Hours
CIS 105	Program Design and Development	5
CIS 2201	HTML Fundamentals	3
CIS 2229	Advanced Database Techniques	6
CIS 1121	Visual Basic.NET I	7
CIS 1122	Visual Basic.NET II	7

Total Credit Hours: 28 Minimum Credit Hours for Graduation

Health Technologies

The Health Technologies Department consists of the following associate of applied science (A.A.S.) degree, diploma, and certificate programs.

Associate of Applied Science Degree Programs

Diagnostic Medical Sonography
Echocardiography
Health
Medical Office Management
Neuromuscular Therapist
Radiation Therapy
Radiologic Technology
Respiratory Care Technology
Surgical Technology
Vascular Technology

Diploma Programs

Dental Assisting
Diagnostic Medical Sonography
Echocardiography
Medical Assisting
Neuromuscular Therapist
Paramedic Technology
Practical Nursing
Radiation Therapy
Radiologic Technology
Surgical Technology
Vascular Technology

Certificate Programs

Emergency Medical Technician (EMT) Intermediate
Health Care Assistant
Health Care Supervisor-Management Development
Mammography
Nuclear Medicine Technology
Patient Care Assisting (CNA)
Polysomnography Technology

Program lengths vary from three months to two years. While most pre-occupational courses are available during the day and evening on CVTC's three campuses, most occupational courses are held on the Floyd County Campus during the day.

Upon completion of programs in the Health Technologies Department, students will have many employment opportunities.

Health Technologies

Enrollment Procedures and Information for Health Technologies
Coosa Valley Technical College

1. Admission Procedures

A. Submit an application to CVTC and $15 application fee. This is a non-returnable, one time fee. You may submit the application and credit card information by downloading the application in PDF format from CVTC's website: http://www.coosavalleytech.edu, printing it, filling it in, and mailing it to:

ADMISSIONS OFFICE
COOSA VALLEY TECHNICAL COLLEGE
ONE MAURICE CULBERSON DRIVE
ROME, GEORGIA 30161

B. Submit an official High School Transcript, or official GED completion record, and all transcripts from any colleges or technical schools attended for credit.

C. Complete ASSET/COMPASS Admission Testing. Applicants who have not taken an entrance assessment within the last four (4) years will be required to do so. Acceptable SAT or ACT scores may be substituted if taken within the last four (4) years. Note: Any applicant, who has successfully completed, with a "C" grade or better, transferable English and Math courses from an accredited institution, may be exempt from taking the entrance examination. These courses must be the equivalent to the entry-level English and Math courses required in the applicant's chosen program of study.

D. Complete all requirements for entry in the health technology program of choice. Health technology programs each have additional entrance requirements or pre-occupational courses that should be taken prior to taking occupational courses or receiving official acceptance to the program. Advisors will discuss these requirements with their students. Specific requirements are listed under the program descriptions. When a student is in the final quarter of completing courses, he/she will complete a form in the student services office requesting a review of course work at the end of that quarter. This form will be available to students during the third week of the quarter. An announcement will be made to students regarding this process.

E. **Through the end of Summer quarter 2007** any student who has satisfactorily completed the pre-occupational courses for his/her program of study, applied for addition to the Health Programs Waiting List, and attended the mandatory Health Programs Orientation, will have his/her name placed on the Health Programs Waiting List for his/her program. If a student has not satisfactorily completed the pre-occupational courses (example: did not earn a grade of "C" or higher in any required pre-occupational course or did not attend the mandatory Health Programs Orientation), the student's name will not be placed on the Health Programs Waiting List. Qualified applicants will fill the openings in each Occupational Program starting on a first to qualify basis. If during that quarter of

prerequisite courses, the student fails to achieve acceptable grades for program entry qualification, they are removed from the list of class openings and can reapply the next quarter. Should the pool of qualified applicants exceed the number of openings for the program, the student's date of application to the program will be used to determine the order that students will be registered for classes in the program. Should a student transfer diploma or degree programs during the time he/she are taking pre-occupational courses, the date of the transfer will be used to determine the order that he/she will be registered for classes for the program. Students who remain on the waiting list after a program is filled will be considered first when the next openings occur in the program. The current waiting lists as stated in the CVTC Catalog and Student Handbook will continue to be utilized until all applicants on the list have been given the opportunity to enroll in the health program of their choice

- Students will continue to be admitted to individual health programs from the waiting list until the waiting list for the respective health program has been cleared
- If an applicant is unable to enroll in the quarter for which they receive notification they will be allowed to defer one (1) time only
- This deferral will allow them to enter with the next class selected for their chosen program of study. If the applicant is unable to enter with that class their name will be removed from the waiting list and they can reapply for their program via the competitive admissions process which will go into effect September 27, 2007

F. **After September 27, 2007**, all students who complete their pre-occupational courses with a "C" or better, apply for addition to the Health Programs Eligibility Pool, and have attended the mandatory Health Programs Orientation will be added to the Health Programs Eligibility Pool. If a student has not satisfactorily completed the pre-occupational courses (example: did not earn a grade of "C" or higher in any required pre-occupational course or did not attend the mandatory Health Programs Orientation), the student's name will not be placed in the Health Programs Eligibility Pool. Once the student's transcript has been reviewed and it is determined that all requirements have been met for placement in the Health Programs Eligibility Pool students will be notified to contact the Student Success Center at 706-802-5381 to arrange a time to take the Psychological Services Bureau Health Aptitude Exam (PSB). Once that is completed, each student's total score will be calculated and he/she will be entered into the Health Programs Eligibility Pool. During the quarter before the program selected will be admitting students, the Health Administration staff will use the competitive admissions policies and procedures to select those most qualified for entry into the program. All students in the eligibility pool will be notified of their status and advised of their options.

G. Students will receive official notification of acceptance upon completion of all the above items and directions on how to complete enrollment into the Health Technologies program of choice. Or, the student will be notified of their non-selected status and invited to make an appointment with the Health Administration office to discuss their options.

H. Attend Mandatory Programmatic Orientation prior to beginning occupational courses. At the orientation session, each student will be given directions

on how to complete all necessary steps to enter the Health Technologies program of choice. These requirements include, but are not limited to the following:

- Return completed Medical Report Form certifying ability to meet Physical and Mental Performance Requirements. A physical examination is required before attending occupational courses in the Health Technologies Department.

- Obtain approved Criminal History Report. A completed report from an approved provider must be submitted prior to entry into any Health Technologies program. Contact the Health Administration office in building "H" for an approved list of providers.

II. Admissions Categories

Admission to the Health Technologies Department will be in one of the following categories. Minimum admissions requirements are implemented for each standard degree, diploma, or certificate program.

a. Learning Support (During pre-occupational courses only)
b. Health Technologies – (Pre-occupational)
c. Occupational Program

A. Learning Support admissions persons who seek to enroll at Coosa Valley Technical College and do not satisfy required admission standards for entry into the Health Technology Programs are eligible for Learning Support Admissions. Learning Support courses are offered to enable students to meet recommended standards. Instruction is offered in the fundamentals of reading, math, and English, thus improving the student's chance of success upon enrolling in a regular program of study. Students in this category can take any pre-occupational courses not directly related to the area of the student's developmental studies. Upon successful completion of the Learning Support program including reassessment as required by school policy, a student is eligible for acceptance to the Health Technology – Pre-occupational designation.

An admission placement test is used to determine whether a student is recommended to take these course(s). Based upon test results, the student may be recommended to take classes in one, two, or all of these areas. If an applicant scores below the recommended level for entry into Learning Support courses, referral will be made to the Adult Literacy program.

B. Health Technologies – Pre-occupational Health Technologies – All students taking pre-occupational courses in preparation for admission into a Health Technology program are enrolled in either Healthcare Assistant Technical Certificate of Credit (HLC1) or Health Associate Degree (AHN3). This qualifies the student to receive financial aid while taking the required courses for admission into the Health Technologies program of choice.

C. Occupational Program – Program students are students accepted into their respective programs that have completed all pre-occupational courses and program specific requirements and are either awaiting occupational course start or are currently taking occupational courses.

III. Course Validity Duration

Certain pre-occupational courses are considered to be of key importance to program completion and are only valid within a set time frame preceding occupational program entry. Students who have completed bachelor degrees in a biological or physical sciences degree field, been employed 3 of the past 5 years in an allied health occupation, involved in direct patient care, or are currently in the Health Technologies – (program designated) category may apply for a duration extension at the discretion of the Student Services Division and faculty. Students may take and pass an exam covering the objectives of the course if the duration of acceptance time has elapsed.

Course:	Duration of acceptance:
Anatomy & Physiology with lab	5 years
Anatomy & Physiology without lab	2 years
College Chemistry	5 years
College Algebra	3 years
General Mathematics	2 years
College Physics	5 years
Psychology	No Limit
English	No Limit
Introduction to Microcomputers	No Limit
Patient Care/Introduction to Health Care	5 years*
Medical Ethics & Law	5 years
Medical Terminology	5 years

*To receive credit for this course students must be able to demonstrate the necessary practical factors associated with hand washing, gloving, isolation techniques, and vital sign determination. A current health care provider level CPR card is required as well.

COMPETENCY TESTS

Competency tests are administered quarterly for persons wishing to establish credit for courses they have taken, for which they received a grade of "C" or better, which have exceeded the course validity limit. These courses may be transfer courses or courses taken at CVTC. The competency test establishes that they still retain competency in that subject. Competency tests are available for the following subjects:

AHS 156 Physics for Health Care
BIO 193 Anatomy & Physiology I
BIO 194 Anatomy & Physiology II
CHM 191 Chemistry I
MAT 191 College Algebra

Other courses may be available upon request. (See Academic Affairs)

Who may take a competency test? Any student who has previously taken a course and received a grade of "C" or better which has exceeded the Course Validity Duration time limit, and feels that he/she has mastery of the competencies required for the class may take a competency test.

Who may NOT take a competency test? Students who do NOT met the conditions above, students who want to test in order to change an existing grade of D or F, and/or those who have previously taken the competency test.

What is the cost of testing? Twenty-five ($25) per competency test, payable at the time of testing. Tests will be given so that anyone wanting to take multiple tests may do so.

What must one do to take a competency test? At the time listed in the quarterly class schedule, report to the designated location. A tester will be available at that location to accept your testing fee and to give instructions. For more information contact Academic Affairs.

When are the competency tests given? Contact the Office of Academic Affairs for the date and time for the next scheduled competency tests.

What score must be made if one is to receive Transfer Credit for the course? Eighty percent (80%) of the test must be completed correctly in order to receive Transfer Credit for the expired course.

Entrance Requirements for Health Technologies

I. Age

17 years old for entrance into Health Technology pre-occupational courses

18 years old for entrance into Health Technology programs

II. Education:

A High school diploma or GED is required for all Health Technology programs.

III. Health:

Applicants must be able to attend school regularly and meet the physical and mental performance requirements of their course, including those required at the medical affiliates. All Health Technology programs require completion of the Medical Report Form after receiving official acceptance into the program. Medical Report Forms cannot be issued prior to program entry.

IV. Assessment Results:

Applicants for all health programs must make the minimum required scores in reading, writing, and numeric skills on the Admission Placement Test (ASSET/COMPASS) or one of the approved entrance tests (example, SAT, ACT) to be admitted as regular students. Generally, students are not admitted to Health Technology programs on a provisional basis. An applicant who has completed, with a "C" grade or better, transferable English and math courses from an accredited institution may be exempt from taking the entrance examination.

Minimum Required Scores

Associate Degree
ASSET/COMPASS: Reading Skills 41, Numerical Skills 35, Writing Skills 42, Elementary Algebra 42
COMPASS: Reading Skills 79, Numerical Skills 37, Writing Skills 62, Algebra 39
SAT: Verbal 480, Math 440
ACT: Verbal 21, Math 19

Diploma/Certificate
ASSET/COMPASS: Reading Skills 38, Numerical Skills 35, Writing Skills 35, Elementary Algebra 37
COMPASS: Reading Skills 70, Numerical Skills 37, Writing Skills 38, Algebra 29
SAT: Verbal 450, Math 440
ACT: Verbal 18, Math 16

V. Criminal Background Results:

Each student in Health Technologies must have a criminal background check done by an approved agency. Students may contact the Health Administration staff at 706-295-6882 or 706-295-6966 to obtain a list of approved agencies. Once the approved background check has been completed, any questionable results will be reviewed by the Clinical Affiliates at which the student would be performing their clinical practicum. If the Clinical Affiliates cannot allow the student to participate at their site due to the results of the criminal background check, the program faculty will make an effort to place the student at another Clinical Affiliate. If the faculty is unable to find a Clinical Affiliate that will allow the student to participate in clinical practicum at their site the student will not be able to enter or complete the Health Technologies program.

Note: Some Health Technology programs have additional requirements, such as volunteer or observation time, additional course completion, additional test scores, or state licensure prerequisites. Please refer to the specific program description for more detailed information.

Physical and Mental Performance Requirements for Health Technologies

The Health Technology Department faculty has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Health Technology Department programs and professional practice. Specific program standards can be found in the CVTC Americans with Disabilities Act (ADA) Advisement Handbook for faculty and staff. Please refer to the specific program description for more detailed or specific information.

1. Able to work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.

2. Able to perform frequent reaching, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use of immobilization devices.

3. Able to assist in the transporting, moving, lifting, and transferring of patients weighing up to 300 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.

4. Able to lift devices (weighing up to 50 pounds).

5. Able to communicate clearly, monitor and instruct patients before, during and after procedures, and disseminate information relevant to the work duties.*

6. Possesses sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.

7. Possesses sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.**

8. Able to make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.

9. Able to demonstrate emotional stability and psychological health in a day-to-day interaction with patients/clients, staff, family, and others in routine and non-routine decision making processes, and daily execution of didactic and clinical assignments.

The ability to meet these requirements is documented by physical exam. Student is considered compliant when the CVTC Health Technology Medical Report Form has been completed and signed by a physician, nurse practitioner, or physician's assistant.

*Is additionally documented by satisfactory completion of the pre-occupational course requirements.
**Is additionally documented by satisfactory completion of the ASSET/COMPASS Entrance Exam requirements of the Health Technology programs.

Health Technology Program Accreditations

Some individual programs within the Health Technology Department hold program-specific accreditations or state required department approvals. Individual program accreditations and approval are identified below:

Dental Assisting
The Dental Assisting program at Coosa Valley Technical College is accredited by the Commission on Dental Accreditation, American Dental Association (www.ada.org).

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
Telephone: 312-440-4653

Diagnostic Medical Sonography
Echocardiography
Vascular Technology
The Ultrasound programs at Coosa Valley Technical College are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Telephone: 727-210-2350

Medical Assisting
The Medical Assisting program at Coosa Valley Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Telephone: 727-210-2350

Nuclear Medicine
The Nuclear Medicine program at Coosa Valley Technical College is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (www.JRCNMT.org).

Joint Review Committee on Educational Programs in Nuclear Medicine Technology
716 Black Point Road
P.O. Box 1149
Polson, Montana 59860-1149
Telephone: 406-883-0003

Paramedic Technology
The Paramedic Technology program at Coosa Valley Technical College is approved by the state of Georgia Department of Human Resources Emergency Medical Services Division (www.dhr.georgia.gov).

Georgia Department of Human Resources
Constituent Services
2 Peachtree Street, NW Suite 29-213
Atlanta, Georgia 30303
Telephone: 404-651-6316

Practical Nursing
The Practical Nursing program at Coosa Valley Technical College is approved by the Georgia Board of Examiners of Licensed Practical Nursing (www.sos.state.ga.us/plb/lpn/).

Georgia Office of Secretary of State
Professional Licensing Boards Division
237 Coliseum Drive
Macon, GA 31217-3858
Telephone: 478-207-1300

Radiation Therapy
Radiologic Technology
The Radiation Therapy and Radiologic Technology programs at Coosa Valley Technical College are accredited by the Joint Review Committee on Education for Radiologic Technology (www.jrcert.org).

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Telephone: 312-704-5300

Respiratory Care
The Respiratory Care program at Coosa Valley Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Respiratory Care (CoARC).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Telephone: 727-210-2350

Surgical Technology
CVTC is currently seeking accreditation by the Commission on Accreditation of Allied Health Education Programs for the Surgical Technology program.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Telephone: 727-210-2350

Pre-Occupational Course Requirements
Associate of Applied Science Degree
And Diploma Programs

Classes taken during a student's pre-occupational period provide a foundation of knowledge built upon during the occupational program courses. Most of the courses must be taken before a student enters the program of choice for which they qualify, but some may be taken during the occupational program period. The charts below indicate the pre-occupational courses for each program and when they may be taken.

Associate Degree (A.A.S.) Programs	**SNN3** Diagnostic Medical Sonography	**ECH3** Echo-cardiography	**AHN3** **Health	**MOM3** Medical Office Management	**NMT3** Neuromuscular Therapist	**RDN3** Radiation Therapy	**RT03** Radiologic Technology	**RE03** Respiratory Care Technology	**ST03** Surgical Technology	**VSN3** Vascular Technology
ALL courses in this section **must** be completed before you can be placed on CVTC's program waiting list.	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 *PHY 190 or AHS 156 AHS 104 AHS 109 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 *CHM 191 or AHS 157 *PHY 190 or AHS 156 AHS 104 AHS 109 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 And one of these: *BIO 193 *BIO 194 *CHM 191 or AHS 157 AHS 104 *PHY 190 or AHS 156 AHS 109	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 AHS 104 AHS 109 BUS 101 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 AHS 104 AHS 109 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 AHS 104 AHS 109 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 AHS 104 AHS 109 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 *BIO 197 *CHM 191 or AHS 157 *PHY 190 or AHS 156 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *SOC 191 *BIO 193 *BIO 194 *BIO 197 AHS 104 AHS 109 SCT 100	*ENG 191 *HUM 191 *MAT 191 *PSY 191 *SPC 191 *BIO 193 *BIO 194 *CHM 191 or AHS 157 *PHY 190 or AHS 156 AHS 104 AHS 109 SCT 100
RDN students who are not Registered Radiologic Technologists must complete these courses prior to entering occupational II Courses						RAD 101 RAD 117 RAD 118 RAD 120 RAD 123				

***Indicates General Core Courses**

****Must have 60 hours from a diploma Health Technology program in order to graduate with an associate of applied science degree in Health**

Diploma Programs	DA04 Dental Assisting	SNN4 Diagnostic Medical Sonography	ECH4 Echocardiography	MA02 Medical Assisting	NMT2 Neuromuscular Therapist	EM02 Paramedic Technology	PN04 Practical Nursing	RDN4 Radiation Therapy	RT04 Radiologic Technology	ST02 Surgical Technology	VSN4 Vascular Technology
ALL courses in this section **must** be completed before you can be placed on CVTC's program waiting list.	*ENG 101 *MAT 101 *PSY 101 AHS 101 AHS 104 SCT 100	*ENG 101 *MAT 103 *PSY 101 or EMP 100 *PHY 190 or AHS 156 AHS 101 AHS 104 AHS 109 SCT 100	*ENG 101 *MAT 103 *PSY 101 or EMP 100 *CHM 191 or AHS 157 *PHY 190 or AHS 156 AHS 101 AHS 104 AHS 109 SCT 100	*ENG 101 *MAT 101 *PSY 101 AHS 101 AHS 104 AHS 109 BUS 101 SCT 100	*ENG 101 *MAT 101 *PSY 101 AHS 101 AHS 104 AHS 109 SCT 100	*ENG 101 *MAT 101 AHS 101 SCT 100	*ENG 101 *MAT 101 *PSY 101 AHS 101 AHS 109 SCT 100	*ENG 101 *MAT 103 *PSY 101 AHS 101 AHS 104 AHS 109 SCT 100	*ENG 101 *MAT 103 AHS 101 AHS 104 AHS 109 AHS 152 *PSY 101 or EMP 100 SCT 100	*ENG 101 *MAT 101 *PSY 101 AHS 101 AHS 104 AHS 109 SCT 100	*ENG 101 *MAT 103 *PSY 101 or EMP 100 *CHM 101 or AHS 157 *PHY 190 or AHS 156 AHS 101 AHS 104 AHS 109 SCT 100

***Indicates General Core Courses**

Pre-Occupational Course Requirements Chart Legend:

	A.A.S. Degree Programs
SNN3	Diagnostic Medical Sonography
ECH3	Echocardiography
AHN3	Health
MOM3	Medical Office Management
NMT3	Neuromuscular Therapist
RT03	Radiologic Technology
RDN3	Radiation Therapy
RE03	Respiratory Care Technology
ST03	Surgical Technology
VSN3	Vascular Technology

	Diploma Programs
DA04	Dental Assisting
SNN4	Diagnostic Medical Sonography
ECH4	Echocardiography
MA02	Medical Assisting
NMT2	Neuromuscular Therapist
PN04	Practical Nursing
EM02	Paramedic Technology
RT04	Radiologic Technology
RDN4	Radiation Therapy
ST02	Surgical Technology
VSN4	Vascular Technology

DIAGNOSTIC MEDICAL SONOGRAPHY (SNN3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

• *Floyd County Campus*

Program Description:

The Diagnostic Medical Sonography A.A.T. program of study is consistent with the purpose of Coosa Valley Technical College. The Diagnostic Medical Sonography, A.A.T. program prepares students for employment in a entry level positions in Diagnostic Medical Sonography. The Diagnostic Medical Sonography A.A.T. program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive an associate of applied science degree in Diagnostic Medical Sonography and are qualified for employment as Diagnostic Medical Sonographers.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter for prerequisite courses, Spring Quarter for occupational courses.

Entrance Requirements:

Age: 16 years old for entrance into pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED is required.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: associate of applied science degree in Diagnostic Medical Sonography. Graduates will be eligible to sit for the national certification examination to qualify as a certified Diagnostic Medical Sonographer in .

Approximate Program Cost: $4500

Pre-Occupational Courses (49 Credit Hours)		Credit Hours
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5
BIO 193	Anatomy and Physiology I	5
BIO 194	Anatomy and Physiology II	5
PHY 190	Introductory Physics	5
or		
AHS 156	Health Science Physics	(5)
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

Occupational Courses (90 Credit Hours)		Credit Hours
DMS 131	Foundations of Sonography	5
DMS 132	Sonographic Appearance of Normal Anatomy	4
DMS 133	Cross Sectional Anatomy	4
DMS 134	Pelvic Sonography & Pathology	2

(Program requirements continued on following page)

DIAGNOSTIC MEDICAL SONOGRAPHY (CONT.)

Occupational Courses (Cont.)		Credit Hours
DMS 135	Abdominal Sonography & Pathology	5
DMS 136	Sonographic Physics I	3
DMS 137	Clinical Sonography I	8
DMS 201	Normal Obstetric Sonography	3
DMS 202	Sonographic Physics II	2
DMS 203	High Resolution Imaging	2
DMS 204	Clinical Sonography II	8
DMS 205	Interventional Sonography	1
DMS 206	Pediatric Sonography	2
DMS 207	Abnormal Obstetric Sonography	3
DMS 208	Introduction to Vascular Sonography	2
DMS 209	Clinical Sonography III	8
DMS 210	Comprehensive Physics Review	2
DMS 211	Clinical Sonography IV	11
DMS 212	Comprehensive Abdomen Registry Review	2
DMS 213	Comprehensive OB/GYN Registry Review	2
DMS 214	Clinical Sonography V	11

Total Credit Hours: 139 Minimum Credit Hours for Graduation

ECHOCARDIOGRAPHY (ECH3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

- *Floyd County Campus*

Program Description:

The Echocardiography, associate degree program is a sequence of courses that provide educational opportunities to individuals in didactic and clinical environments that will enable them to obtain skills, knowledge, and attitudes necessary to graduate and become successful entry-level Echocardiographers. Echocardiography is an allied health profession specifically concerning the diagnosis and treatment of patients with cardiac diseases. The profession requires critical thinking skills, judgment, and the ability to provide appropriate health care services. An echocardiographer performs examinations at the request or under direct supervision of a physician, is proficient in the use of analytical equipment, and provides a foundation of data from which a correct anatomic and physiologic diagnosis can be made. Echocardiographers use high frequency sound waves to produce dynamic visual pictures of the heart and related vasculature. The images are evaluated by physicians to make a medical diagnosis. Course work includes sonographic physics, sonographic identification of normal and abnormal anatomy, physiology, pathology, and pathophysiology of the heart, journal and case reviews, and a comprehensive registry review.

Program graduates are expected to be able to perform appropriate cardiac procedures including, but not limited to, two dimensional B-Mode imaging, color flow Doppler, and spectral Doppler, M-Mode, electrocardiography, and exercise stress testing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, natural sciences or mathematics, computer literacy. Program graduates receive an associate of applied science degree in Echocardiography. They are eligible to sit for the national certification examinations administered by Cardiovascular Credentialing International (CCI) and/or the American Registry of Diagnostic Medical Sonographers (ARDMS) registry in Cardiology and are employable as entry-level Echocardiographers.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter for core courses. Occupational courses start very fall quarter.

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. In exceptional circumstances, provisional acceptance may be granted to degree students. Acceptable math and English courses may be used in lieu of an entrance exam.

Program Final Exit Point: Associate of applied science degree in Echocardiography. Upon completion of the Echocardiography program, the student is eligible to sit for national exam certification to become a Registered Diagnostic Cardiac Sonographer (RDCS).

Approximate Program Cost: $4,154

(Program requirements continued on following page)

ECHOCARDIOGRAPHY, (CONT.)

Pre-Occupational Courses (54 Credit Hours)		Credit Hours
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*CHM 191	Chemistry I	5
or		
(AHS 157	Health Sciences Chemistry)	(5)
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
*PHY 190	Introductory Physics	5
or		
(*AHS 156	Health Science Physics)	(5)
SCT 100	Introduction to Microcomputers	3

Occupational Courses (85 Credit Hours)		Credit Hours
AHS 102	Drug Calculation and Administration	3
CVT 103	Electrophysiology and Cardiac Anatomy	4
CVT 104	Electrophysiology II	2
CVT 108	Cardiovascular Advanced Hemodynamics	3
CVT 109	Cardiovascular Pathophysiology	3
CVT 110	Non-invasive Cardiovascular Fundamentals	4
CVT 111	Invasive Cardiovascular Fundamentals	4
DMS 136	Sonographic Physics I	3
DMS 202	Sonographic Physics II	2
ECH 131	Echocardiography I	6
ECH 132	Echocardiography Clinical I	8
ECH 133	Echocardiography Clinical II	8
ECH 135	Echocardiography II	6
ECH 155	Professional Development	1
ECH 205	Comprehensive Registry Review	2
ECH 234	Echocardiography Clinical III	8
ECH 236	Echocardiography III	6
ECH 237	Echocardiography Clinical IV	12

Total Credit Hours: 139 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

HEALTH (AHN3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

(NOTE: Some classes may only be available on the Floyd County Campus)

Program Description:

The A.A.S. in Health Care program of study is consistent with the purpose of Coosa Valley Technical College. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Length of Program: Minimum of four quarters

Entrance Date: Varies

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED is required.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: The degree in Health Care program is a technical program that provides knowledge and skills to qualify participants as health care professionals. Upon completion of the A.A.S. degree in Health Care, program graduates will be prepared for employment in the health care field chosen by the graduate and better prepared for advancement in that field.

Approximate Program Cost: $2,100

Required Courses

General Education		**Credit Hours**
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
Sub-Total Hours		**25**

Students completing the general core track may select 5 credit hours from the courses listed below:

(Program requirements continued on following page)

HEALTH (CONT.)

BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*BIO 197	Introductory Microbiology	5
*CHM 191	Chemistry I	5
or		
(AHS 157	Health Sciences Chemistry)	(5)
*PHY 190	Introductory Physics	5
or		
(AHS 156	Health Science Physics)	(5)
Sub-Total Hours		**5**
Cumulative Hrs.		**30**
Occupational Hours from Diploma Course (must include SCT 100)		**60**
Total Hours in Specialty		**90**

Sonography Track		**Credit Hours**
From General Education		25
AHS 109	Medical Terminology for Allied Health Sciences	3
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*BIO 197	Introductory Microbiology	5
*CHM 191	Chemistry I	5
AHS 156	Health Science Physics	5
or		
(*PHY 190	Introductory Physics)	(5)
Sub-Total Hrs.		**28**
Cumulative Hrs.		**53**
Occupational Hours from Diploma Course (must include SCT 100)		**60**
Total Hours in Specialty		**113**

Radiologic Technology Track		**Credit Hours**
From General Education		25
AHS 104	Introduction to Health Care	3
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
AHS 156	Health Science Physics	5
or		
(*PHY 190	Introductory Physics)	(5)
Sub-Total Hrs.		**18**
Cumulative Hrs.		**43**
Occupational Hours from Diploma Course (must include SCT 100)		**60**
Total Hours in Specialty		**103**

Respiratory Care Track		**Credit Hours**
From General Education		25
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*BIO 197	Introductory Microbiology	5
*CHM 191	Chemistry I	5
*PHY 190	Introductory Physics	5
or		
AHS 156	Health Science Physics	5
Sub-Total Hrs.		**25**
Cumulative Hrs.		**50**
Occupational Hours from Diploma Course (must include SCT 100)		**60**
Total Hours in Specialty		**110**

MEDICAL OFFICE MANAGEMENT (MOM3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Medical Office Management program prepares students for employment in a variety of positions in medical offices. The Medical Office Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical office management.

Length of Program: Minimum of seven (7) quarters (including pre-occupational courses)

Entrance Dates: Beginning of any quarter for core courses. Occupational courses start spring and fall quarters.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Medical Office Management

Approximate Program Cost: $3,500

Pre-Occupational Courses (49 Credit Hours)		**Credit Hours**
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3

Occupational Courses (62 Hours)		**Credit Hours**
MAS 103	Pharmacology	5
MAS 106	Medical Office Procedures	4
MAS 108	Medical Assisting Skills I	5
MAS 112	Human Diseases	5
MAS 109	Medical Assisting Skills II	5

(Program requirements continued on following page)

MEDICAL OFFICE MANAGEMENT (CONT.)

Occupational Courses (Cont.)		Credit Hours
MAS 114	Medical Administrative Procedures I	3
MAS 115	Medical Administrative Procedures II	3
or		
BUS 216	Medical Office Procedures	5
MSD 175	Business Spanish	5
HIT 198	Coding and Classifications	4
HIT 199	Reimbursement Technologies	5
MAS 101	Legal Aspects of the Medical Office	2
MKT 101	Principles of Management	5
MSD 104	Personnel Administration for Supervisors	5
MOM 191	Medical Office Management OBI I	3
MOM 192	Medical Office Management OBI I	3

Total Credit Hours: 111 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

NEUROMUSCULAR THERAPIST (NMT3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Neuromuscular Therapy program consists of a sequence of courses that prepares students for careers in the field of Neuromuscular Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. In addition, the program emphasizes specialized training in areas such as Swedish massage, deep tissue massage, myofascial release, postural analysis, identification of diseases and conditions, medical documentation, therapeutic stretching, and client care. Program graduates receive an associate of applied science degree (A.A.S.) in Neuromuscular Therapy, which qualifies them to take the national certification examination and apply for licensure in Georgia.

Length of Program: Minimum of seven (7) quarters (including pre-occupational courses)

Entrance Dates: Beginning of any quarter for pre-occupational courses. Spring quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Neuromuscular Therapy. Graduates are eligible to sit for the national certification with NCBTMB and apply for Georgia Licensure.

Approximate Program Cost: $3,500

Pre-Occupational Courses (44 Credit Hours)		Credit Hours
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

(Program requirements continued on following page)

NEUROMUSCULAR THERAPIST (CONT.)

Occupational Courses (56 Hours)		Credit Hours
NTT 100	Musculoskeletal Anatomy	5
NTT 101	Neuromuscular Pathology And Neurological Science	5
NTT 102	Pathology	3
NTT 103	Neuromuscular Therapy Fundamentals	5
NTT 104	Psychology For The Neuromuscular Therapist	3
NTT 105	Technique and Theory I	6
NTT 106	Clinical Practicum I	4
NTT 107	Law and Ethics for the Neuromuscular Therapist	1
NTT 108	Technique and Theory II	6
NTT 109	Advanced Modalities I	3
NTT 110	Advanced Modalities II	3
NTT 111	National Certification Review	3
NTT 112	Clinical Practicum II	4
MKT 123	Business Management	5

Total Credit Hours: 100 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

RADIATION THERAPY (RDN3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

• *Floyd County Campus*

Program Description:

Radiation Therapy is a sequence of courses that prepares a student for careers in the field of Radiation Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates will be competent in the general areas of humanities, fine arts, social and behavioral sciences, math, and natural sciences. Program graduates are prepared in the underlying fundamentals of radiation therapy and are well prepared for employment and subsequent upward mobility.

Length of Program: Minimum of eight (8) quarters (including pre-occupational courses)

Entrance Dates: Beginning of any quarter for pre-occupational courses. Spring quarter for occupational courses.

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED is required.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students. Applicants who are not Registered Radiologic Technologists must take occupational Courses I.

Program Final Exit Point: Associate of applied science degree in Radiation Therapy. Program graduates are eligible to sit for a national certification exam administered by the American Registry of Radiologic Technologists that enables them to achieve status as Registered Radiation Therapy Technologists.

Approximate Program Cost: $4,500

Pre-Occupational Courses (44 Credit Hours)		**Credit Hours**
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*SPC 191	Fundamentals of Speech	5
*PSY 191	Introductory Psychology	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

Occupational Courses I (22 Credit Hours) **(Must be taken if not a Registered Radiologic Technologist)**		**Credit Hours**
RAD 101	Introduction to Radiography	5
RAD 123	Radiologic Science	5
RAD 120	Principles of Radiation Biology and Protection	5
RAD 117	Radiographic Imaging Equipment	4
RAD 118	Radiographic Special Procedures	3

(Program requirements continued on following page)

RADIATION THERAPY (CONT.)

Occupational Courses II (81 Credit Hours)		Credit Hours
RDN 150	Simulator Applications	5
RDN 152	Introduction to Radiation Therapy	5
RDN 154	Radiation Therapy Physics	5
RDN 156	Radiation Therapy Cross-Sectional Anatomy	5
RDN 158	Oncology I	5
RDN 160	Pathology	3
RDN 161	Introduction to Clinical	2
RDN 162	Radiation Therapy Clinical I	7
RDN 164	Quality Management	5
RDN 166	Treatment Planning	5
RDN 168	Oncology II	5
RDN 172	Radiation Therapy Clinical II	7
RDN 174	Research Methods	5
RDN 176	Advanced Radiation Techniques	5
RDN 182	Radiation Therapy Clinical III	7
RDN 186	Concept Integration and Review	5

Total Credit Hours: 156 Minimum Credit Hours for Graduation

(125 if student is already an RRT)

***Indicates General Core Courses**

RADIOLOGIC TECHNOLOGY (RT03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

- *Floyd County Campus*

Program Description:

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Summer quarter for occupational courses.

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Radiologic Technology. Graduates are eligible to sit for the national certification exam to become a Registered Radiologic Technologist by the American Registry of Radiologic Technologists.

Approximate Program Cost: $4,370

Pre-Occupational Courses (41 Credit Hours)		Credit Hours
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
AHS 104	Introduction to Health Care	3
SCT 100	Introduction to Microcomputers	3
Occupational Courses (94 Credit Hours)		
RAD 101	Introduction to Radiography Technology	5
RAD 103	Body, Trunk and Upper Extremity Procedures	3
RAD 106	Lower Extremity and Spine Procedures	3

(Program requirements continued on following page)

RADIOLOGIC TECHNOLOGY (CONT.)

Occupational Courses (cont.) (94 Credit Hours)		Credit Hours
RAD 132	Clinical Radiography I	4
RAD 107	Principles of Radiographic Exposure I	4
RAD 123	Radiologic Science	5
RAD 109	Contrast Procedures	3
RAD 133	Clinical Radiology II	7
RAD 119	Radiologic Pathology and Medical Terminology	3
RAD 116	Principles of Radiographic Exposure II	3
RAD 113	Cranium Procedures	2
RAD 134	Clinical Radiography III	7
RAD 117	Radiologic Imaging Equipment	4
RAD 135	Clinical Radiography IV	7
RAD 120	Principles of Radiation Biology and Protection	5
RAD 136	Clinical Radiography V	7
RAD 137	Clinical Radiography VI	9
RAD 126	Radiologic Technology Review	4
RAD 138	Clinical Radiography VII	9

Total Credit Hours: 135 Minimum Credit Hours for Graduation

*** Indicates General Core Courses**

RESPIRATORY CARE TECHNOLOGY (RE03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

• *Floyd County Campus*

Program Description:

The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. In addition, the program emphasizes specialized training in areas such as pulmonary and cardiac medications, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Spring quarter for occupational courses.

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED is required.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Respiratory Care Technology. Graduates of the Respiratory Care Technology program are eligible to sit for national entry and advanced level certification exams to become a Registered Respiratory Therapist.

Approximate Program Cost: $4,500

Pre-Occupational Courses (53 Credit Hours)		**Credit Hours**
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*CHM 191	Chemistry I	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*BIO 197	Introductory Microbiology	5
AHS 156	Health Science Physics	5
or		
(*PHY 190	Introductory Physics)	(5)
SCT 100	Introduction to Microcomputers	3
Occupational Courses (75 Credit Hours)		
RTT 193	Cardiopulmonary Anatomy and Physiology	10
RTT 111	Pharmacology	5
RTT 112	Introduction to Respiratory Therapy	5

(Program requirements continued on following page)

RESPIRATORY CARE (CONT.)

Occupational Courses (Cont.)		Credit Hours
RTT 113	Respiratory Therapy Lab I	5
RTT 209	Clinical Practice I	2
RTT 210	Clinical Practice II	2
RTT 211	Pulmonary Disease	5
RTT 212	Critical Respiratory Care	5
RTT 213	Mechanical Ventilation Equipment and Airway Care	5
RTT 214	Advanced Critical Care Monitoring	2
RTT 215	Pulmonary Function Testing	1
RTT 216	Pediatric and Neonatal Respiratory Care	3
RTT 217	Advanced Respiratory Care Seminar	5
RTT 218	Clinical Practice III	2
RTT 219	Clinical Practice IV	2
RTT 220	Clinical Practice V	5
RTT 222	Clinical Practice VI	10
RTT 227	Rehabilitation and Home Care	1

Total Credit Hours: 128 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

SURGICAL TECHNOLOGY (ST03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Surgical Technology A.A.S. program of study is consistent with the purpose of Coosa Valley Technical College. The Surgical Technology, A.A.S. program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, A.A.S. program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive an associate of applied science degree in Surgical Technology and are qualified for employment as surgical technologists.

Length of Program: Minimum of 7 quarters
Entrance Dates: Beginning of any quarter for prerequisite courses, spring quarter for occupational courses

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED

Assessment Results: Applicants must make minimum scores in reading, writing, and math on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Surgical Technology. CVTC is currently seeking accreditation by the Commission on Accreditation of Allied Health Education Programs for the Surgical Technology program. If this accreditation is received, program graduates will be eligible to sit for the Certified Surgical Technologist examination.

Approximate Program Cost: $4,300

Pre-Occupational Courses (54 Credit Hours)		Credit Hours
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*SPC 191	Fundamentals of Speech	5
*SOC 191	Introduction to Sociology	5
*MAT 191	College Algebra	5
*PSY 191	Intro to Psychology	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*BIO 197	Introduction to Microbiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

(Program requirements continued on following page)

SURGICAL TECHNOLOGY (CONT.)

Occupational Courses (55 Credit Hours)

SUR 101	Introduction to Surgical Technology	6
SUR 102	Principles of Surgical Technology	5
SUR 109	Surgical Patient Care	3
SUR 110	Surgical Pharmacology	3
SUR 112	Introductory Surgical Practicum	7
SUR 203	Surgical Procedures I	6
SUR 204	Surgical Procedures II	6
SUR 213	Specialty Surgical Practicum	8
SUR 214	Advanced Specialty Surgical Practicum	8
SUR 224	Seminar in Surgical Technology	3

Total Credit Hours: 109 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

VASCULAR TECHNOLOGY (VSN3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Vascular associate degree program is a sequence of courses that provide educational opportunities to individuals in didactic and clinical environments that will enable them to obtain skills, knowledge and attitudes necessary to graduate and become successful entry-level Vascular Sonographer Vascular Ultrasound is an allied health profession specifically concerning the diagnosis and treatment of patients with vascular diseases. The profession requires critical thinking skills, judgment, and the ability to provide appropriate health care services. A Vascular Sonographer performs examinations at the request of, or under direct supervision of a physician, is proficient in the use of a variety of diagnostic imaging and monitoring equipment, and provides sonographic images and data from which a correct anatomic and physiologic diagnosis can be made. Vascular sonographers use high frequency sound waves to perform venous and arterial diagnostic procedures. The information is evaluated by physicians to make a medical diagnosis. Course work includes sonographic physics, sonographic identification of normal and abnormal anatomy, physiology, pathology, and pathophysiology of the venous and arterial systems, journal and case reviews, and a comprehensive registry review.

Program graduates are expected to be able to perform appropriate vascular and arterial procedures including, but not limited to, Duplex ultrasound, color flow Doppler, and spectral Doppler, venous thrombosis examinations, intracranial and extracranial procedures, and arterial physiologic testing of the extremities. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, natural sciences or mathematics, and computer literacy. Program graduates receive a diploma in Vascular Ultrasound. They are eligible to sit for national certification examinations thus enabling him/her to achieve professional employment in the field with the professional title of Registered Vascular Technologist (RVT).

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Fall quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Vascular Technology. Graduates of the Vascular Technology program are eligible to sit for the national certification exam to become a certified Vascular Technologist (Registered Vascular Technologist).

Approximate Program Cost: $4,650

Pre-Occupational Courses (54 Credit Hours)		**Credit Hours**
*ENG 191	Composition and Rhetoric I	5

(Program requirements continued on following page)

VASCULAR TECHNOLOGY (CONT.)

*MAT 191	College Algebra	5
*HUM 191	Introduction to Humanities	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5
*BIO 193	Anatomy and Physiology I	5
*BIO 194	Anatomy and Physiology II	5
*CHM 191	Chemistry	5
or		
AHS 157	Health Sciences Chemistry	(5)
*PHY 190	Introductory Physics	5
or		
AHS 156	Health Science Physics	(5)
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

***Indicates General Core Courses**

Occupational Courses (86 Credit Hours)		**Credit Hours**
AHS 102	Drug Calculation and Administration	3
CVT 103	Electrophysiology and Cardiac Anatomy	4
CVT 104	Electrophysiology II	2
CVT 110	Noninvasive Cardiovascular Fundamentals	4
CVT 111	Invasive Cardiovascular Fundamentals	4
DMS 133	Cross Sectional Anatomy	3
DMS 136	Sonographic Physics I	3
DMS 202	Sonographic Physics II	2
VAS 100	Basic Extremity Testing	5
VAS 105	Basic Cerebrovascular and Venous Extremity	4
VAS 110	Vascular Clinical I	8
VAS 115	Advanced Cerebrovascular	3
VAS 120	Arterial Duplex	3
VAS 125	Vascular Clinical II	8
VAS 200	Abdominal Vascular	4
VAS 205	Interventional and Therapeutic	3
VAS 210	Vascular Clinical III	8
VAS 215	Comprehensive Physics Registry Review	2
VAS 220	Comp. Vascular Ultrasound Technology Registry Review	2
VAS 225	Vascular Clinical IV	10

Total Credit Hours: 140 Minimum Credit Hours for Graduation

DENTAL ASSISTING (DA04)
DIPLOMA

Campus Availability:

• *Polk County Campus*

Program Description:

The Dental Assisting accredited program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to sit for a national certification examination.

Length of Program: Minimum of six (6) quarters (including pre-occupational courses)

Entrance Dates: Beginning of any quarter for pre-occupational courses. Winter quarter for occupational courses.

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED is required.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Dental Assisting diploma. Program graduates are eligible to sit for the Dental Assisting National Board.

Approximate Program Cost: $3,500

Pre-Occupational Courses (26 Credit Hours)		**Credit Hours**
*ENG 101	English	5
*MAT 101	General Mathematics	5
*PSY 101	Basic Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
SCT 100	Introduction to Microcomputers	3
Occupational Courses (67 Hours)		**Credit Hours**
DEN 102	Head and Neck Anatomy	2
DEN 103	Preventive Dentistry	4
DEN 105	Microbiology and Infection Control	3
DEN 106	Oral Anatomy	5
DEN 107	Oral Pathology and Therapeutics	4
DEN 109	Dental Assisting National Board Preparation	3
DEN 134	Dental Assisting I	7
DEN 135	Dental Assisting II	7
DEN 136	Dental Assisting III	4
DEN 137	Dental Assisting-Expanded Functions	4
DEN 138	Scopes of Professional Practices	2
DEN 139	Dental Radiology	5
DEN 140	Dental Practice Management	5
DEN 146	Dental Practicum I	2
DEN 147	Dental Practicum II	2
DEN 148	Dental Practicum III	8

Total Credit Hours: 93 Minimum Credit Hours for Graduation
***Indicates General Core Courses**

DIAGNOSTIC MEDICAL SONOGRAPHY (SNN4)
DIPLOMA

Campus Availability:

• *Floyd County Campus*

Program Description:

The Diagnostic Medical Sonography program provides educational opportunities consistent with the Georgia Department of Technical and Adult Education to individuals in a didactic and clinical environment that will enable them to obtain skills, knowledge, and attitudes necessary to graduate and become successful employees in the field of Diagnostic Medical Sonography. Course work includes sonographic physics, sonographic identification of the anatomy, physiology, pathology and pathophysiology, of the abdomen, pelvis, fetus, and small parts, clinical application courses, intervention sonography, journal and case study review, and a comprehensive registry review. Emphasis is placed on the competent performance of two-dimensional, Doppler, and other sonographic procedures.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Fall quarter for occupational courses.

Entrance Requirements:

Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: Graduation from programmatically accredited medical program, at least one year in length or bachelor's degree, and completion of required pre-occupational courses.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Diagnostic Medical Sonography diploma. Graduates of the Diagnostic Medical Sonography Program are eligible to sit for national certification exam to become a certified Diagnostic Medical Sonographer in Abdomen and OB/GYN Sonography (RDMS).

Approximate Program Cost: $3,726

Pre-Occupational Courses (32 Credit Hours)		**Credit Hours**
*ENG 101	English	5
*MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Professional Development	3
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
AHS 156	Health Science Physics	5
or		
(*PHY 190	Introductory Physics)	(5)
SCT 100	Introduction to Microcomputers	3

Occupational Courses (90 Credit Hours)		**Credit Hours**
DMS 131	Foundations of Sonography	5
DMS 132	Sonographic Appearance of Normal Anatomy	4

(Program requirements continued on following page)

DIAGNOSTIC MEDICAL SONOGRAPHY (CONT.)

Occupational Courses (Cont.)		Credit Hours
DMS 133	Cross Sectional Anatomy	4
DMS 134	Pelvic Sonography & Pathology	2
DMS 135	Abdominal Sonography & Pathology	5
DMS 136	Sonographic Physics I	3
DMS 137	Clinical Sonography I	8
DMS 201	Normal Obstetric Sonography	3
DMS 202	Sonographic Physics II	2
DMS 203	High Resolution Imaging	2
DMS 204	Clinical Sonography II	8
DMS 205	Interventional Sonography	1
DMS 206	Pediatric Sonography	2
DMS 207	Abnormal Obstetric Sonography	3
DMS 208	Introduction to Vascular Sonography	2
DMS 209	Clinical Sonography III	8
DMS 210	Comprehensive Physics Review	2
DMS 211	Clinical Sonography IV	11
DMS 212	Comprehensive Abdomen Registry Review	2
DMS 213	Comprehensive OB/GYN Registry Review	2
DMS 214	Clinical Sonography V	11

Total Credit Hours: 122 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

ECHOCARDIOGRAPHY (ECH4)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Echocardiography diploma program is a sequence of courses that provide educational opportunities to individuals in didactic and clinical environments that will enable them to obtain skills, knowledge, and attitudes necessary to graduate and become successful entry-level Echocardiographers. Echocardiography is an allied health profession specifically concerning the diagnosis and treatment of patients with cardiac diseases. The profession requires critical thinking skills, judgment, and the ability to provide appropriate health care services. An echocardiographer performs examinations at the request or under direct supervision of a physician, is proficient in the use of analytical equipment, and provides a foundation of data from which a correct anatomic and physiologic diagnosis can be made. Echocardiographers use high frequency sound waves to produce dynamic visual pictures of the heart and related vasculature. The images are evaluated by physicians to make a medical diagnosis. Course work includes sonographic physics, sonographic identification of normal and abnormal anatomy, physiology, pathology, and pathophysiology of the heart, journal and case reviews, and a comprehensive registry review.

Program graduates are expected to be able to perform appropriate cardiac procedures including, but not limited to, two dimensional B-Mode imaging, color flow Doppler, and spectral Doppler, M-Mode, electrocardiography, and exercise stress testing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, natural sciences or mathematics, and computer literacy. Program graduates receive diploma in Echocardiography. They are eligible to sit for the national certification examinations administered by Cardiovascular Credentialing International (CCI) and/or the American Registry of Diagnostic Medical Sonographers (ARDMS), registry in cardiology, and are employable as entry-level Echocardiographers.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Fall quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: Graduation from programmatically accredited medical program, at least one year in length or bachelor's degree, and completion of required pre-occupational courses.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Echocardiography diploma. Upon completion of the Echocardiography program, the student is eligible to sit for national exam certification to become a Registered Diagnostic Cardiac Sonographer (RDCS).

Approximate Program Cost: $4,154
(Program requirements continued on following page)

ECHOCARDIOGRAPHY (CONT.)

Pre-Occupational Courses (37 Credit Hours)		Credit Hours
*ENG 101	English	5
*MAT 103	Algebraic Concepts	5
*CHM 191	Chemistry	5
or		
(AHS 157	Health Sciences Chemistry)	(5)
EMP 100	Interpersonal Relations and Professional Development	3
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
AHS 156	Health Science Physics	5
or		
(*PHY 190	Introductory Physics)	(5)
SCT 100	Introduction to Microcomputers	3

(Program requirements continued on following page)

Occupational Courses (85 Credit Hours)		Credit Hours
AHS 102	Drug Calculation and Administration	3
CVT 103	Electrophysiology and Cardiac Anatomy	4
CVT 104	Electrophysiology II	2
CVT 108	Cardiovascular Advanced Hemodynamics	3
CVT 109	Cardiovascular Pathophysiology	3
CVT 110	Non-invasive Cardiovascular Fundamentals	4
CVT 111	Invasive Cardiovascular Fundamentals	4
DMS 136	Sonographic Physics I	3
DMS 202	Sonographic Physics II	2
ECH 131	Echocardiography I	6
ECH 132	Echocardiography Clinical I	8
ECH 133	Echocardiography Clinical II	8
ECH 135	Echocardiography II	6
ECH 155	Professional Development	1
ECH 205	Comprehensive Registry Review	2
ECH 234	Echocardiography Clinical III	8
ECH 236	Echocardiography III	6
ECH 237	Echocardiography Clinical IV	12

Total Credit Hours: 122 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

MEDICAL ASSISTING (MA02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Spring and fall quarters for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Medical Assisting diploma. Graduates from the Medical Assisting program are eligible to sit for the national certification exam to become a Certified Medical Assistant.

Approximate Program Cost: $3,770

Pre-Occupational Courses (34 Credit Hours)		Credit Hours
*ENG 101	English	5
*MAT 101	General Mathematics	5
*PSY 101	Basic Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3
Occupational Courses (49 Credit Hours)		
MAS 101	Legal Aspects of the Medical Office	2
MAS 103	Pharmacology	5
MAS 106	Medical Office Procedures	4
MAS 108	Medical Assisting Skills I	5
MAS 109	Medical Assisting Skills II	5
MAS 112	Human Diseases	5
MAS 113	Maternal and Child Care	5
MAS 114	Medical Administrative Procedures I	3

(Program requirements continued on following page)

MEDICAL ASSISTING (CONT.)

Occupational Courses (Cont.)		Credit Hours
MAS 115	Medical Administrative Procedures II	3
MAS 117	Medical Assisting Externship	8
MAS 118	Medical Assisting Seminar	4

Total Credit Hours: 83 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

NEUROMUSCULAR THERAPIST (NMT2)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Neuromuscular Therapy degree and diploma programs of study are consistent with the purpose of CVTC. The programs provide academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of Neuromuscular Therapy and are well prepared for employment and subsequent upward mobility. The field of Massage Therapy has three distinct branches, sports massage, Swedish, and neuromuscular, all of which are covered in CVTC's program, with the emphasis on neuromuscular.

Length of Program: Minimum of six (6) quarters (including pre-occupational courses)

Entrance Dates: Beginning of any quarter for pre-occupational courses. Spring quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Neuromuscular Therapist diploma. Program graduates are eligible to sit the National Certification Examination.

Approximate Program Cost: $3,500

Pre-Occupational Courses (29 Credit Hours)		**Credit Hours**
*ENG 101	English	5
*MAT 101	General Mathematics	5
or		
*MAT 111	Business Mathematics	5
*PSY 101	Basic Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

Occupational Courses (56 Credit Hours)		**Credit Hours**
NTT 100	Musculoskeletal Anatomy	5
NTT 101	Neuromuscular Pathology and Neurological Science	5
NTT 102	Pathology	3
NTT 103	Neuromuscular Therapy Fundamentals	5
NTT 104	Psychology for the Neuromuscular Therapist	3
NTT 105	Technique and Theory I	6

(Program requirements continued on following page)

NEUROMUSCULAR THERAPIST (CONT.)

Occupational Courses (Cont.)		Credit Hours
NTT 106	Clinical Practicum I	4
NTT 107	Law and Ethics for the Neuromuscular Therapist	1
NTT 108	Technique and Theory II	6
NTT 109	Advanced Modalities I	3
NTT 110	Advanced Modalities II	3
NTT 111	National Certification Preparation	3
NTT 112	Clinical Practicum II	4
MKT 123	Business Management	5

Total Credit Hours: 85 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

PARAMEDIC TECHNOLOGY (EM02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the paramedic certification test.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Winter quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required. Must be a certified EMT.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Paramedic Technology diploma. Graduates from the Paramedic Technology program are eligible to sit for the national certification exam to become a Certified Paramedic.

Approximate Program Cost: $4,800

Pre-Occupational Courses (18 Credit Hours)		**Credit Hours**
*ENG 101	English	5
*MAT 101	General Math	5
AHS 101	Anatomy and Physiology	5
SCT 100	Introduction to Microcomputers	3
Occupational Courses (60 Credit Hours)		
EMS 126	Introduction to Paramedic Profession	3
EMS 127	Patient Assessment	4
EMS 128	Applied Physiology and Pathophysiology	3
EMS 129	Pharmacology	4
EMS 130	Respiratory Emergencies	5
EMS 131	Trauma	5
EMS 132	Cardiology I	5
EMS 133	Cardiology II	5
EMS 134	Medical Emergencies	4

(Program requirements continued on following page)

PARAMEDIC TECHNOLOGY (CONT.)

Occupational Courses (Cont.)		Credit Hours
EMS 135	Maternal/Pediatric Emergencies	5
EMS 136	Special Patients	2
EMS 200	Clinical Application of Advanced Emergency Care	10
EMS 201	Summative Evaluations	5

Total Credit Hours: 78 Minimum Credit Hours for Graduation

***Indicates General Core Courses**

PRACTICAL NURSING (PN04)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Practical Nursing program is designed to prepare students to take the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry-level practical nurse.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Every quarter is a possible entrance quarter for occupational courses. Students will be accepted as they become eligible to progress to the occupational courses and according to class maximum for the quarter.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Practical Nursing diploma
Graduates from the Practical Nursing program are eligible to take the NCLEX-PN Exam for Georgia State Board to become a Licensed Practical Nurse (LPN).

Approximate Program Cost: $4,005

Pre-Occupational Courses (26 Credit Hours)		Credit Hours
*ENG 101	English	5
*MAT 101	General Math	5
*PSY 101	Basic Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

Occupational Courses (70 Credit Hours)		Credit Hours
AHS 102	Drug Calculation and Administration	3
AHS 103	Nutrition and Diet Therapy	2
AHS 104	Introduction to Health Care	3

(Program requirements continued on following page)

PRACTICAL NURSING (CONT.)

Occupational Courses (Cont.)		Credit Hours
NSG 110	Nursing Fundamentals I	10
NPT 112	Medical-Surgical Nursing Practicum I	7
NPT 113	Medical-Surgical Nursing Practicum II	7
NPT 212	Pediatric Nursing Practicum	2
NPT 213	Obstetrical Nursing Practicum	3
NPT 215	Nursing Leadership Practicum	2
NSG 112	Medical-Surgical Nursing I	9
NSG 113	Medical-Surgical Nursing II	9
NSG 212	Pediatric Nursing	5
NSG 213	Obstetrical Nursing	5
NSG 215	Nursing Leadership	2
DIS 150	NCLEX Preparation	1

Total Credit Hours: 96 Minimum Credit Hours for Graduation

*** Indicates General Core Courses**

RADIATION THERAPY (RDN4)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
Radiation Therapy is a sequence of courses that prepares a student for careers in the field of Radiation Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates will be competent in the general areas of humanities, fine arts, social and behavioral sciences, math, and natural sciences. Program graduates are prepared in the underlying fundamentals of radiation therapy and are well prepared for employment and subsequent upward mobility.

Length of Program: Minimum of 6 quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Fall quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.
Must be a Registered Radiologic Technologist and document post-secondary education in human anatomy and physiology, physics, mathematics, medical terminology, statistics and computer application, and oral and written communications.

Program Final Exit Point: Radiation Therapy diploma. Program graduates are eligible to sit for a national certification exam administered by the American Registry of Radiologic Technologists that enables them to achieve status as Registered Radiation Therapy Technologists.

Approximate Program Cost: $4,000

Pre-Occupational Courses (29 Credit Hours)		Credit Hours
*ENG 101	English	5
*MAT 103	Algebraic Concepts	5
*PSY 101	Basic Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

Occupational Courses (90 Credit Hours)		Credit Hours
RDN 150	Simulator Applications	5
RDN 152	Introduction to Radiation Oncology	5
RDN 154	Radiation Therapy Physics	5
RDN 156	Radiation Therapy Cross-Sectional Anatomy	5
RDN 158	Oncology I	5

(Program requirements continued on following page)

RADIATION THERAPY (CONT.)

Occupational Courses (Cont.)		Credit Hours
RDN 160	Pathology	3
RDN 161	Introduction to Clinical	2
RDN 162	Radiation Therapy Clinical I	7
RDN 164	Quality Management	5
RDN 166	Treatment Planning	5
RDN 168	Oncology II	5
RDN 172	Radiation Therapy Clinical II	7
RDN 174	Research Methods	5
RDN 176	Advanced Radiation Techniques	5
RDN 182	Radiation Therapy Clinical III	7
RDN 186	Concept Integration and Review	5

Total Credit Hours: 110 Minimum Credit Hours for Graduation

*** Indicates General Core Courses**

RADIOLOGIC TECHNOLOGY (RT04)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Radiologic Technology program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology diploma, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Summer quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Radiologic Technology diploma. Graduates are eligible to sit for the national certification exam to become a Registered Radiologic Technologist by the American Registry of Radiologic Technologists.

Approximate Program Cost: $4,250

Pre-Occupational Courses (29 Credit Hours)		Credit Hours
*ENG 101	English	5
*MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Professional Development	3
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 152	Advanced Anatomy and Physiology	5
SCT 100	Introduction to Microcomputers	3

Occupational Courses (94 Credit Hours)		Credit Hours
RAD 101	Introduction to Radiography	5
RAD 103	Body, Trunk and Upper Extremity Procedures	3
RAD 106	Lower Extremity and Spine Procedures	3
RAD 132	Clinical Radiography I	4
RAD 107	Principles of Radiographic Exposure I	4
RAD 123	Radiologic Science	5
RAD 109	Contrast Procedures	3
RAD 133	Clinical Radiology II	7
RAD 119	Radiologic Pathology and Medical Terminology	3
RAD 116	Principles of Radiographic Exposure II	3

(Program requirements continued on following page)

RADIOLOGIC TECHNOLOGY (CONT.)

Occupational Courses (Cont.)		Credit Hours
RAD 113	Cranium Procedures	2
RAD 134	Clinical Radiography III	7
RAD 117	Radiologic Imaging Equipment	4
RAD 135	Clinical Radiography IV	7
RAD 120	Principles of Radiation Biology and Protection	5
RAD 136	Clinical Radiography V	7
RAD 137	Clinical Radiography VI	9
RAD 126	Radiologic Technology Review	4
RAD 138	Clinical Radiography VII	9

Total Credit Hours: 123 Minimum Credit Hours for Graduation

*** Indicates General Core Courses**

SURGICAL TECHNOLOGY (ST02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Surgical Technology program of study is consistent with the purpose of Coosa Valley Technical College. The Surgical Technology, diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

Length of Program: Minimum of 6 quarters

Entrance Dates: Beginning of any quarter for prerequisite courses, winter quarter for occupational courses

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs

Education: High school diploma or GED
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Surgical Technology diploma. CVTC is currently seeking accreditation by the Commission on Accreditation of Allied Health Education Programs for the Surgical Technology program. If this accreditation is received, program graduates will be eligible to sit for the Certified Surgical Technologist examination.

Approximate Program Cost: $3,500

Pre-Occupational Courses (29 Credit Hours)		**Credit Hours**
*ENG 101	English	5
*MAT 101	General Mathematics	5
*PSY 101	Basic Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

Occupational Course (58 Credit Hours)		
SUR 101	Introduction to Surgical Technology	6
SUR 102	Principles of Surgical Technology	5
SUR 108	Surgical Microbiology	3
SUR 109	Surgical Patient Care	3

(Program requirements continued on following page)

SURGICAL TECHNOLOGY (CONT.)

Occupational Courses (Cont.)		Credit Hours
SUR 110	Surgical Pharmacology	3
SUR 112	Introductory Surgical Practicum	7
SUR 203	Surgical Procedures I	6
SUR 204	Surgical Procedures II	6
SUR 213	Specialty Surgical Practicum	8
SUR 214	Advanced Specialty Surgical Practicum	8
SUR 224	Seminar in Surgical Technology	3

Total Credit Hours: 87 Minimum Credit Hours for Graduation

*** Indicates General Core Courses**

VASCULAR TECHNOLOGY (VSN4)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Vascular Technology program provides educational opportunities consistent with the Georgia Department of Technical and Adult Education to individuals in a didactic and clinical environment that will enable them to obtain skills, knowledge, and attitudes necessary to graduate and become successful employees in the field of Vascular Sonography. Course work includes sonographic physics, appropriate pharmacology, vascular anatomy, physiology, pathology and pathophysiology, clinical application courses, journal and case study review, and a comprehensive registry review. Emphasis is placed on the competent performance of physiologic and ultrasonographic procedures for arterial, venous, cerebrovascular and abdominal vascular evaluation, and other special noninvasive vascular procedures.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter for pre-occupational courses. Winter quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: Graduation from programmatically accredited medical program at least one year in length or bachelor's degree and completion of required pre-occupational courses.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.
Program Final Exit Point: Vascular Technology diploma. Program graduates are eligible to sit for national certification exam to become a Registered Vascular Technologist (RVT).

Approximate Program Cost: $2,915

Pre-Occupational Courses (37 Credit Hours)		Credit Hours
*ENG 101	English	5
*MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Professional Development	3
*PHY 190	Introductory Physics	5
or		
AHS 156	Health Science Physics	(5)
*CHM 191	Introductory Chemistry	5
or		
AHS 157	Health Science Chemistry	(5)
AHS 101	Anatomy and Physiology	5
AHS 104	Introduction to Health Care	3
AHS 109	Medical Terminology for Allied Health Sciences	3
SCT 100	Introduction to Microcomputers	3

(Program requirements continued on following page)

VASCULAR TECHNOLOGY (CONT).

Occupational Courses (86 Credit Hours)		Credit Hours
AHS 102	Drug Calculation and Administration	3
CVT 103	Electrophysiology and Cardiac Anatomy	4
CVT 104	Electrophysiology II	2
CVT 110	Noninvasive Cardiovascular Fundamentals	4
CVT 111	Invasive Cardiovascular Fundamentals	4
DMS 133	Cross Sectional Anatomy	3
DMS 136	Sonographic Physics I	3
DMS 202	Sonographic Physics II	2
VAS 100	Basic Extremity Testing	5
VAS 105	Basic Cerebrovascular and Venous Extremity	4
VAS 110	Vascular Clinical I	8
VAS 115	Advanced Cerebrovascular	3
VAS 120	Arterial Duplex	3
VAS 125	Vascular Clinical II	8
VAS 200	Abdominal Vascular	4
VAS 205	Interventional and Therapeutic	3
VAS 210	Vascular Clinical III	8
VAS 215	Comprehensive Physics Registry Review	2
VAS 220	Comp. Vascular Ultrasound Technology Registry Review	2
VAS 225	Vascular Clinical IV	10

Total Credit Hours: 123 Minimum Credit Hours for Graduation
*** Indicates General Core Courses**

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EM01) CERTIFICATE

Campus Availability:

- Floyd County Campus
- Gordon County Campus

Program Description:
This program covers both the U.S. Department of Transportation 1985 Emergency Medical Technician Intermediate Curriculum and the 1995 Emergency Medical Technician Basic Curriculum. The EMT-1 Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-1 certification examination and receive Georgia Certification.

Length of Program: Minimum of four (4) quarters

Entrance Date: Fall quarter, and as needed

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: Documentation of High School graduation (Official transcript) or successful completion of GED (Official notice)
Assessment Results: Applicants must make minimum scores in reading, writing and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Emergency Medical Technician – Intermediate Technical Certificate of Credit. In order to receive your Technical Certificate of Credit and take the National Registry Exam you must be 18 years old and a high school or GED graduate. Successful completion of the Registry Exam qualifies the graduate for entry into Paramedic Program or employment.

Approximate Program Cost: $1,800

Required Courses		Credit Hours
EMC 100	Intro to the EMT Profession	3
EMC 103	Patient Assessment & Airway for the EMT	3
EMC 105	Medical/Behavioral & OB/Peds Emergencies for the EMT	4
EMC 108	Trauma Emergencies for the EMT-Intermediate	2
EMC 110	Summative Evaluations for the EMT-Basic	3
EMC 113	Pharmacology and Shock/Trauma Management for the EMT - Intermediate	3
EMC 116	Medical Emergencies for the EMT-Intermediate	3
EMC 119	Summative Evaluations for the EMT- Intermediate	3

Total Credit Hours: 24 Minimum Credit Hours for Graduation

HEALTH CARE ASSISTANT (HLC1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

(Note: Some classes may only be available on the Floyd County Campus)

Program Description:
The Health Care Assistant program of study is consistent with the purpose of Coosa Valley Technical College. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Length of Program: Minimum of four (4) quarters

Entrance Date: Varies

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Health Care Assistant technical certificate of credit. Upon completion of the Health Care Assistant program graduates will be prepared for entry level employment in one of six health care fields: Certified Nursing Assistant; Phlebotomy Technician, Electrocardiography Technician, Medical Coding, Medical Receptionist, or Medical Transcriptionist

Approximate Program Cost: $1,800

Pre-Occupational Courses (15 credit hours)

Required Courses		Credit Hours
ENG 101*	English	5
or		
ENG 111*	Business English (for Medical Transcription Specialty)	5
or		
ENG 191#	Composition and Rhetoric I	5
MAT 101*	General Mathematics	5
or		
MAT 103	Algebraic Concepts	5
or		
MAT 191#	College Algebra	5
PSY 101*	Basic Psychology	5
or		
PSY 191#	Introductory Psychology	5

* = Diploma level course # = degree level course

(Program requirements continued on following page)

HEALTH CARE ASSISTANT (CONT.)

General Occupational Courses (19 hours)

Required Courses		Credit Hours
SCT 100*	Introduction to Microcomputers	3
AHS 104*	Introduction to Health Care	3
AHS 109*	Medical Terminology for Allied Health Sciences	3
AHS 101*	Anatomy and Physiology	5
or		
BIO 193#	Anatomy and Physiology I	5
and		
BIO 194#	Anatomy and Physiology II	5

And completion of one of the following specializations:

Certified Nursing Assistant Specialty (44 total credit hours in specialty)

CNA 100*	Patient Care Fundamentals	8
AHS 103*	Nutrition and Diet Therapy	2
XXX xxx*	Occupationally Related Elective	5

Phlebotomy Specialty (46 total credit hours in specialty)

PHL 103*	Introduction to Venipuncture	4
PHL 105*	Clinical Practice	8
XXX xxx*	Occupationally Related Elective	5

Medical Receptionist Specialty (45 total credit hours in specialty)

BUS 101*	Beginning Document Processing	5
BUS 106*	Office Procedures	5
MAS 114*	Medical Administrative Procedures I	3
MAS 115*	Medical Administrative Procedures II	3

Medical Transcriptionist Specialty (55 total credit hours in specialty)

ENG 111*	Business English	5
BUS 101*	Beginning Document Processing	5
BUS 102*	Intermediate Document Processing	5
BUS 108*	Word Processing	7
BUS 213*	Medical Document Processing/Transcription	5
BUS 214*	Advanced Medical Transcription	4

Medical Coding Specialty (50 total credit hours in specialty)

BUS 101*	Beginning Document Processing	5
MAS 112*	Human Diseases	5
MAS 151*	ICD-9 CM Coding I	4
MAS 152*	ICD-9 CM Coding I	4
MAS 153*	CPT-4 Coding	3

* = Diploma level course # = degree level course

***Indicates general core courses**

HEALTH CARE SUPERVISOR-MANAGEMENT DEVELOPMENT (HCP1) CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Health Care Supervisor-Management Development certificate program prepares experienced workers and supervisors/managers to be better supervisors and leaders in health care. The Health Care Supervisor-Management Development certificate program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. This program is geared especially to understand the dynamics of working with people in a supportive managerial role to retain workers.

Length of Program: Minimum of 2 quarters

Entrance Dates: Beginning of any quarter occupational courses

Entrance Requirements:
Age: 18 years old for entrance into Health Technology programs.
Education: High school diploma or GED is required.
Experience: Admission to this program requires a health care certification and/or current employment in a health care facility. If a student has a health care certification testing will not be required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the CVTC Admissions Placement Test (ASSET) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Healthcare Supervisor-Management Development technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
MSD 101	Interpersonal Employee Relations	5
MSD 103	Leadership and Decision Making	5
MSD 106	Counseling and Disciplinary Action	5
MSD 151	Personal Development for Supervisors	5
MSD 156	Supervision in a Service Environment	5

Total Credit Hours: 25 Minimum Credit Hours for Graduation

MAMMOGRAPHY (MZN1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Mammography certificate program prepares students to sit for the national certification examination in mammography offered by the American Registry of Radiologic Technologists. The program meets MQSA initial education requirements for mammographers and continuing education. This program leads to a technical certificate and can usually be completed in one quarter.

Length of Program: Minimum of one (1) quarter

Entrance Date: Beginning of any quarter (Offered online)

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required. Open to anyone who is registered with the ARRT as a Radiographer (RRT).
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Mammography technical certificate of credit

Approximate Program Cost: $550

Required Courses		Credit Hours
RAD 251	Mammography Clinical	7
RAD 253	Mammography Physics, Instrumentation & Quality Assurance	5
RAD 252	Mammography Anatomy-Pathology and Positioning	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

NUCLEAR MEDICINE TECHNOLOGY (NUM1)
CERTIFICATE

Campus Availability:
•Floyd County Campus

Program Description:
Nuclear Medicine Technology is a sequence of courses that prepares a student for careers in the field of nuclear medicine. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates will be competent in the general areas of humanities, fine arts, social and behavioral sciences, math, and natural sciences. Program graduates are prepared in the underlying fundamentals of nuclear medicine and are well prepared for employment and subsequent upward mobility.

Length of Program: Four (4) quarters, one calendar year

Entrance Dates: Beginning of any quarter for pre-occupational courses. Fall quarter for occupational courses.

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students. Must be a Registered Radiologic Technologist and document post-secondary education in human anatomy and physiology, physics, mathematics, medical terminology, statistics and computer application, oral and written communications and general chemistry.

Program Final Exit Point: Nuclear Medicine Technology technical certificate of credit. Program graduates are eligible to sit for a national certification exam administered by the American Registry of Radiologic Technologists that enables them to achieve status as Registered Nuclear Medicine Technologists. Graduates are also eligible for the certification exam administered by the Nuclear Medicine Technology Certification Board.

Approximate Program Cost: $2,800

Pre-Occupational Courses
(Not part of the TCC but are required to be taken prior to program admission)
See curriculum for Radiologic Technology, degree or diploma.

Occupational Courses:		Credit Hours
NMT 101	Introduction to Nuclear Medicine	3
NMT 102	Instrumentation and Statistics	3
NMT 103	Clinical Procedures I	4
NMT 131	Nuclear Medicine Practicum I	5
NMT 104	Radiopharmacology	2
NMT 105	Clinical Procedures II	3
NMT 132	Nuclear Medicine Practicum II	7
NMT 106	Nuclear Medicine Physics & Radiobiology	4
NMT 107	Clinical Procedures III	4
NMT 133	Nuclear Medicine Practicum III	9
NMT 108	Clinical Process IV	4
NMT 109	Nuclear Medicine Seminar	2
NMT 134	Nuclear Medicine Practicum IV	9

Total Credit Hours: 59 Minimum Credit Hours for Graduation

PATIENT CARE ASSISTING (TTP1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The patient care assistant may give most of the basic care to the patient. The program provides a sequence of courses that emphasize a combination of theory, clinical, and practical experience application necessary for successful employment.

Length of Program: Minimum of one (1) quarter

Entrance Date: Varies

Entrance Requirements:
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Patient Care Assisting (CNA) technical certificate of credit

Approximate Program Cost: $650

Required Courses		Credit Hours
CNA 100	Patient Care Fundamentals	8
AHS 103	Nutrition and Diet Therapy	2
AHS 109	Medical Terminology for Allied Health Sciences	3
EMP 100	Interpersonal Relations and Professional Development	3

Total Credit Hours: 16 Minimum Credit Hours for Graduation

POLYSOMNOGRAPHY TECHNICIAN (PSN1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of Polysomnographic Technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to Polysomnographic Technology. Laboratory sessions will provide practical experience in the skills required of an entry-level Polysomnographic Technologist.

Length of Program: Minimum of two (2) quarters

Entrance Date: Varies

Entrance Requirements:
Credentials: Must be Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT)
Age: 16 years old for entrance into Health Technology pre-occupational courses
18 years old for entrance into Health Technology programs
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the CVTC Admissions Placement Test (ASSET/COMPASS) or on one of the approved entrance tests (ACT or SAT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Polysomnography Technician technical certificate of credit. Program graduates are eligible to sit for the Comprehensive Registry Exam in Polysomnographic Technology (RPSGT).

Approximate Program Cost: $1,150

Required Courses		Credit Hours
RTT 301	Introduction to Polysomnography	4
RTT 302	Polysomnography I	5
RTT 310	Clinical Practice I	2
RTT 303	Polysomnography II	5
RTT 311	Clinical Practice II	2

Total Credit Hours: 18 Minimum Credit Hours for Graduation

Industrial Technologies

Rapid advancements in the industrial technology fields make the need for current education and training essential. Coosa Valley Technical College Industrial Technology programs combine classroom study and practical training emphasizing skill development, related technical knowledge, and general education. Coosa Valley Technical College offers a wide selection of degrees, diplomas, and certificates. These programs are offered on both a full-time and part-time basis, although part-time enrollment will require longer to complete. As with all Coosa Valley Technical College programs, students interested in Industrial Technology programs should consult specific program information and the Admissions Office to discuss program admission requirements and entry dates.

The following is a list of the Industrial Technology degrees, diplomas, and certificates that CVTC offers.

Associate of Applied Science Degree Programs

Aviation Maintenance Technology

Diploma Programs

Air Conditioning Technology
Auto Collision Repair
Automated Manufacturing Technology
Automotive Fundamentals
Automotive Technology
Aviation Maintenance Technology
Avionics Maintenance Technology
Carpentry
Construction Management
Drafting Technology
Electrical Construction and Maintenance
Electrical Control Systems Technology
Electronics Technology
Environmental Horticulture
Industrial Electrical Technology
Industrial Mechanical Systems
Industrial Systems Technology
Machine Tool Technology
Public Works Civil Technician
Welding and Joining Technology

Certificate Programs

Advanced General Machinist
Automotive Automatic Transmission Technician
Auto Body Repair Assistant
Automotive Brake Technician
Auto Electrical Technician
Auto Engine Repair
Aviation Maintenance Technician
Avionics Technician
Basic Structural Steel Welding
Cabinetmaking Assistant
Advanced Cabinetmaking
CAD Operator

(Continued on next page)

CAD Operator Architectural
CAD Operator Mechanical
Certified Manufacturing Specialist
CNC Specialist
Commercial Truck Driving
Construction Project Manager
Construction Management Apprentice
Electrical Technician
Instrumentation and Process Control
Manual Drive Train/Transmission/Axle Specialist
Paint and Finishing Operations

Industrial Technology Program Accreditations

The Automotive Technology program is
Automotive Service Excellence (ASE) certified.

AVIATION MAINTENANCE TECHNOLOGY (AV03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

This program will be available upon certification by the Federal Aviation Administration and approval by the Commission on Colleges of the Southern Association of Colleges and Schools.

We are currently only accepting students into the general core courses for this program. Please check the CVTC Web site: www.coosavalleytech.edu for notice when students will be accepted into this program, or contact Jon Byrd, Program Director: jbyrd@coosavalleytech.edu.

Campus Availability:
• *CVTC Aviation Facility at Richard B. Russell Airport*

Program Description:
The program is intended to provide students with an introduction to the occupational area of aviation maintenance technology as currently understood and practiced by Federal Aviation Administration mechanic certificate holders with airframe and/or powerplant ratings. In addition, the combined powerplant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft powerplants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA powerplant and airframe examinations and certification.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Spring or fall quarter (General core courses any quarter)

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Aviation Maintenance Technology

Approximate Program Cost: $7,237

General Core Courses (35 Credit Hours)		Credit Hours
*ENG 191	Composition and Rhetoric I	5
*HUM 191	Introduction to Humanities	5
*MAT 191	College Algebra	5
*MAT 193	College Trigonometry	5
*PHY 190	Introductory Physics	5
*PSY 191	Introductory Psychology	5
*SPC 191	Fundamentals of Speech	5

***Indicates General Core Courses**
(Program requirements continued on following page)

AVIATION MAINTENANCE TECHNOLOGY (CONT).

Occupational Courses (122 Credit Hours)		Credit Hours
AMT 101	Aircraft Maintenance Regulations	3
AMT 102	Aircraft Applied Sciences	13
AMT 103	Aircraft Electricity and Electronics	7
AMT 201	Aircraft Airframe Structures	3
AMT 202	Airframe Sheet Metal and Non-Metallic Structures	7
AMT 203	Airframe Welding	2
AMT 204	Airframe Assembly and Rigging	3
AMT 205	Airframe Inspection	5
AMT 206	Aircraft Hydraulic and Pneumatic Systems	3
AMT 207	Aircraft Landing Gear Systems	4
AMT 208	Aircraft Environmental Control Systems	10
AMT 209	Aircraft Electrical, Communication, and Navigation Systems	9
AMT 221	Reciprocating Engine Powerplants I	5
AMT 222	Reciprocating Engine Powerplants II	7
AMT 223	Gas Turbine Powerplants I	5
AMT 224	Gas Turbine Powerplants II	5
AMT 225	Aircraft Engine Inspection	2
AMT 226	Aircraft Engine Fuel and Fuel Metering Systems	7
AMT 227	Aircraft Engine Electrical, Ignition, and Starting Systems	10
AMT 228	Aircraft Powerplant Accessory Systems	9
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 157 Minimum Credit Hours for Graduation

AIR CONDITIONING TECHNOLOGY (AI02)
DIPLOMA

Campus Availability:
• *Polk County Campus*

Program Description:
The Air Conditioning Technology diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Graduates find employment as air conditioning servicers/installers, furnace servicers/installers, refrigeration mechanics, and as general maintenance personnel.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Air Conditioning Technology diploma

Approximate Program Cost: $3,575

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Professional Development	3
Occupational Courses (72 Credit Hours)		
ACT 100	Refrigeration Fundamentals	4
ACT 101	Principles and Practices of Refrigeration	7
ACT 102	Refrigeration Systems Components	7
ACT 103	Electrical Fundamentals	7
ACT 104	Electric Motors	4
ACT 105	Electrical Components	5
ACT 106	Electric Control Systems and Installation	4
IFC 100	Industrial Safety Procedures	2
ACT 107	Air Conditioning Principles	8
ACT 108	Air Conditioning Systems and Installation	3
ACT 109	Troubleshooting Air Conditioning Systems	7
ACT 110	Gas Heating Systems	5
ACT 111	Heat Pumps and Related Systems	6
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 85 Minimum Credit Hours for Graduation

AUTO COLLISION REPAIR (AU02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Auto Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing. Program graduates receive an Automotive Collision Repair diploma, which qualifies them as major collision repair technicians or painting and refinishing technicians.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or equivalent
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Auto Collision Repair diploma

Approximate Program Cost: $3,460

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Professional Development	3

Occupational Courses (54 Credit Hours)		
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
ACR 107	Trim, Accessories, and Glass	2
ACR 109	Damage Identification and Assessment	3
ACR 110	Minor Collision Repair	2
SCT 100	Introduction to Microcomputers	3

And completion of one of the following specializations:

Major Collision Repair Specialization		
ACR 120	Conventional Frame Repair	3

(Program requirements continued on following page)

AUTO COLLISION REPAIR (cont.)

Major Collision Repair Specialization (Cont.)

Occupational Courses		Credit Hours
ACR 121	Unibody Identification and Damage Analysis	2
ACR 122	Unibody Measuring and Fixturing Systems	2
ACR 123	Unibody Straightening Systems and Techniques	4
ACR 124	Welding Techniques	2
ACR 125	Unibody Structural Panel Repair and Replacement	3
ACR 126	Conventional Body Structural Panel Repair	5
ACR 127	Unibody Suspension and Steering Systems	2
ACR 128	Bolt-on Body Panel Removal and Replacement	4
ACR 129	Major Collision Repair Internship	3
or		
XXX xxx	Electives	(3)

Paint and Refinishing Specialization		
ACR 130	Sanding, Priming, and Paint Preparation	5
ACR 132	Special Refinishing Application	5
ACR 134	Urethane Enamels Refinishing Application	6
ACR 135	Tint and Match Colors	6
ACR 136	Detailing	2
ACR 137	Paint and Refinishing Internship	3
XXX xxx	Electives	3

Total Credit Hours: 67 Minimum Credit Hours for Graduation

AUTOMATED MANUFACTURING TECHNOLOGY (AM02)
DIPLOMA

Campus Availability:
- Floyd County Campus

Program Description:
The Automated Manufacturing Technology program is a planned sequence of carefully developed courses designed to prepare students to work as technicians in one of the various specialties in the field. Program graduates are to be competent in the general areas of communications, mathematics, and interpersonal relations. Graduates are to be competent to install, program, operate, maintain, service, and diagnose electromechanical equipment used in automated manufacturing applications. Program graduates receive an Automated Manufacturing Technology diploma.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Automated Manufacturing diploma

Approximate Program Cost: $4,120

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 103	Algebraic Concepts	5
Occupational Courses (74 Credit Hours)		
AMF 103	Manufacturing Processes Survey	4
AMF 106	Introduction to Robotics	4
AMF 108	Applied Hydraulics, Pneumatics, and Mechanisms	3
AMF 113	Programmable Controllers I	4
AMF 115	Manufacturing Control and Work Cell Interfacing	5
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
AMF 214	Programmable Controllers II	4
DDF 107	Introduction to CAD	6
ELC 117	Linear Integrated Circuits	4
ELT 118	Electrical Controls	5
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
MCH 118	Computer/CNC Literacy	5
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 87 Minimum Credit Hours for Graduation

AUTOMOTIVE FUNDAMENTALS (UT02)
DIPLOMA

Campus Availability:
- *Floyd County Campus*

Program Description:
The Automotive Fundamentals diploma program is a sequence of courses that prepares students for the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive fundamentals theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the automotive field.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Automotive Fundamentals diploma

Approximate Program Cost: $2,200

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 101	General Mathematics	5
Occupational Courses (64 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery Starting and Charging Systems	4
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition and Emission Systems	7
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4
AUT 220	Automotive Technology Internship	6
OR		
XXX xxx	Elective	(6)

Total Credit Hours: 77 Minimum Credit Hours for Graduation

AUTOMOTIVE TECHNOLOGY (UTA4)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Automotive Technology program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as automotive technicians.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Automotive Technology diploma

Approximate Program Cost: $2,650

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 101	General Mathematics	5

Occupational Courses (90 Credit Hours)		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery Starting and Charging Systems	4
AUT 126	Engine Principles of Operation and Repair	6
AUT 128	Fuel, Ignition and Emission Systems	7
AUT 130	Automotive Brake Systems	4
AUT 132	Suspension and Steering Systems	4
AUT 134	Drivelines	4
AUT 138	Manual Transmission/Transaxle	4
AUT 140	Electronic Engine Control Systems	7
AUT 142	Climate Control Systems	6
AUT 144	Introduction to Automatic Transmissions	4

(Program requirements continued on following page)

AUTOMOTIVE TECHNOLOGY (CONT.)

AUT 210	Automatic Transmission Repair	7
AUT 212	Advanced Electronic Transmission Diagnosis	3
AUT 214	Advanced Electronic Controlled Brake System Diagnosis	4
AUT 216	Adv. Electronic Controlled Suspension and Steering Systems	4
AUT 218	Advanced Electronic Engine Control Systems	4
AUT 220	Automotive Technology Internship	6
OR		
XXX xxx	Electives	(6)

Total Credit Hours: 103 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNOLOGY (AV04)
DIPLOMA

This program will be available upon certification by the Federal Aviation Administration and approval by the Commission on Colleges of the Southern Association of Colleges and Schools.

We are currently only accepting students into the general core courses for this program. Please check the CVTC Web site: www.coosavalleytech.edu for notice when students will be accepted into this program, or contact Jon Byrd, Program Director: jbyrd@coosavalleytech.edu.

Campus Availability:
• *CVTC Aviation Facility at Richard B. Russell Airport*

Program Description:
The program is intended to provide students with an introduction to the occupational area of aviation maintenance technology as currently understood and practiced by Federal Aviation Administration mechanic certificate holders with airframe and/or powerplant ratings. In addition, the combined powerplant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft powerplants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA powerplant and airframe examinations and certification.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Spring or fall quarter (General core courses any quarter)

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Aviation Maintenance Technology diploma

Approximate Program Cost: $5,641

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 103	Algebraic Concepts	5
Occupational Courses (128 Credit Hours)		
AMT 100	Aviation Mathematics	3
AMT 101	Aircraft Maintenance Regulations	3
AMT 102	Aircraft Applied Sciences	13
AMT 103	Aircraft Electricity and Electronics	7
AMT 121	Aviation Physics	3

(Program requirements continued on following page)

AVIATION MAINTENANCE TECHNOLOGY (CONT).

Occupational Courses (Cont.)		Credit Hours
AMT 201	Aircraft Airframe Structures	3
AMT 202	Airframe Sheet Metal and Non-Metallic Structures	7
AMT 203	Airframe Welding	2
AMT 204	Airframe Assembly and Rigging	3
AMT 205	Airframe Inspection	5
AMT 206	Aircraft Hydraulic and Pneumatic Systems	3
AMT 207	Aircraft Landing Gear Systems	4
AMT 208	Aircraft Environmental Control Systems	10
AMT 209	Aircraft Electrical, Communication, and Navigation Systems	9
AMT 221	Reciprocating Engine Powerplants I	5
AMT 222	Reciprocating Engine Powerplants II	7
AMT 223	Gas Turbine Powerplants I	5
AMT 224	Gas Turbine Powerplants II	5
AMT 225	Aircraft Engine Inspection	2
AMT 226	Aircraft Engine Fuel and Fuel Metering Systems	7
AMT 227	Aircraft Engine Electrical, Ignition, and Starting Systems	10
AMT 228	Aircraft Powerplant Accessory Systems	9
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 141 Minimum Credit Hours for Graduation

AVIONICS MAINTENANCE TECHNOLOGY (AO04)
DIPLOMA

This program will be available upon certification by the Federal Aviation Administration and approval by the Commission on Colleges of the Southern Association of Colleges and Schools.

We are currently only accepting students into the general core courses for this program. Please check the CVTC Web site: www.coosavalleytech.edu for notice when students will be accepted into this program, or contact Jon Byrd, Program Director: jbyrd@coosavalleytech.edu.

Campus Availability:
• *Floyd County Campus*

Program Description:
The Avionics Maintenance Technology program is a sequence of courses designed to prepare students to work in the field of avionics maintenance technology. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of aircraft and avionics theory and practical application necessary for successful employment. Program graduates receive an Avionics Maintenance Technology diploma that qualifies them as avionics technicians.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Spring or fall quarter (General core courses any quarter)

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Avionics Maintenance Technology diploma

Approximate Program Cost: $6,171

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 103	Algebraic Concepts	5

Occupational Courses (118 Credit Hours)		
AMT 100	Aviation Mathematics	3
AMT 101	Aircraft Maintenance Regulations	3
AMT 102	Aircraft Applied Sciences	13
AMT 103	Aircraft Electricity and Electronics	7
AMT 121	Aviation Physics	3
AMT 202	Airframe Sheet Metal and Non-Metallic Structures	7
AMT 204	Airframe Assembly and Rigging	3
AMT 206	Aircraft Hydraulic and Pneumatic Systems	3

(Program requirements continued on following page)

AVIONICS MAINTENANCE TECHNOLOGY (CONT).

Occupational Courses (Cont.)		Credit Hours
AMT 207	Aircraft Landing Gear Systems	4
AMT 208	Aircraft Environmental Control Systems	10
AMT 209	Aircraft Electrical, Communication, and Navigation Systems	9
AVT 101	Basic Electronics	6
AVT 102	Avionics Maintenance Practices	5
AVT 103	Advanced Electronics	6
AVT 104	Digital Electronics	6
AVT 106	Aircraft Logic Systems	6
AVT 107	Aircraft Communication Systems	7
AVT 108	Navigation Systems	7
AVT 109	Flight Director and Autopilot Systems	7
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 131 Minimum Credit Hours for Graduation

CARPENTRY (CR02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Carpentry diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a Carpentry diploma and have the qualifications of an entry-level residential carpenter.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Carpentry diploma

Approximate Program Cost: $2,760

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 101	General Mathematics	5
Occupational Courses (60 Credit Hours)		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
CFC 100	Safety	2
CFC 101	Introduction to Construction	2
CFC 102	Professional Tool Use and Safety	4
CFC 103	Materials and Fasteners	3
CFC 105	Construction Print Reading Fundamentals	5
CAR 107	Site Layout, Footings, and Foundations	5
CAR 110	Floor Framing	3
CAR 111	Wall Framing	3
CAR 112	Ceiling and Roof Framing	6
CAR 114	Roof Coverings	2
CAR 115	Exterior Finishes and Trim	5
CAR 117	Interior Finishes I	4
CAR 118	Interior Finishes II	4
CAR 119	Interior Finishes III	3
CAR 121	Cornice and Soffit	2
CAR 126	Stairs	3
CAR 127	Residential Carpentry Internship	4
or		
XXX xxx	Electives	4

Total Credit Hours: 76 Minimum Credit Hours for Graduation

CONSTRUCTION MANAGEMENT (CMN2)
DIPLOMA

Campus Availability:
• Gordon County Campus

Program Description:
The Construction Management diploma program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. This diploma builds upon the diploma program in carpentry providing background skills in several areas of construction. Supervision courses, computer aided drafting, project management, and accounting for construction businesses provides a core of management and supervisory courses leading to a Construction Management diploma.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Construction Management diploma

Approximate Program Cost: $4,075

General Core Courses (13 Credit Hours)		**Credit Hours**
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Professional Development	3
ENG 101	English	5

Occupational Courses (75 Credit Hours)		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
CFC 100	Safety	2
CFC 101	Introduction to Construction	2
CFC 102	Professional Tool Use and Safety	4
CFC 103	Materials and Fasteners	3
CFC 105	Construction Print Reading	5
CAR 107	Site Layout, Footings, and Foundations	5
CAR 110	Floor Framing	3
CAR 111	Wall Framing	3
CAR 112	Ceiling and Roof Framing	6
CAR 114	Roof Coverings	2
CAR 115	Exterior Finishes and Trim	5
CAR 117	Interior Finishes I	4
ACC 101	Principles of Accounting	6
CMT 201	Residential Estimating Review	4
CMT 202	Construction Drafting I	4
CMT 205	Residential Code Review	5
CMT 213	Computerized Construction Scheduling	4
CMT 217	Construction Contracting	5

Total Credit Hours: 88 Minimum Credit Hours for Graduation

DRAFTING TECHNOLOGY (DR02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Drafting program, while specializing in mechanical drafting, is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates of the program receive a Drafting Technology diploma.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Drafting Technology diploma

Approximate Program Cost: $2,750

General Core Courses (18 Credit Hours)		Credit Hours
ENG 101	English	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry and Trigonometry	5
EMP 100	Interpersonal Relations and Professional Development	3

Occupational Courses (59 Credit Hours)		Credit Hours
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
SCT 100	Introduction to Microcomputers	3
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	6
DDF 107	Introduction to CAD	6
DDF 108	Intersections and Developments	5
DDF 109	Assembly Drawings I	5
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing and Modeling	6
XXX xxx	Occupationally Related Electives	3

Total Credit Hours: 77 Minimum Credit Hours for Graduation

ELECTRICAL CONSTRUCTION AND MAINTENANCE (WO02)
DIPLOMA

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
The Electrical Construction and Maintenance program is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Electrical Construction and Maintenance diploma and have the qualifications of a residential and commercial electrician.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Electrical Construction and Maintenance diploma

Approximate Program Cost: $2,038

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 101	General Mathematics	5

Occupational Courses (59 Credit Hours)		Credit Hours
ELT 106	Electrical Prints, Schematics, Symbols	4
ELT 107	Commercial Wiring I	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single Phase and Three Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 118	Electrical Controls	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
SCT 100	Introduction to Microcomputers	3
XXX xxx	Technical Electives	3

Total Credit Hours: 72 Minimum Credit Hours for Graduation

ELECTRICAL CONTROL SYSTEMS TECHNOLOGY (ECS2)
DIPLOMA

Campus Availability:

• *Floyd County Campus*

Program Description:

The Electrical Control Systems program is a sequence of courses designed to prepare students in the field of Electrical Control Systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLCs, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Electrical Control Systems diploma

Approximate Program Cost: $4,800

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Professional Development	3

Occupational Courses (65 Credit Hours)		Credit Hours
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
IFC 102	Alternating Current I	4
IFC 103	Solid State Devices I	4
SCT 100	Introduction to Microcomputers	3
IDS 101	Industrial Computer Applications	5
IDS 103	Industrial Wiring	6
IDS 105	DC and AC Motors	3
IDS 110	Fundamentals of Motor Controls	3
IDS 113	Magnetic Starters and Braking	3
IDS 115	Two-Wire Control Circuits	2
IDS 121	Advanced Motor Controls	2
IDS 131	Variable Speed Motor Control	3
IDS 141	Basic Industrial PLCs	6
IDS 142	Industrial PLCs II	6
IDS 209	Industrial Instrumentation	6
XXX xxx	Electives	3

Total Credit Hours: 78 Minimum Credit Hours for Graduation

ELECTRONICS TECHNOLOGY (EFA4)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Electronics Technology program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates should be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Electronics Technology diploma

Approximate Program Cost: $3,910

General Core Courses (18 Credit Hours)		Credit Hours
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 103	Algebraic Concepts	5
MAT 104	Geometry and Trigonometry	5

Occupational Courses (72 Credit Hours)		Credit Hours
ELC 104	Soldering Technology	2
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
ELC 108	Direct Current Circuits II	4
IFC 102	Alternating Current I	4
IFC 103	Solid State Devices I	4
ELC 110	Alternating Current II	4
SCT 100	Introduction to Microcomputers	3
ELC 115	Solid State Devices II	4
ELC 117	Linear Integrated Circuits	4
ELC 118	Digital Electronics I	4
ELC 119	Digital Electronics II	4
ELC 120	Microprocessor Fundamentals	4

(Program requirements continued on following page)

ELECTRONICS TECHNOLOGY (CONT.)

And completion of one of the following specializations:

Computer Electronics Technology Specialization Courses		Credit Hours
ELC 217	Computer Hardware	7
ELC 218	Operating Systems Technologies	7
ELC 219	Networking I	4
ELC 286	CompTIA A+ Certification	5
XXX xxx	Technically Related Electives	2

Total Credit Hours: 90 Minimum Credit Hours for Graduation

Industrial Electronics Technology Specialization Courses		Credit Hours
ELC 211	Process Control	6
ELC 212	Motor Controls	6
ELC 213	Programmable Controllers	5
ELC 214	Mechanical Devices	3
ELC 215	Fluid Power	3
ELC 216	Robotics	2

Total Credit Hours: 90 Minimum Credit Hours for Graduation

Telecommunications Specialization Courses		Credit Hours
ELC 217	Computer Hardware	7
ELC 219	Networking I	4
ELC 259	Fiber Optics Systems	4
ELC 260	Telecommunications and Data Cabling	4
ELC 261	Telecommunications Systems Installation and Programming	3
ELC 262	Telecommunications and Data Transmission Concepts	3

Total Credit Hours: 90 Minimum Credit Hours for Graduation

ENVIRONMENTAL HORTICULTURE (EH02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Environmental Horticulture diploma which qualifies them as a horticulturist.

Length of Program: Minimum of 5 quarters.

Entrance Dates: Beginning of any quarter.

Entrance Requirements:
Age: Minimum of 16 years of age.
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Environmental Horticulture diploma

Approximate Program Cost: $3,275

General Core Courses (13 Credit Hours)		Credit Hours
EMP 100	Interpersonal Relations and Professional Development	3
ENG 101	English	5
MAT 101	General Mathematics	5

Occupational Courses (65 Credit Hours)		
EHO 100	Horticulture Science	5
EHO 101	Woody Ornamental Plant Identification	6
EHO 102	Herbaceous Plant Identification	5
EHO 108	Pest Management	5
EHO 115	Environmental Horticulture Internship	3
SCT 100	Introduction to Microcomputers	3

(Program requirements continued on following page)

ENVIRONMENTAL HORTICULTURE (CONT.)

And completion of one of the following specializations:

Horticulturist Specialization Courses		**Credit Hours**
EHO 103	Greenhouse Operations	3
EHO 104	Horticulture Construction	3
EHO 105	Nursery Production	4
EHO 106	Landscape Design	5
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 114	Garden Center Management	3
XXX xxx	Elective(s)	12

Landscape Management Specialization Courses		
EHO 104	Horticulture Construction	3
EHO 106	Landscape Design	5
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 133	Turfgrass Management	5
EHO 131	Irrigation	5
XXX xxx	Elective(s)	12

Plant Production Specialization Courses		
EHO 103	Greenhouse Operations	3
EHO 105	Nursery Production	4
EHO 125	Plant Propagation	5
EHO 123	Greenhouse Production	6
EHO 131	Irrigation	5
XXX xxx	Elective(s)	15

Floral Design Specialization Courses		
EHO 172	Floral Design	4
EHO 173	Floral Design II	5
EHO 175	Interiorscaping	5
EHO 248	Floral Design III	5
EHO 249	Floral Design IV	5
XXX xxx	Elective(s)	14

Golf Course Specialization Courses		
EHO 107	Landscape Installation	3
EHO 112	Landscape Management	5
EHO 141	Soils	5
EHO 131	Irrigation	5
EHO 133	Turfgrass Management	5
EHO 142	Golf Course Design Construction and Management	5
XXX xxx	Elective(s)	10

Total Credit Hours: 78 Minimum Credit Hours for Graduation

INDUSTRIAL ELECTRICAL TECHNOLOGY (IEA2)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Industrial Electrical Technology diploma

Approximate Program Cost: $2,355

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations and Professional Development	3

Occupational Courses (75 Credit Hours)		Credit Hours
ELT 106	Electrical Prints, Schematics, Symbols	4
ELT 107	Commercial Wiring	5
ELT 108	Commercial Wiring II	5
ELT 109	Commercial Wiring III	5
ELT 111	Single Phase and Three Phase Motors	5
ELT 112	Variable Speed/Low Voltage Controls	3
ELT 116	Transformers	4
ELT 117	National Electrical Code Industrial Applications	4
ELT 118	Electrical Controls	5
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6
ELT 122	Industrial PLCs	6
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
SCT 100	Introduction to Microcomputers	3
XXX xxx	Technical Electives	5

Total Credit Hours: 88 Minimum Credit Hours for Graduation

INDUSTRIAL MECHANICAL SYSTEMS (MEH2)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Mechanical Control Systems diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive a Mechanical Control Systems diploma that qualifies them for employment as industrial millwright or industrial maintenance mechanics.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Mechanical Control Systems diploma

Approximate Program Cost: $3,190

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Professional Development	3

Occupational Courses (63 Credit Hours)		Credit Hours
IDS 102	Print Reading and Problem Solving	4
IDS 105	DC and AC Motors	3
IDS 107	Basic Mechanics	5
IDS 109	Mechanical Laws and Principles	7
IDS 215	Industrial Mechanics	6
IDS 221	Industrial Fluidpower	7
IDS 231	Pumps and Piping Systems	2
IDS 241	Maintenance for Reliability	7
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
IFC 102	Alternating Current I	4

(Program requirements continued on following page)

INDUSTRIAL MECHANICAL SYSTEMS (CONT.)

MCH 109	Lathe Operations I	6
or		
IDS 110	Fundamentals of Motor Controls	3
and		
IDS 225	Advanced Pneumatics	4
SCT 100	Introduction to Microcomputers	3
WLD 133	Metal Welding and Cutting Techniques	3

Total Credit Hours: 76 Minimum Credit Hours for Graduation

INDUSTRIAL SYSTEMS TECHNOLOGY (ICS4)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Industrial Systems Technology diploma program is designed for the student who wishes to prepare for a career as an industrial systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in industrial systems technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems Technology diploma that qualifies them for employment as industrial electricians, industrial systems technicians or I and E technicians.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Industrial Systems Technology diploma

Approximate Program Cost: $5,600

General Core Courses (13 Credit Hours)		Credit Hours
ENG 101	English	5
MAT 103	Algebraic Concepts	5
EMP 100	Interpersonal Relations and Professional Development	3

Occupational Courses (77 Credit Hours)		Credit Hours
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
IFC 102	Alternating Current I	4
IFC 103	Solid State Devices I	4
SCT 100	Introduction to Microcomputers	3
IDS 101	Industrial Computer Applications	5
IDS 103	Industrial Wiring	6
IDS 105	DC and AC Motors	3

(Program requirements continued on following page)

INDUSTRIAL SYSTEMS TECHNOLOGY (CONT.)

Occupational Courses (Cont.)		Credit Hours
IDS 110	Fundamentals of Motor Controls	3
IDS 113	Magnetic Starters and Braking	3
IDS 115	Two-Wire Control Circuits	2
IDS 121	Advanced Motor Controls	2
IDS 131	Variable Speed Motor Control	3
IDS 141	Basic Industrial PLCs	6
IDS 142	Industrial PLCs	6
IDS 209	Industrial Instrumentation	6
IDS 215	Industrial Mechanics	6
IDS 221	Industrial Fluidpower	7
IDS 231	Pumps and Piping Systems	2

Total Credit Hours: 90 Minimum Credit Hours for Graduation

MACHINE TOOL TECHNOLOGY (MT02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Machine Tool Technology program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology diploma and have the qualifications of a machine tool technician.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Machine Tool Technology diploma

Approximate Program Cost: $3,150

General Core Courses (13 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 101	English	5
MAT 101	General Mathematics	5

Occupational Courses (72 Credit Hours)		**Credit Hours**
MCH 101	Introduction to Machine Tool	6
MCH 102	Blueprint Reading for Machine Tool	5
MCH 104	Machine Tool Math I	5
MCH 105	Machine Tool Math II	5
MCH 107	Characteristics of Metal/Heat Treatment	4
MCH 109	Lathe Operations I	6
MCH 110	Lathe Operations II	6
MCH 112	Surface Grinder Operations	3
MCH 114	Blueprint Reading II	5
MCH 115	Mill Operations I	6
MCH 116	Mill Operations II	6
MCA 211	CNC Fundamentals	7
SCT 100	Introduction to Microcomputers	3
XXX xxx	Electives	5

Total Credit Hours: 85 Minimum Credit Hours for Graduation

PUBLIC WORKS CIVIL TECHNICIAN (PWC2)
DIPLOMA

Campus Availability:
• *Gordon County Campus*

Program Description:
The Public Works Civil Technician graduate will have the knowledge and basic skills to assume entry level paraprofessional tasks and responsibilities in the area of public works infrastructure, construction and construction inspection, and public works infrastructure maintenance, and to learn to perform these tasks and responsibilities independently in a minimum period of time. The PWCT graduate will also have the knowledge base to quickly and efficiently assume supervisory and management responsibilities in these career areas.

Length of Program: Minimum of 6 quarters.

Entrance Dates: Beginning of any quarter.

Entrance Requirements:
Age: Minimum of 16 years of age.
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Public Works Technology diploma

Approximate Program Cost: $3,000

General Core Courses (18 Credit Hours)		Credit Hours
EMP 100	Interpersonal Relations & Professional Development	3
ENG 101	Basic English	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry & Trigonometry	5

Occupational Courses (57 Credit Hours)		Credit Hours
SCT 100	Introduction to Microcomputers	3
CET 130	CAD	4
CET 190	Construction Materials	5
DDS 203	Surveying I	3
DDS 219	Route Location and Design	7
PWC 100	Public Works Infrastructure	5
PWC 105	Construction Methods and Cost Estimating	5
PWC 110	Plan Reading	5
PWC 115	Highway Design	5
PWC 120	Project Management	5
PWC 140	Internship	10

Total Credit Hours: 75 Minimum Credit Hours for Graduation

WELDING AND JOINING TECHNOLOGY (WJ02)
DIPLOMA

Campus Availability:
• *Floyd County Campus*

Program Description:
The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Welding and Joining Technology diploma

Approximate Program Cost: $2,600

General Core Courses (13 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations and Professional Development	3
ENG 101	English	5
MAT 101	Basic Mathematics	5
Occupational Courses (62 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 103	Blueprint Reading I	3
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 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3
WLD 109	Gas Metal Arc Welding	6
WLD 110	Gas Tungsten Arc Welding	4
WLD 112	Preparation for Industrial Qualification	4
XXX xxx	Electives	(5)

(Program requirements continued on following page)

WELDING AND JOINING TECHNOLOGY (CONT.)

Recommended Electives		Credit Hours
WLD 102	Oxyacetylene	1
WLD 150	Advanced Gas Tungsten Arc Welding	5
WLD 151	Fabrication Processes	5
WLD 152	Pipe Welding	5
WLD 153	Flux Cored Arc Welding	5
WLD 154	Plasma Cutting	5

Total Credit Hours: 75 Minimum Credit Hours for Graduation

ADVANCED GENERAL MACHINIST (GEM1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Advanced General Machinist certificate program is an advanced course of study that prepares students for careers in the machine tool technology field. Learning Opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Length of Program: Minimum of three (3) quarter

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. In exceptional circumstances, provisional acceptance may be granted to degree students. Acceptable math and English courses may be used in lieu of an entrance exam.

A candidate for the Advanced General Machinist certificate must complete the Machine Tool Technology diploma or degree program or have three years of experience as a machine tool technician and the instructor's permission.

Program Final Exit Point: Advanced General Machinist Specialization technical certificate of credit

Approximate Program Cost: $1,500

Required Courses		Credit Hours
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
XXX xxx	Electives	5

Total Credit Hours: 33 Minimum Credit Hours for Graduation

AUTOMOTIVE AUTOMATIC TRANSMISSION TECHNICIAN (AAT1) CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
This certificate program introduces students to basic automotive transmission/transaxle, and fundamental theory. Students attain proficiency in electrical components, power sources, fundamental hydraulic circuitry, diagnostic techniques, and repair of universal joints, differentials, final drives, and shafts. Additional emphasis is on rear wheel drive, front wheel drive, universal joints, constant velocity joints, and differentials.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Automotive Automatic Transmission Technician technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
AUT 120	Introduction to Auto Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 134	Drivelines	4
AUT 144	Introduction to Auto Transmission	4
AUT 210	Auto Transmission Repair	7
AUT 212	Advanced Electronic Transmission Diagnosis	3

Total Credit Hours: 27 Minimum Credit Hours for Graduation

AUTO BODY REPAIR ASSISTANT (ABC1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Auto Body Repair Assisting certificate program will prepare students for employment as assistants to technicians in an automotive collision repair shop. Training is provided in minor collision repair, mechanical and electrical systems, body fiberglass plastics, and rubber repair techniques. Students will also learn the proper techniques in the bolt-on body panel removal and replacement and standing, priming and print preparation.

Length of Program: Minimum of two (2) quarter

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Auto Body Repair Assistant technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
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

Total Credit Hours: 20 Minimum Credit Hours for Graduation

AUTOMOTIVE BRAKE TECHNICIAN (ABR1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*

Program Description:
This program introduces students to fundamental hydraulics and braking system theory and its application to automotive drum, disc, and power assist units. Instruction continues with theory, diagnosis, and repair of hydraulic systems and drum brakes, disc brakes, and power assist units.

Length of Program: Minimum of one (1) quarter

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or equivalent
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Automotive Brake Technician technical certificate of credit

Approximate Program Cost: $625

Required Courses		Credit Hours
AUT 120	Introduction to Auto Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 130	Automotive Brake Systems	4
AUT 214	Advanced Electrical Controlled Brake System Diagnosis	4

Total Credit Hours: 17 Minimum Credit Hours for Graduation

AUTO ELECTRICAL TECHNICIAN (AEC1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
This certificate program emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Instruction includes automotive electrical/electronic accessories, safety systems, and electronic devices.

Length of Program: Minimum of one (1) quarter

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Auto Electrical Technician technical certificate of credit

Approximate Program Cost: $625

Required Courses		Credit Hours
AUT 120	Introduction to Auto Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 124	Battery, Starting and Charging Systems	4
AUT xxx	Electives	2

Total Credit Hours: 15 Minimum Credit Hours for Graduation

AUTO ENGINE REPAIR (AER1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
This certificate program introduces students to general diagnosis and inspection of automotive engines and installation of all internal components in the engine block. Emphasis is on inspection, testing and diagnostic techniques and continues the study of theory and its application to automotive systems.

Length of Program: Minimum of one (1) quarter

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Auto Engine Repair technical certificate of credit

Approximate Program Cost: $625

Required Courses		Credit Hours
AUT 120	Introduction to Auto Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 126	Engine Principles of Operation and Repair	6

Total Credit Hours: 15 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNICIAN (AVI4)
CERTIFICATE

This program will be available upon certification by the Federal Aviation Administration and approval by the Commission on Colleges of the Southern Association of Colleges and Schools.

We are currently not accepting students into this program. Please check the CVTC Web site: www.coosavalleytech.edu for notice when students will be accepted into this program, or contact Jon Byrd, Program Director: jbyrd@coosavalleytech.edu.

Campus Availability:

- *CVTC Aviation Facility at Richard B. Russell Airport*

Program Description:

The Aviation Maintenance Technology program courses prepare students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft maintenance theory and aircraft maintenance application. This program meets the academic requirement for the FAA Airframe and Powerplant certification.

Length of Program: Minimum of eight (8) quarters

Entrance Date: Spring or fall quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Aviation Maintenance Technician technical certificate of credit

Approximate Program Cost: $5,355

Required Courses

Occupational Courses (125 Credit Hours)		Credit Hours
AMT 100	Aviation Mathematics	3
AMT 101	Aircraft Maintenance Regulations	3
AMT 102	Aircraft Applied Sciences	13
AMT 103	Aircraft Electricity and Electronics	7
AMT 121	Aviation Physics	3
AMT 201	Aircraft Airframe Structures	3
AMT 202	Airframe Sheet Metal and Non-Metallic Structures	7
AMT 203	Airframe Welding	2
AMT 204	Airframe Assembly and Rigging	3
AMT 205	Airframe Inspection	5
AMT 206	Aircraft Hydraulic and Pneumatic Systems	3
AMT 207	Aircraft Landing Gear Systems	4
AMT 208	Aircraft Environmental Control Systems	10
AMT 209	Aircraft Electrical, Communication, and Navigation Systems	9
AMT 221	Reciprocating Engine Powerplants I	5
AMT 222	Reciprocating Engine Powerplants II	7
AMT 223	Gas Turbine Powerplants I	5
AMT 224	Gas Turbine Powerplants II	5

(Program requirements continued on following page)

AVIATION MAINTENANCE TECHNICIAN (CONT.)

Occupational Courses (Cont.)		Credit Hours
AMT 225	Aircraft Engine Inspection	2
AMT 226	Aircraft Engine Fuel and Fuel Metering Systems	7
AMT 227	Aircraft Engine Electrical, Ignition, and Starting Systems	10
AMT 228	Aircraft Powerplant Accessory Systems	9

Total Credit Hours: 125 Minimum Credit Hours for Graduation

AVIONICS TECHNICIAN (AVA1)
CERTIFICATE
This program will be available upon certification by the Federal Aviation Administration and approval by the Commission on Colleges of the Southern Association of Colleges and Schools.

We are currently not accepting students into this program. Please check the CVTC Web site: www.coosavalleytech.edu for notice when students will be accepted into this program, or contact Jon Byrd, Program Director: jbyrd@coosavalleytech.edu.

Campus Availability:
• *CVTC Aviation Facility at Richard B. Russell Airport*

Program Description:
The Avionics Technician program is a sequence of courses that prepares students for employment in the field of avionics maintenance technology (aircraft electronics). Graduates of the program receive an Avionics Technician technical certificate of credit.

Length of Program: Minimum of three (3) quarters

Entrance Date: Spring or fall quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Avionics Technician technical certificate of credit

Approximate Program Cost: $2,271

Required Courses

Occupational Courses (50 Credit Hours)		Credit Hours
AVT 101	Basic Electronics	6
AVT 102	Avionics Maintenance Practices	5
AVT 103	Advanced Electronics	6
AVT 104	Digital Electronics	6
AVT 106	Aircraft Logic Systems	6
AVT 107	Aircraft Communication Systems	7
AVT 108	Navigation Systems	7
AVT 109	Flight Director and Autopilot Systems	7

Total Credit Hours: 50 Minimum Credit Hours for Graduation

BASIC STRUCTURAL STEEL WELDING (RW01) CERTIFICATE

Campus Availability:
- *Floyd County Campus*

Program Description:
This certificate program is designed to provide specialized training and to give participants skills and early job placement in the structural steel industry. This program is designed to produce industrial standard competencies in the areas of MIG, TIG, and stick welding.

Length of Program: Minimum of three (3) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Previous training and/or education may be evaluated to provide advanced placement in the program or currently employed as a welder or documented working experience in the field indicating ability to succeed. ASSET/COMPASS testing is not required for admission to the program.

Program Final Exit Point: Basic Structural Steel Welding technical certificate of credit

Approximate Program Cost: $1,500

Required Courses		Credit Hours
WLD 100	Introduction to Welding	6
WLD 101	Oxyfuel 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 Cored Arc Welding	5

Total Credit Hours: 33 Minimum Credit Hours for Graduation

CABINETMAKING ASSISTANT (CB01)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Cabinetmaking Fundamentals technical certificate program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in cabinetmaking fundamentals and to obtain employment in assisting master cabinetmakers. This program covers the technical areas of workshop power equipment operation, wood joint construction, cabinet fabrication, cabinet finishing and installation.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through Learning Support at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Cabinetmaking Assistant technical certificate of credit

Approximate Program Cost: $1,200

Required Courses		Credit Hours
CAB 110	Wood Joints	3
CAB 112	Fastening Methods	4
CAB 118	Door, Drawer, and Hardware Installation	3
CAB 131	Cabinet Assembly III	5
CAB 120	Plastic Laminates and Wood Veneers	3
CAB 122	Cabinet Finishing and Installation	5

Total Credit Hours: 23 Minimum Credit Hours for Graduation

ADVANCED CABINETMAKING (CBC1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Advanced Cabinetmaking Fundamentals technical certificate program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in advanced cabinetmaking and to obtain employment in assisting Master Cabinetmakers. This program provides additional technical training in all areas of cabinetmaking. This program covers the technical areas of workshop power equipment operation, wood joint construction, cabinet fabrication, cabinet finishing and installation.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Advanced Cabinetmaking technical certificate of credit

Approximate Program Cost: $1,200

Required Courses		Credit Hours
CAR 101	Safe Use of Hand and Power Tools	3
CAR 103	Materials	3
CAB 108	Cabinet Design and Layout	4
CAB 116	Cabinet Assembly I	5
CAB 114	Cutting Cabinet Components	3
CAB 130	Cabinet Assembly II	5

Total Credit Hours: 23 Minimum Credit Hours for Graduation

CAD OPERATOR (DOP1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The CAD Operator program prepares students to specialize in the drawing field. The program emphasizes a combination of computer aided drafting (CAD) theory and practical application necessary for successful employment. The program is designed primarily for entry-level drafters to continue training after employment.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: CAD Operator technical certificate of credit

Approximate Program Cost: $1,100

Required Courses		Credit Hours
SCT 100	Introduction to Microcomputers	3
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	6
DDF 107	Introduction to CAD	6

Total Credit Hours: 28 Minimum Credit Hours for Graduation

CAD OPERATOR ARCHITECTURAL (CDO1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*

Program Description:
This Drafting technical certificate of credit program is designed to provide a less extensive program option for individuals who already possess a background in the drafting field. This certificate program provides CAD training to individuals who want to progress in their occupation or prepare for employment in architectural or drafting. It is designed to provide advanced training for the job market and update individuals already employed as CAD operators or drafters. 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.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: CAD Operator Architectural technical certificate of credit

Approximate Program Cost: $1,250

Required Courses		Credit Hour
SCT 100	Introduction to Microcomputers	3
DDF 107	Introduction to CAD	6
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawings and Modeling	6
DDS 205	Residential Architectural Drawing I	6

Total Credit Hours: 27 Minimum Credit Hours for Graduation

CAD OPERATOR MECHANICAL (OH01)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
This Drafting technical certificate of credit program is designed to provide a less extensive program option for individuals who already possess a background in the drafting field. This certificate program provides CAD training to individuals who want to progress in their occupation or prepare for employment in mechanical drafting. It is designed to provide advanced training for the job market and update individuals already employed as CAD operators or drafters.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: CAD Operator Mechanical technical certificate of credit

Approximate Program Cost: $1,350

Required Courses		Credit Hours
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

Total Credit Hours: 26 Minimum Credit Hours for Graduation

CERTIFIED MANUFACTURING SPECIALIST (TG01)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
This certificate program provides training in manufacturing service skills. It is designed to provide students with a basic understanding of manufacturing processes and concentrates on those areas successful job applicants need to know to gain employment at the entry level.

Length of Program: Minimum of one (1) quarter

Entrance Date: Varies

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Certified Manufacturing Specialist technical certificate of credit

Approximate Program Cost: $625

Required Courses		Credit Hours
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

Total Credit Hours: 15 Minimum Credit Hours for Graduation

CNC SPECIALIST (CNC1)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Computer Numerical Control Specialization (CNC) certificate program is an advanced course of study that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Length of Program: Minimum of two (2) quarters
NOTE: This program leads to a certificate and requires the completion of the 85 credit hour Machine Tool program. Day and evening classes are offered.

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

A candidate for the CNC Specialist certificate must complete the Machine Tool Technology diploma or degree program or have three years' experience as a machine tool technician and the instructor's permission.

Program Final Exit Point: Computer Numerical Control Specialization (CNC) technical certificate of credit

Approximate Program Cost: $1,750

Required Courses		Credit Hours
MCA 211	CNC Fundamentals	7
MCA 213	CNC Mill Manual Programming	8
MCA 215	CNC Lathe Manual Programming	8
MCA 217	CNC Practical Applications	6
MCA 219	CAD/CAM Programming	7
XXX xxx	Electives	5

Total Credit Hours: 41 Minimum Credit Hours for Graduation

COMMERCIAL TRUCK DRIVING (TU01)
CERTIFICATE
Tentative starting date: Summer Quarter, 2007
For more information contact Program Director Joseph Porter:
jporter@coosavalleytech.edu

Campus Availability:
- *Floyd County Campus*
- *Gordon County Campus*
- *Polk County Campus*

Program Description:
The Commercial Truck Driving certificate program is a sequence of courses designed to prepare students for careers in commercial truck driving. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in the fundamentals of CTD (CTD 101), basic CTD operation (CTD 102), advanced CTD operation (CTD 103) and a CTD internship (CTD 104) with a company to provide the advanced training, which focuses on developing driving skills. Each student must receive a minimum program total of 44 hours of individual behind-the-wheel (BTW) instructional time; at least 12 hours must be spent on the range and at least 12 hours must be spent on the street/road for each student. The remaining 20 hours may be used in any combination of range and street/road BTW time. Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

Length of Program: Minimum of 1 quarter.

Entrance Dates: Beginning of any quarter.

Entrance Requirements:
Age: Minimum of 21 years of age. (18-20 year olds may take the program, however, they can only drive in Georgia.)
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Commercial Truck Driving technical certificate of credit

Approximate Program Cost: $2,450 plus fees for drug screening, DOT physical, CDL road test, MVR report and fuel surcharge (appx. $225)

Required Courses (15 Credit Hours)		Credit Hours
CTD 101	Fundamentals of Commercial Truck Driving	5
CTD 102	Basic Operations	5
CTD 103	Advanced Operations	5
or		
CTD 104	Internship	5

Total Credit Hours: 15 Minimum Credit Hours for Graduation

CONSTRUCTION PROJECT MANAGER (COP1)
CERTIFICATE

Campus Availability:

- *Gordon County Campus*

Program Description:

The program emphasizes a combination of theory and practical application necessary for successful employment. The program is designed primarily for entry-level Construction Project Management.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Construction Project Manager technical certificate of credit

Approximate Program Cost: $1,600

Required Courses		Credit Hours
SCT 100	Introduction to Microcomputers	3
CMT 201	Residential Estimating Review	4
CMT 202	Construction Drafting I	4
CMT 213	Computerized Construction Scheduling	4
CMT 217	Construction Contracting	5
ACC 101	Principles of Accounting I	6

Total Credit Hours: 26 Minimum Credit Hours for Graduation

CONSTRUCTION MANAGEMENT APPRENTICE (CNM1) CERTIFICATE

Campus Availability:
- *Gordon County Campus*

Program Description:
The program emphasizes a combination of theory and practical application necessary for successful employment. The program is designed primarily for entry-level Construction Management Supervisory positions.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Construction Management Fundamentals technical certificate of credit

Approximate Program Cost: $1,490

Required Courses		Credit Hours
SCT 100	Introduction to Microcomputers	3
CFC 102	Professional Tool Use and Safety	4
CFC 103	Materials and Fasteners	3
CFC 105	Construction Print Reading	5
CAR 107	Site Layout, Footings and Foundations	5
CFC 100	Safety	2
CMT 201	Residential Estimating Review	4
CMT 202	Construction Drafting I	4
CMT 205	Inspection Practices	5

Total Credit Hours: 35 Minimum Credit Hours for Graduation

ELECTRICAL TECHNICIAN (LL01)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
This certificate program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of residential wiring.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Electrical Technician technical certificate of credit

Approximate Program Cost: $1,750

Required Courses		Credit Hours
MAT 101	General Mathematics	5
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuit I	4
ELT 106	Electrical Prints, Schematics and Symbols	4
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	6

Total Credit Hours: 30 Minimum Credit Hours for Graduation

INSTRUMENTATION AND PROCESS CONTROL (IPL1)
CERTIFICATE

Campus Availability

• *Gordon County Campus*

Program Description:

The Instrumentation and Process Control technical certificate prepares students to be responsible for instrumentation and process controls in an industrial environment. The holder of this certificate can install, program, repair, calibrate, and troubleshoot process control equipment.

Length of Program: Minimum of three (3) quarters

Entrance Date: Varies

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Instrumentation and Process Control technical certificate of credit

Approximate Program Cost: $1,000

Required Courses		Credit Hours
IDS 209	Industrial Instrumentation	6
ELT 106	Electrical Prints, Schematics, and Symbols	4
ELC 259	Fiber Optics Systems	4
PHY 190	Introductory Physics	5

Total Credit Hours: 19 Minimum Credit Hours for Graduation

MANUAL DRIVE TRAIN TRANSMISSION/AXLE SPECIALIST (ADT1) CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Manual Drive Train and Axle Repair Technician certificate program is designed to provide students with entry-level skills to enter the automotive industry as Manual Drive Train and Axle Repair Technician Specialists. The program introduces fundamental principles of clutch operations, diagnosis of malfunctions, testing procedures and repair, fundamentals of manual transmission/ transaxle operation, diagnostic techniques and repair measures, fundamental theory, diagnosis, service, repair of universal joints, differentials, final drives, shafts and fundamental four-wheel drive operation, diagnosis of malfunctions, and repair procedures. Completion of this curriculum will enable the student to receive a certificate as a Manual Drive Train/Transmission/ Axle Repair Specialist.

Length of Program: Minimum of one (1) quarter

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Manual Drive Train/Transmission /Axle Specialist technical certificate of credit

Approximate Program Cost: $750

Required Courses		Credit Hours
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical and Electronic Systems	6
AUT 134	Drivelines	4
AUT 138	Manual Transmissions/Transaxles	4

Total Credit Hours: 17 Minimum Credit Hours for Graduation

PAINT AND FINISHING OPERATIONS (PO01)
CERTIFICATE

Campus Availability:
• *Floyd County Campus*

Program Description:
The Paint and Refinishing Technician certificate is intended to produce graduates who are prepared as Paint and Refinishing Technicians. Program graduates should be competent in the following occupational areas of auto body, sand, prime, and paint preparation, special refinishing application, urethane enamels application, tint and match colors, and detailing.

Length of Program: Minimum of two (2) quarters

Entrance Date: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at CVTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Paint and Finishing Operations technical certificate of credit

Approximate Program Cost: $1,300

Required Courses		Credit Hours
ACR 100	Safety	1
ACR 110	Minor Collision Repair	2
ACR 130	Sanding, Priming, and Paint Preparation	5
ACR 132	Special Refinishing Application	5
ACR 134	Urethane Enamels Refinishing Application	6
ACR 135	Tint and Match Colors	6
ACR 136	Detailing	2

Total Credit Hours: 27 Minimum Credit Hours for Graduation

Personal/Public Service Technologies

Coosa Valley Technical College is sensitive to the need for qualified persons in the various fields of human services. There are degree, diploma, and certificate programs geared to prepare students for such opportunities. These programs combine classroom instruction, laboratory practice, and practicum experience to ensure that students obtain the most current skills required by their chosen profession. Students interested in Personal/Public Service programs should see specific programs for admission requirements. Coosa Valley Technical College reserves the right to cancel courses due to inadequate enrollment. The following is a list of degree, diploma, and certificate programs that CVTC offers:

Associate of Applied Science Degree Programs

Criminal Justice Technology
Early Childhood Care and Education
Fire Science Technology

Diploma Programs

Cosmetology
Criminal Justice Technology
Culinary Arts
Early Childhood Care and Education
Fire Fighter EMT
Fire Science Technology

Certificate Programs

Criminal Justice Specialist
Early Child Exceptionalities
Family Child Care Provider
Fire Fighter I
Fire Fighter II
Fire Officer Level I
Fire Officer Level I Advanced
Fire Officer Level II
Infant and Toddler Child Care Specialist
Shampoo Technician

CRIMINAL JUSTICE TECHNOLOGY (CJ03)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

• *Gordon County Campus*

Program Description:

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Length of Program: Minimum of seven (7) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. In exceptional circumstances, provisional acceptance may be granted to degree students. Acceptable math and English courses may be used in lieu of an entrance exam.

Program Final Exit Point: Associate of applied science degree in Criminal Justice Technology

Approximate Program Cost: $4,292

Core Classes (30 Credit Hours)		**Credit Hours**
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
SPC 191	Fundamentals of Speech	5
ECO 191	Principles of Economics	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
Occupational Courses (65 Credit Hours)		
CRJ 101	Introduction to Criminal Justice	5
CRJ 202	Constitutional Law	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Criminal Procedure	5
CRJ 168	Criminal Law	5
CRJ 207	Juvenile Justice	5
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5
SCT 100	Introduction to Microcomputers	3
XXX xxx	Occupational Related Electives	20

Total Credit Hours: 98 Minimum Credit Hours for Graduation

EARLY CHILDHOOD CARE/EDUCATION (0003)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:

- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The Early Childhood Care/Education associate degree program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care/Education degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Associate of applied science degree in Early Childhood Care/Education

Approximate Program Cost: 3,100

General Core Courses (30 Credit Hours)		Credit Hours
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
SPC 191	Fundamentals of Speech	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
ECO 191	Principles of Economics	5

Occupational Courses (65 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth and Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 112	Curriculum Development	3

(Program requirements continued on following page)

EARLY CHILDHOOD CARE & EDUCATION (CONT.)

Occupational Courses (Cont.)		**Credit Hours**
ECE 121	Early Childhood Care and Education Practicum I	3
or		
ECE xxx	Program Elective	(3-5)
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
ECE 122	Early Childhood Education Practicum II	3
or		
ECE xxx	Program Elective	(3-5)
ECE 201	Exceptionalities	5
ECE 202	Social Issues and Family Involvement	5
ECE 224	Early Childhood Care Education Internship	12

And completion of one of the following specializations:

Paraprofessional Specialization

ECE 203	Human Growth and Development II	5
ECE 211	Methods and Materials	5
ECE 212	Professional Practices	5

OR

Exceptionalities Specialization

ECE 260	Characteristics of Young Children with Exceptionalities	5
ECE 262	Classroom Strategies and Intervention	5
ECE 264	Exploring Your Role in the Exceptional Environment	5

OR

Family Childcare Provider Specialization

ECE 142	Early Childhood Program Management	5
ECE 144	Early Childhood Business Management	5
ECE xxx	Elective	5

OR

Infant and Toddler Specialization

ECE 132	Infant/Toddler Development	5
ECE 134	Infant/Toddler Group Care	5
ECE 136	Infant/Toddler Curriculum	5

OR

Total Credit Hours: 110 Minimum Credit Hours for Graduation

FIRE SCIENCE (FSN3)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability:
- Gordon County Campus

Program Description:
The Fire Science associate of applied science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Length of Program: Minimum of eight (8) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. In exceptional circumstances, provisional acceptance may be granted to degree students. Acceptable math and English courses may be used in lieu of an entrance exam. A medical physical examination may be required.

Program Final Exit Point: Associate of applied science degree in Fire Science

Approximate Program Cost: $4,238

Core Classes (30 Credit Hours)		Credit Hours
ENG 191	Composition and Rhetoric I	5
HUM 191	Introduction to Humanities	5
MAT 191	College Algebra	5
PSY 191	Introductory Psychology	5
SPC 191	Fundamentals of Speech	5
CHM 191	Chemistry	5
or		
PHY 190	Introductory Physics	5

Occupational Courses (83 Credit Hours)		Credit Hours
FSC 101	Introduction to Fire Science	5
FSC 110	Fire Science Supervision and Leadership	5
FSC 121	Fire Fighting Strategy and Tactics	5
FSC 132	Fire Service Instructor	5
FSC 141	Hazardous Materials	5
FSC 145	Chemistry of Hazardous Materials	5
FSC 151	Fire Prevention and Inspection	5

(Program requirements continued on following page)

FIRE SCIENCE TECHNOLOGY (CONT.)

Occupational Courses (Cont.)		Credit Hours
FSC 161	Fire Service Safety and Loss Control	5
FSC 201	Fire Service Management	5
FSC 210	Fire Service Hydraulics	5
FSC 220	Fire Protection Systems	5
FSC 230	Fire Service Building Construction	5
FSC 241	Incident Command	5
FSC 260	Fire Service Information Management	5
FSC 270	Fire Investigations	5
SCT 100	Introduction to Microcomputers	3
XXX xxx	Elective	5

Total Credit Hours: 113 Minimum Credit Hours for Graduation

COSMETOLOGY (CS02)
DIPLOMA

Campus Availability:
- *Floyd County Campus*
- *Polk County Campus*

Program Description:
The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the Georgia State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Length of Program: Minimum of four (4) quarters

Entrance Dates: Fall or spring quarter (Floyd/Polk County Campus-Day Program)
Winter or summer quarter (Polk County Campus-Night Program)

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Cosmetology diploma
Law requires graduates who complete the program to pass the Georgia State Board of Cosmetology Examination in order to obtain licenses to work as cosmetologists.

Approximate Program Cost: $2,240

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
MAT 101	Basic Mathematics	5
EMP 100	Interpersonal Relations and Professional Development	3
Occupational Courses (62 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
COS 100	Introduction to Cosmetology Theory	5
COS 101	Introduction to Permanent Waving and Relaxing	2
COS 103	Introduction to Skin, Scalp and Hair	2
COS 105	Introduction to Shampooing and Styling	4
COS 106	Introduction to Haircutting	3
COS 108	Permanent Waving and Relaxing	3
COS 109	Hair Color	6

(Program requirements continued on following page)

COSMETOLOGY (CONT.)

Occupational Courses (Cont.)		Credit Hours
COS 110	Skin, Scalp, and Hair	3
COS 111	Styling	3
COS 112	Manicuring and Pedicuring	3
COS 113	Practicum I	4
COS 114	Practicum II	8
COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon Management	4

Total Credit Hours: 75 Minimum Credit Hours for Graduation

CRIMINAL JUSTICE TECHNOLOGY (CJ02)
DIPLOMA

Campus Availability:

• *Gordon County Campus*

Program Description:

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. In exceptional circumstances, provisional acceptance may be granted to degree students. Acceptable math and English courses may be used in lieu of an entrance exam.

Program Final Exit Point: Criminal Justice Technology diploma

Approximate Program Cost: $3,292

General Core Courses (15 Credit Hours)		**Credit Hours**
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
Occupational Courses (58 Credit Hours)		
CRJ 101	Introduction to Criminal Justice	5
CRJ 202	Constitutional Law	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 105	Criminal Procedure	5
CRJ 168	Criminal Law	5
CRJ 207	Juvenile Justice	5
CRJ 209	Criminal Justice Technology Practicum/Internship	5
CRJ 212	Ethics in Criminal Justice	5
SCT 100	Introduction to Microcomputers	3
XXX xxx	Occupationally Related Electives	10

Total Credit Hours: 70 Minimum Credit Hours Required for Graduation

CULINARY ARTS (CUL4)
DIPLOMA

We are currently not accepting students into this program.
Please check the CVTC Web site: www.coosavalleytech.edu for notice when students will be accepted into this program.

Campus Availability:

• *Floyd County Campus*

Program Description:

The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/ culinary managers.

Length of Program: Minimum of 6 quarters.

Entrance Dates: Beginning of any quarter.

Entrance Requirements:

Age: Minimum of 16 years of age.
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Culinary Arts diploma

Approximate Program Cost: $3,885

General Core Courses (13 Credit Hours)		Credit Hours
EMP 100	Interpersonal Relations and Professional Development	3
ENG 101	English	5
MAT 101	General Mathematics	5

Occupational Courses (79 Credit Hours)		Credit Hours
CUL 100	Professionalism in Culinary Arts	3
CUL 110	Food Service Sanitation and Safety	3
CUL 112	Principles of Cooking	5
CUL 114	American Regional Cuisine	5
CUL 116	Food Service Purchasing and Control	3
CUL 121	Baking Principles I	5
CUL 122	Baking Principles II	5
CUL 127	Banquet Preparation and Presentation	4
CUL 129	Front of the House Services	3
CUL 130	Pantry, Hors D' Oeuvres, and Canapés	5
CUL 132	Garde Manger	5

(Program requirements continued on following page)

CULINARY ARTS (CONT.)

Occupational Courses (Cont.)		Credit Hours
CUL 133	Food Service Leadership and Decision Making	5
Or		
MSD 103	Leadership and Decision Making	5
CUL 137	Nutrition and Menu Development	3
CUL 215	Contemporary Cuisine I	5
CUL 220	Contemporary Cuisine II	5
CUL 216	Practicum/Internship	12
Or		
CUL 124	Restaurant and Hotel Baking	6
And		
CUL 224	International Cuisine	6
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 92 Minimum Credit Hours for Graduation

EARLY CHILDHOOD CARE/EDUCATION (0002)
DIPLOMA

Campus Availability:

- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The Early Childhood Care/Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care/Education diploma and have the qualification of early childhood care and education provider.

Length of Program: Minimum of six (6) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Early Childhood Care/Education diploma. Graduates find employment as child care providers with area child development facilities, head start, Pre-K programs, and preschools.

Approximate Program Cost: $2,030

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
EMP 100	Interpersonal Relations and Professional Development	3
MAT 101	General Mathematics	5
Occupational Courses (60 Credit Hours)		
SCT 100	Introduction to Microcomputers	3
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth & Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 112	Curriculum Development	3
ECE 121	Early Childhood Care and Education Practicum I	3
or		
ECE xxx	Program Elective	(3-5)
ECE 122	Early Childhood Education Practicum II	3
or		
ECE xxx	Program Elective	(3-5)
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
ECE 115	Language Arts and Literature	5
ECE 116	Math and Science	5
ECE 202	Social Issues & Family Involvement	5
ECE 224	Early Childhood Care and Education Internship	12

Total Credit Hours: 73 Minimum Credit Hours Required for Graduation

FIRE FIGHTER–EMT (FFE2)
DIPLOMA

Campus Availability:
• *Gordon County Campus*

Program Description:
The Firefighter-EMT diploma program is designed to prepare graduates for success in a fire and emergency medical service environment. This program provides the graduating student with a certificate in Emergency Medical Technology and the needed Fire Certification for entry employment in a fire and/or emergency medical service.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Students need to return completed Medical Report Forms certifying their ability to meet physical performance before attending occupational courses in the Fire Fighter-EMT diploma program.

Program Final Exit Point: Firefighter–EMT diploma

Approximate Program Cost: $3,750

General Core Courses (13 Credit Hours)		**Credit Hours**
ENG 101	English	5
MAT 101	General Mathematics	5
EMP 100	Interpersonal Relations	3

Occupational Courses (67 Credit Hours)		**Credit Hours**
EMS 120	Emergency Medical Technology I	8
EMS 121	Emergency Medical Technology II	7
EMS 122	Emergency Medical Technology III	9
FSC 102	Emergency Service Fundamentals	3
FSC 103	Basic Firefighter Module I	6
FSC 104	Basic Firefighter Module II	3
FSC 105	Fire and Life Safety Educator I	5
FSC 106	Fire Prevention, Preparedness and Maintenance	3
FSC 109	Introduction to Technical Rescue	6
FSC 108	Fire Ground Operations	4
FSC 141	Hazardous Materials	5
FSC 161	Fire Service Safety and Loss Control	5
SCT 100	Introduction to Microcomputers	3

Total Credit Hours: 80 Minimum Credit Hours for Graduation

FIRE SCIENCE TECHNOLOGY (FSN2)
DIPLOMA

Campus Availability:
• *Gordon County Campus*

Program Description:
The Fire Science diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Length of Program: Minimum of five (5) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Generally, students are not admitted to degree programs on a provisional basis. In exceptional circumstances, provisional acceptance may be granted to degree students. Acceptable math and English courses may be used in lieu of an entrance exam. A medical physical examination may be required.

Program Final Exit Point: Fire Science Technology diploma

Approximate Program Cost: $3,138

General Core Classes (13 Credit Hours)		**Credit Hours**
EMP 100	Interpersonal Relations	3
ENG 101	English	5
MAT 101	General Math	5
Occupational Courses (76 Credit Hours)		**Credit Hours**
SCT 100	Introduction to Microcomputers	3
FSC 101	Introduction to Fire Science	5
FSC 110	Fire Science Supervision/Leadership	5
FSC 121	Fire Fighting Strategy & Tactics	5
FSC 132	Fire Service Instructor	5
FSC 161	Fire Service Safety and Loss Control	5
FSC 141	Hazardous Materials	5
FSC 151	Fire Prevention and Inspection	5
FSC 201	Fire Service Management	5
FSC 210	Fire Service Hydraulics	5
FSC 220	Fire Protection Systems	5
FSC 230	Fire Service Building Construction	5
FSC 241	Incident Command	5
FSC 260	Fire Service Information Management	5
FSC 270	Fire Investigations	5
XXX xxx	Elective	3

Total Credit Hours: 89 Minimum Credit Hours for Graduation

CRIMINAL JUSTICE SPECIALIST (CJS1)
CERTIFICATE

Campus Availability:

- *Gordon County Campus*

Program Description:

The Criminal Justice Specialist certificate is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Completers receive a technical certificate of credit. Entry-level persons will be prepared to pursue opportunities in the criminal justice field.

Length of Program: Minimum of 2 quarters.

Entrance Dates: Beginning of any quarter.

Entrance Requirements:

Age: Minimum of 21 years of age. (18-20 year olds may take the program, however, they can only drive in Georgia.
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Criminal Justice Specialist technical certificate of credit

Approximate Program Cost: $1,500

Required Courses (28 Credit Hours)		Credit Hours
MSD 175	Business Spanish	5
SCT 100	Introduction to Microcomputers	3
CRJ 101	Introduction to Criminal Justice Technology	5
CRJ 103	Corrections	5
CRJ 104	Principles of Law Enforcement	5
CRJ 202	Constitutional Law	5

Total Credit Hours: 28 Minimum Credit Hours for Graduation

EARLY CHILDHOOD EXCEPTIONALITIES (ECC1) CERTIFICATE

Campus Availability:

- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The purpose of this technical certificate is to provide a solid early childhood care and education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for children with special needs. Through the coursework in the program, students will be provided with guidelines, information, responsibilities, and techniques necessary to interact in the exceptional environment. Therefore, prospective students must have either post-secondary credentials from an accredited institution, a current Child Development Associate Credential (CDA), or qualifying experience, pending approval of the department chair.

Length of Program: Minimum of three (3) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 19 years of age

Education: High school diploma or GED is required. Post-secondary credentials from an accredited institution, a current Child Development Associate Credential (CDA), or qualifying experience pending approval of the department chair.

Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Early Childhood Exceptionalities technical certificate of credit

Approximate Program Cost: $1,900

Required Courses (30 Credit Hours)

ECE 103	Human Growth & Development I	5
ECE 201	Exceptionalities	5
ECE 203	Human Growth and Development II	5
ECE 260	Characteristics of Young Children with Exceptionalities	5
ECE 262	Classroom Strategies and Intervention	5
ECE 264	Exploring Your Role in the Exceptional Environment	5

Total Credit Hours: 30 Minimum Credit Hours Required for Graduation

FAMILY CHILD CARE PROVIDER (FCP1)
CERTIFICATE

Campus Availability:

- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The purpose of this technical certificate is to provide a solid Early Childhood Care and Education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for children who are cared for by family child care providers, and to provide guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home.

Length of Program: Minimum of three (3) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 18 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Family Child Care Provider technical certificate of credit

Approximate Program Cost: $1,900

Required Courses (25 Credit Hours)

ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth & Development I	5
ECE 105	Health, Safety, and Nutrition	5
ECE 142	Family Childcare Program Management	5
ECE 144	Family Childcare Business Management	5

Total Credit Hours: 25 Minimum Credit Hours Required for Graduation

FIRE FIGHTER I (FFI1)
CERTIFICATE

Campus Availability:
- *Gordon County Campus*

Program Description:
This technical certificate will be conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications (NPQ) System Fire Fighter I level according to NFPA 1001, Standard for Fire Fighter Professional Qualifications. In addition, they will hold certifications for CPR, Hazardous Materials First Responder Awareness level, and Fire and Life Safety Educator I. Georgia Fire Academy certificates will be issued upon successful completion of the FSC 103 Basic Fire Fighter Module I, FSC 104 Basic Fire Fighter Module II, FSC 105 Fire and Life Safety Educator, and upon successful completion of the Fire Fighter I NPQ test, for the state of Georgia Basic Fire Fighter training course.

Length of Program: Minimum of two (2) quarters.

Entrance Dates: Beginning of any quarter, every six months

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students. Applicant must have a physician release to participate in strenuous firefighting activity as well as the use of self-contained breathing apparatus (respirator). This requirement applies to FSC 103 and FSC 104 only. Students may take FSC 102 and FSC 105 prior to obtaining a physician release. All candidates should be in excellent condition.

Program Final Exit Point: Firefighter I technical certificate of credit

Approximate Program Cost: $959

Required Courses (17 Credit Hours)		Credit Hours
FSC 102	Emergency Service Fundamentals	3
FSC 103	Basic Firefighter Module I	6
FSC 104	Basic Firefighter Module II	3
FSC 105	Fire and Life Safety Educator I	5

Total Credit Hours: 17 Minimum Credit Hours for Graduation

FIRE FIGHTER II (FFG1)
CERTIFICATE

Campus Availability:
• *Gordon County Campus*

Program Description:
This technical certificate will be conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications (NPQ) System Fire Fighter II level according to NFPA 1001, Standard for Fire Fighter Professional Qualifications. This certificate builds upon skills and knowledge acquired in the Fire Fighter I TCC and prepares the graduates to have specialized rescue understanding and skills in the area of high-angle rescue, extrication, and confined space emergencies. This parallels the Advanced Firefighter curriculum being developed by the Georgia Fire Academy. Upon successful completion of the Fire Fighter II NPQ test, students will receive the certification of Fire Fighter II from the National Professional Qualification System.

Entrance Requirements:

Length of Program: Minimum of two (2) quarters.

Entrance Dates: Beginning of any quarter, every six months.

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Fire Fighter II technical certificate of credit

Approximate Program Cost: $986

Required Courses (18 Credit Hours)		Credit Hours
FSC 106	Fire Prevention, Preparedness, and Maintenance	3
FSC 109	Introduction to Technical Rescue	6
FSC 108	Fire Ground Operations	4
FSC 141	Hazardous Materials	5

Total Credit Hours: 18 Minimum Credit Hours for Graduation

FIRE OFFICER LEVEL I (FOC1)
CERTIFICATE

Campus Availability:
• *Gordon County Campus*

Program Description:
The Fire Officer Level I certificate is the first of three steps accomplished while a student works toward completion of the Fire Science Technology diploma, or independently of the diploma option meets qualification standards for national certification. The Fire Officer Level 1 program presents critical subject matter to students who, upon completion of the certificate, may be assigned in their present fire service position, to ride in charge of an engine company, rescue company, etc. on a temporary basis in their daily assigned duties. The assignment would typically involve supervising a crew of firefighters, emergency medical technicians, and paramedics. This assignment would enhance the student's strategy and tactics capabilities while managing the emergency scene.

Length of Program: Minimum of three (3) quarters.

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Fire Officer Level 1 technical certificate of credit

Approximate Program Cost: $1,206

Required Courses (25 Credit Hours)		Credit Hours
FSC 101	Introduction to Fire Science	5
FSC 110	Fire Science Supervision and Leadership	5
FSC 121	Fire Fighting Strategy & Tactics	5
FSC 132	Fire Service Instructor	5
FSC 161	Fire Service Safety & Loss Control	5

Total Credit Hours: 25 Minimum Credit Hours for Graduation

FIRE OFFICER I - ADVANCED (FOD1)
CERTIFICATE

Campus Availability:
• *Gordon County Campus*

Program Description:
Statement of Purpose: The Fire Officer Level 1 - Advanced certificate is the second of three steps accomplished while a student works toward completion of the Fire Science Technology diploma, or may be completed independently of the diploma option. The Fire Officer Level 1 - Advanced program presents critical subject matter to students who, upon completion of the certificate, would be prepared to serve as a fire department supervisor on a permanent basis. The first TCC, Fire Officer Level 1, has prepared the student to fill-in as the supervisor on a temporary basis and lead the engine or rescue company personnel on emergency responses in a safe and effective manner. The Fire Officer Level I - Advanced TCC prepares the student to assume the supervisory duties on a permanent basis and focuses on fire protection systems, hazardous materials, hydraulics, and fire service management. With the completion of this certificate, the student has more fully developed as a leader and manager.

Length of Program: Minimum of three (3) quarters.

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Fire Officer Level 1–Advanced technical certificate of credit

Approximate Program Cost: $1,175

Required Courses (25 Credit Hours)		Credit Hours
FSC 141	Hazardous Materials	5
FSC 151	Fire Prevention and Inspection	5
FSC 201	Fire Service Management	5
FSC 210	Fire Service Hydraulics	5
FSC 220	Fire Protection Systems	5

Total Credit Hours: 25 Minimum Credit Hours for Graduation

FIRE OFFICER II (FOE1)
CERTIFICATE

Campus Availability:
• *Gordon County Campus*

Program Description:
Statement of Purpose: The Fire Officer Level II certificate is the final of three steps accomplished while a student works toward completion of the Fire Science Technology diploma, or it may be completed independently of the diploma option. The Fire Officer Level II program presents critical subject matter to students who, upon completion of the certificate, would meet the requirements for NFPA Fire Officer II. The first TCC, Fire Officer Level I, has prepared the student to fill in as the supervisor on a temporary basis and leads the engine company personnel on emergency responses in a safe and effective manner. The second TCC, Fire Officer Level I- Advanced, prepared the student to assume the supervisory duties on a permanent basis and focuses on leadership, supervision, management, and introduces specific and strategic fire department programs. This, the third and final TCC, Fire Officer Level II, completes the study of fire investigation, building construction, incident command, and fire service information management.

Length of Program: Minimum of two (2) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Fire Officer Level II technical certificate of credit

Approximate Program Cost: $940

Occupational Courses (20 Credit Hours)		Credit Hours
FSC 230	Fire Service Building Construction	5
FSC 241	Incident Command	5
FSC 260	Fire Service Information Management	5
FSC 270	Fire Investigation	5

Total Credit Hours: 20 Minimum Credit Hours for Graduation

INFANT/TODDLER CHILD CARE SPECIALIST (ITC1) CERTIFICATE

Campus Availability:

- *Gordon County Campus*
- *Polk County Campus*

Program Description:

The purpose of this technical certificate is to provide a solid early childhood care and education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for Georgia's infants and toddlers.

Length of Program: Minimum of three (3) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements:

Age: Minimum of 18 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Family Child Care Provider technical certificate of credit

Approximate Program Cost: $1,900

Required Courses (25 Credit Hours)

ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth & Development I	5
ECE 105	Health, Safety and Nutrition	5
ECE 132	Infant/Toddler Development	5
ECE 134	Infant/Toddler Group Care	5

Total Credit Hours: 25 Minimum Credit Hours Required for Graduation

SHAMPOO TECHNICIAN (SHT1)
CERTIFICATE

Campus Availability:
- *Floyd County Campus*
- *Polk County Campus*

Program Description:
The Shampoo Technician technical certificate of credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/intertwining hair, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician technical certificate of credit and are employable as Cosmetology salespersons, salon managers, or salon owners.

Length of Program: Minimum of two (2) quarters

Entrance Dates: Fall or Spring Quarter (Floyd/Polk County Campus-Day Program) Winter or Summer Quarter (Polk County Campus-Night Program)

Entrance Requirements:
Age: Minimum of 16 years of age
Education: High school diploma or GED is required.
Assessment Results: Applicants must make minimum scores in reading, writing, and numeric skills on the Admissions Placement Test (ASSET/COMPASS) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Program Final Exit Point: Shampoo Technician technical certificate of credit

Approximate Program Cost: $1,325

Occupational Courses (18 Credit Hours)		Credit Hours
COS 100	Introduction to Cosmetology Theory	5
COS 103	Introduction to Skin, Scalp, and Hair	2
COS 105	Introduction to Shampooing and Styling	4
COS 117	Salon Management	4
XXX xxx	Electives	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

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Course Descriptions

General Education Courses

General Education (core) courses provide the academic foundation that supports an intensive program of specialized technical education at the certificate, diploma, and associate degree levels. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. The general education (core) courses are identified in the Coosa Valley Technical College Catalog program listings, either grouped together or with an asterisk (*) by each course.

While the emphasis in technical education is on specialized occupational offerings, each associate degree program includes at least one General Education course from each of the areas of Humanities/Fine Arts, Social Sciences/ Behavioral Sciences, and Natural Sciences/Mathematics.

Credit Course Descriptions

Opposite each course title are printed three numbers, such as 3-2-4. The first number indicates the number of regular classroom hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. **The College reserves the right to cancel or delete any course with insufficient enrollment.**

Associate of Applied Science

Courses number 0-099 are preparatory courses and do not carry credit towards graduation. Courses numbered 100 and above carry credit towards graduation. General education courses carrying a course number of 190-199 and 290-299, i.e., ENG 191, are taught in associate degree programs.

ACC 101 - Principles of Accounting I **4-4-6**
Introduces the student to the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary for a personal service business and merchandising enterprise, business transactions, the rules of debit and credit, journalizing and posting transactions, general and subsidiary ledgers, financial statements, adjusting and closing entries, and accounting for cash.

ACC 102 - Principles of Accounting II **4-4-6**
Prerequisite: ACC 101. Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

ACC 103 - Principles of Accounting III **4-4-6**
Prerequisite/Corequisite: ACC 102. Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flows, cost accounting, budgeting and long term liabilities. Laboratory work demonstrates theory presented in class.

ACC 104 - Computerized Accounting **1-4-3**
Prerequisites/Corequisites: ACC 102, SCT 100. Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical application.

ACC 105 - Accounting Database Fundamentals **1-4-3**
Prerequisite: SCT 100. Emphasizes use of database management software packages for program-related database applications. Topics include: planning and designing a database; database creation; data entry; database access, manipulation, and updating; sort, index, and query functions; database program-related applications; and database management applications. Laboratory work includes theoretical and technical application.

ACC 106 - Accounting Spreadsheet Fundamentals **1-4-3**
Prerequisite/Corequisite: SCT 100. Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include: spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications. Laboratory work includes theoretical and technical application.

ACC 120 - Principles of Auditing **5-0-5**
Introduces the student to the auditor's responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

ACC 122 - Introduction to Governmental and Nonprofit Accounting **5-0-5**
Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

ACC 150 - Cost Accounting **4-4-6**
Prerequisite/Corequisite: ACC 103. Emphasizes a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics include job order cost accounting, process cost accounting, and standard cost accounting.

ACC 151 - Individual Tax Accounting **3-2-4**
Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 152 - Payroll Accounting **3-2-4**
Prerequisite/Corequisite: ACC 101. Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACC 154 - Personal Finance **5-0-5**
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACC 155 - Legal Environment of Business **5-0-5**
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACC 156 - Business Tax Accounting **3-2-4**
Prerequisites/Corequisites: ACC 101; ACC 151. Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACC 157 - Integrated Accounting Management Systems **2-8-6**
Prerequisites/Corequisites: ACC 106, ACC 103, ACC 104, SCT 100. Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACC 158 - Managerial Accounting **4-4-6**
Prerequisite: ACC 103. Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include: budgeting, capital investment decisions, price level and foreign exchange, analysis of financial statements, and internal reporting.

ACC 160 Advanced Accounting Spreadsheet Applications **4-2-5**
Prerequisite/Corequisite: ACC 106. Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

ACC 165 - Capstone Review Course of Accounting Principles **4-4-6**
Prerequisites/Corequisites: ACC 101, ACC 102, ACC 103, ACC 150, ACC 152, ACC 156 or 2 year associate degree in Accounting. Guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment which will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and the relation to fraud, and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accountancy.

ACR 100 - Safety **1-0-1**
Provides instruction in procedures and practices necessary for safe operation of automotive collision repair facilities. Topics include: work facility safety and cleanliness, safety devices, fire prevention and safety, and environmental safety.

ACR 101 - Automobile Components Identification **3-1-3**
Prerequisite: ACR 100. Introduces the structural configuration and identification of the structural members of various automotive unibodies and frames. Topics include: unibodies, frame types, stub frame types, body panels, and mechanical components.

ACR 102 - Equipment & Hand Tools Identification **1-1-1**
Prerequisite: ACR 100. Introduces equipment and hand tools used in automotive collision repair. Topics include: safety procedures, hand tools identification, power hand tools, air supply systems, and hydraulic systems.

ACR 104 - Mechanical and Electrical Systems **1-3-2**
Prerequisites: ACR 100, ACR 101, ACR 102. Introduces various mechanical and electrical systems requiring repair of damages incurred through automobile collision. Topics include: engine accessory systems, emission control systems, air conditioning systems, braking systems, steering columns, engine removal and replacement sequence, lighting systems, and engine wiring.

ACR 105 -Body, Fiberglass, Plastic, and Rubber Repair Techniques **1-7-3**
Prerequisites: ACR 100, ACR 101, ACR 102. Provides instruction in nonmetallic auto body repair techniques. Topics include: cracked and splintered areas, bonding agent repair, plastic and fiberglass body parts, fiberglass header panels, plastic and rubber bumper covers, plastic identification, and plastic and rubber welding.

ACR 106 - Welding and Cutting **2-5-4**
Prerequisites: ACR 100, ACR 107. Introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques. Topics include: MIG welding, oxyfuel welding, metal cutting techniques, resistance welding, unibody welding techniques, weld removal techniques, and safety procedures.

ACR 107 - Trim, Accessories, and Glass **1-3-2**
Prerequisite: ACR 100. Provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile. Topics include: interior and exterior trim, mirrors, weather stripping, stationary and nonstationary glass, interior components, fasteners, and safety procedures.

ACR 109 - Damage Identification and Assessment **2-2-3**
Prerequisites: ACR 101, ACR 102, ACR 106, ACR 107, ACR 110, MAT 101, ENG 101. Introduces procedures and resources used in the identification and assessment of automotive collision damages. Topics include: assessment plan determination, damage analysis, collision estimation, service manual use, and computerized estimation.

ACR 110 - Minor Collision Repair **1-5-2**
Prerequisite: ACR 100. Introduces the materials and operations required to repair minor collision damage. Topics include: pick, file, and finish procedures; body repair materials; body fillers usage; disc grinder procedures; pull rod and slide hammer usage; and safety procedures.

ACR 120 - Conventional Frame Repair **1-5-3**
Prerequisites: ACR 109, SCT 100. Emphasizes the diagnosis, straightening, measurement, and alignment of conventional automobile and truck frames. Topics include: tram and centering gauge systems, damage diagnosis, equipment types, straightening and alignment techniques, and safety precautions.

ACR 121 - Unibody Identification and Damage Analysis **1-4-2**
Prerequisite: ACR 109. Provides instruction in the identification and analysis of various forms of unibody damage. Topics include: identification of collapse or buckle damage; sag, sideways, twist, and secondary damage; and lift equipment usage and safety.

ACR 122 - Unibody Measuring and Fixturing Systems **1-4-2**
Prerequisite: ACR 122. Provides instruction in a variety of alignment measuring and fixturing systems. Topics include: universal mechanical system, universal laser system, dedicated fixture system, upper body panel measurement, and English/metric tape alignment measurement.

ACR 123 - Unibody Straightening Systems and Techniques **1-9-4**
Prerequisites: ACR 122, ACR 127. Introduces unibody straightening systems and techniques used in automotive collision repair. Topics include: equipment types and usage, safety procedures, primary/rough and secondary damage pull, single and multiple pull correction, and impact or pull stress relief.

ACR 124 - Welding Techniques **0-5-2**
Prerequisite: ACR 122. Provides instruction in specific welding applications in automotive collision repair. Topics include: MIG welder panel welding, plug weld collision repair, butt weld collision repair, lap weld collision repair, safety procedures, resistance welding, aluminum MIG welding, and aluminum TIG welding.

ACR 125 - Unibody Structural Panel Repair and Replacement **1-5-3**
Prerequisites: ACR 122, ACR 124. Provides instruction in attachment methods, proper repair and replacement of structural panels, dimensional control, areas of high stress concentration, sectional principles, and crush zones. Selection and preparation of recycled parts will be emphasized. Topics include: primary structure, rear cross member, apron and rails, trans X members, rockers, w/s posts, hinge pillar, center pillar, floor pan, spot weld removal, panel sectional cuts, and damaged panel removal and replacement.

ACR 126 - Conventional Body Structural Panel Repair **2-8-5**
Prerequisite: ACR 120. Introduces conventional body structural panel repair. A variety of removal and replacement techniques is emphasized. Topics include: partial or complete quarter panel removal and replacement, rocker panel removal and replacement, and center pillar post removal and replacement.

ACR 127 - Unibody Suspension and Steering Systems **2-3-2**
Prerequisite: ACR 122. Provides instruction in unibody suspension and steering system damage analysis and repair. Topics include: removal and replacement of suspension parts and rack and pinion steering parts, damage analysis, quick check system damage determination, front end suspension equipment, and safety procedures.

ACR 128 - Bolt-on Body Panel Removal and Replacement **2-5-4**
Provides instruction in the removal and replacement of bolt-on automobile body panels. Topics include: hood, deck panels, and header panels removal and replacement; fender removal and installation/coining; door removal and installation; headlamp and filler panels removal and replacement; grill removal and replacement; and headlamp adjustment.

ACR 129 - Major Collision Repair Internship or Practicum **0-10-3**
Prerequisite: Completion of all required courses in the Major Collision Repair specialization. Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

ACR 130 - Sanding, Priming and Paint Preparation **2-7-5**
Prerequisite: ACR 120. Introduces the materials and procedures involved in preparing automobile bodies for refinishing. Topics include: featheredging, masking procedures, safety procedures, surface preparation, corrosion preventative application, primers, sealers, primer surfacer applications, and spray gun operation and maintenance.

ACR 132 - Special Refinishing Application **2-8-5**
Prerequisites: ACR 109, ACR 136. Provides instruction in the equipment, material, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; preparation and priming; equipment use and maintenance; color application; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; interior and exterior trim panel refinishing, and re-texturing and refinishing of fiberglass, plastics, and rubber.

ACR 134 - Urethane Enamels Refinishing Applications **2-10-6**
Prerequisite: ACR 109 Corequisite: ACR 136. Provides instruction in the equipment, material, and techniques used in the application of urethane enamels paint. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; metals preparation and priming; equipment use and maintenance; base coat and clear coat application; color application of solid and metallic finishes; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and polishing and compounding procedures.

ACR 135 - Tint and Match Colors **2-8-6**
Prerequisites: ACR 131, ACR 132, ACR 133, or ACR 134. Introduces methods and techniques used in the process of color matching and production. Topics include: tinting methods, gun techniques, variables adjustments, color flip- flop (light reflection angle variance), and reduction procedures.

ACR 136 - Detailing **1-4-2**
Prerequisite: ACR 134. Introduces the methods and techniques used in detailing a refinished automotive surface. Topics include: finish analysis, color sanding, polishes and glazes, cleaning vehicle, and decal and stripes.

ACR 137 - Paint and Refinishing Internship **0-10-3**
Prerequisite: Completion of all required courses in Paint and Refinish specialization. Provides occupation-based learning opportunities for students pursuing the Paint and refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; detailing; and employability skills.

ACT 100 - Refrigeration Fundamentals **3-2-4**
Introduces basic concepts and theories of refrigeration. Topics include: the law of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

ACT 101 - Principles and Practices of Refrigeration **5-5-7**
Prerequisite: ACT 100. Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, evacuation, charging, and safety.

ACT 102 - Refrigeration Systems Components **5-5-7**
Prerequisites: ACT 100, ACT 101. Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 - Electrical Fundamentals **5-5-7**
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 - Electrical Motors **2-5-4**
Prerequisite: ACT 103. Continues the development of skills and knowledge necessary for applications and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques, capacitors, installation procedures, and types of electric motors, electric motor service, and safety.

ACT 105 - Electrical Components **3-5-5**
Prerequisite/Corequisite: ACT 103. Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACT 106 - Electrical Control Systems and Installation **2-5-4**
Prerequisite/Corequisite: ACT 105. Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 - Air Conditioning Principles **6-4-8**
Prerequisite/Corequisite: ACT 102. Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heat-load calculation, and properties of air, psychometrics, duct design, air filtration, and safety principles.

ACT 108 - Air Condition System and Installation **2-3-3**
Prerequisites: ACT 102, ACT 106. Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add on systems, packaged systems, and safety.

ACT 109 - Troubleshooting Air Conditioning Systems **5-5-7**
Prerequisites/Corequisites: ACT 108, ENG 101. Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, airflow, refrigeration cycle, and safety.

ACT 110 - Gas Heating Systems **2-8-5**
Prerequisite: ACT 106. Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 - Heat Pumps and Related Systems **3-7-6**
Prerequisites/Corequisites: ACT 102, ACT 106. Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include: installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

ACT 200 - Design and Application of Light Commercial Air Conditioning 3-2-4
Prerequisites: ACT 109, ACT 111. Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

ACT 201 - Light Commercial Air Conditioning Control Systems 3-2-4
Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

ACT 202 - Light Commercial Air Conditioning Systems Operation 6-4-8
Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

ACT 203 - Light Commercial Air Conditioning Internship/Practicum 0-36-12
Prerequisite: ACT 200. Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Light Commercial Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

ACT 204 - Residential Systems Design 4-6-7
Prerequisites: ACT 109, ACT 111. Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

ACT 205 - Georgia State & Local Residential Air Conditioning Codes 5-0-5
Prerequisite: ACT 203. Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

ACT 206 - Air Distribution Systems for Residential Air Conditioning 3-2-4
Prerequisites: ACT 203, ACT 204. Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

ACT 207 - Light Residential Air Conditioning Internship/Practicum 0-36-12
Prerequisite: All nonelected courses required for completion Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of residential refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Residential Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

ACT 208 - Commercial Refrigerator Design 3-2-4
Prerequisites: ACT 109, ACT 111. Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

ACT 209 - Commercial Refrigerator Application 4-8-8
Prerequisite: ACT 206. Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

ACT 210 - Troubleshooting and Servicing Commercial Refrigeration 3-2-4
Prerequisites: ACT 206, ACT 207. Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

ACT 211 - Commercial Refrigerator Internship/Practicum 0-36-12
Prerequisite: All nonelected courses for program completion. Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Commercial Refrigeration Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

AHS 101 - Anatomy and Physiology **5-0-5**
Focuses on basic normal structure and function of the human body. Topics include: an overview of each body system, how systems coordinate activities to maintain a balanced state, recognizing deviations from the normal, and medical terminology including basic word structure and terms related to body structure and function are taught as an integral part of the course.

AHS 102 - Drug Calculation and Administration **2-2-3**
Prerequisite: MAT 101. Utilizes basic mathematical concepts and includes basic drug administration. Topics include: resource materials, systems of measurement, abbreviations, drug calculations, and administration of medications in a simulated clinical environment.

AHS 103 - Nutrition and Diet Therapy **2-0-2**
A study of the nutritional needs of the individual. Topics include: basic nutrients, food sources, the role nutrition plays in the maintenance of health for the individual, and using diet to treat certain pathologic conditions.

AHS 104 - Introduction to Health Care **2-3-3**
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control, and blood/airborne pathogens.

AHS 109 - Medical Terminology for Allied Health Sciences **3-0-3**
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins, word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.

AHS 152 - Advanced Anatomy and Physiology **5-0-5**
Prerequisite: AHS 101. This course is designed to be an advanced level course in human anatomy and physiology specific for Radiologic Technology students. The information covered will be presented in content and context that relates to the medical imaging of the human body and its function. The material in the text will be found in the two texts and will build on knowledge gained from the prerequisite class AHS 101.

AHS 156- Health Science Physics **5-0-5**
Prerequisites: MAT 103 (diploma), MAT 190, MAT 191 (A.A.T.). This course introduces the student to the basic laws of physics, with specific applications for health science students. Topics include: Basic Newtonian mechanics, static and dynamic fluid concepts, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of electricity and magnetism, and electrical safety.

AHS 157 - Health Sciences Chemistry **4-3-5**
Prerequisite: Program admission level math achievement. Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, organic and biochemistry.

AMF 103 - Manufacturing Processes Survey **3-3-4**
Familiarizes students with the production processes a flexible manufacturing system may perform. Topics include: modern manufacturing concepts; product manufacturing stages; manufacturing specifications and quality control; industrial materials; materials testing; casting and molding processes; materials cutting, removal, and forming processes; welding and joining processes; and parts assembly.

AMF 104 - Intro to Computer Programming for Flexible Manufacturing Systems **3-2-3**
Develops basic microcomputer skills for solving engineering technology and production problems found in flexible manufacturing system environments. Topics include: computer programming, computer hardware and software, BASIC or other structured language programming, and computer operating systems.

AMF 106 - Introduction to Robotics **3-4-4**
Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AMF 107 Machine Tool Numerical Control Theory and Practice **2-4-3**
Prerequisite: AMF 103. Provides an overview of machine tool technology. Topics include: benchwork operations, CNC fundamentals, CNC mill programming and operation, and CNC lathe programming and operation.

AMF 108 - Applied Hydraulics, Pneumatics and Mechanisms **2-3-3**
Prerequisite: PSC 150 (diploma), or PHY 191 (A.A.T.). Emphasizes mechanical techniques for maintaining, troubleshooting, installing, and repairing drives, conveyor systems, and valves. Topics include: gas laws; pressure and force calculations; hydraulic systems vs. pneumatic systems; cylinders, pressure controls, and system controls; hydraulic and pneumatic symbology; hydraulic and pneumatic system layout; interfacing hydraulic or pneumatic systems with other systems; applied mechanisms; belt, chain, and gear drives; drive train components; valves; and conveyor systems.

AMF 109 Analog Circuits **4-2-5**
Prerequisite: AMF 110. Studies linear integrated circuits. Topics include: linear I.C. devices, differential amplifiers, I.C. operational amplifiers, active filter fundamentals, I.C. timers, special linear I.C. devices/circuits, power supply regulation, single supply circuits, solid state control devices/circuits, switches and relays, transducers, final control elements and servo amplifiers, servo-mechanisms, interfacing and signal conditioning, digital to analog conversion, analog to digital conversion, D/A and A/D converters with microprocessors, and industrial timing.

AMF 110 - Introduction to Active Devices/Circuit **3-3-4**
Prerequisites: IFC 102; ENG 101 (diploma), or ENG 191 (A.A.T.). Explores active device basic principles, including low frequency applications and troubleshooting. Topics include: semiconductor fundamentals, diode applications, BJT characteristics, bipolar transistor circuits, and unipolar devices.

AMF 111 - Introduction to Digital Logic **3-4-4**
Prerequisite: IFC 102. Explores digital electronic system mathematics and circuits. Focuses on binary arithmetic, Boolean algebra, and electronic logic circuitry. Topics include: digital systems, number systems, logic gates and truth tables, logic simplification, flip-flops, counters, shift registers, conversion circuits, display devices, switching and digital signals, multi-vibrator troubleshooting, digital arithmetic circuits, logic families and specifications, A/D and D/A conversions, and computer and microprocessor concepts.

AMF 113 - Programmable Controllers I **3-4-4**
Prerequisite: IFC 102. Studies basic programmable controller application skills and techniques as well as programmable controllers in typical environs and as an element of a complex manufacturing cell. Topics include: CRT hardware; power-up and initialization; CRT capabilities and mode selection; rack addressing; basic ladder programming; ladder editing and display; time scan, data entry, monitoring, forcing, and cross referencing using the CRT as a terminal; and printer operation and printout routines.

AMF 115 - Manufacturing Center/Works Cell Interfacing **4-2-5**
Prerequisites: AMF 110; PSC 150 (diploma), or PHY 191 (A.A.T.). Studies open and closed loop controls and cell level interfacing. Emphasizes human factors related to automated systems. Topics include: process control; sensors and interfacing; fluid pressure and level measurement; fluid flow instrument; instruments for temperature measurement; instruments for mechanical measurement; pneumatic controls; cell level interfacing; automatic control systems application; and human interface issues of operator training, acceptance, and safety.

AMF 152 - Manufacturing Organization Principles **0-2.5-2**
Introduces the learners to the manufacturing industry by providing them with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing process, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AMF 154 - Manufacturing Workforce Skills **0-2-2**
This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, managing change, and creating a positive image.

AMF 156 - Manufacturing Production Requirements **0-2-2**
This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment.

AMF 158 - Automated Manufacturing Skills **0-4.5-3**
This course provides learners with an introduction into computerized process control and the operational requirements associated with automated machines in the manufacturing environment.

AMF 160 - Representative Manufacturing Skills **0-5-6**
This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include plant safety, materials movement equipment, and precision measurements for manufacturing and blueprint reading.

AMF 206 - Work Cell Design Laboratory **1-4-3**
Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

AMF 207 - Flexible Manufacturing Systems I **2-4-4**
Reviews flexible system electrical, electronic, and mechanical principles. Provides opportunities to plan and prepare for constructing and operating an actual flexible automated system. Topics include: electrical, electronic, and mechanical systems; and flexible manufacturing system planning and preparation.

AMF 208 - Flexible Manufacturing Systems II **2-4-4**
Continues studying flexible manufacturing systems. Students will employ planning documentation skills developed in AMF 207 to install an automated system, produce a first run product, and operate the system. Topics include: system installation to produce a first run product and automated system operation.

AMF 209 - Flexible Manufacturing Systems Project **0-4-2**
Provides an opportunity for students to use the flexible characteristics of the automated system developed in AMF 208. Emphasizes changing the function or product produced by the automated system to adapt the automated system to function as a flexible system. Topics include: adaptation of automated systems for flexible manufacturing.

AMF 214 - Programmable Controllers II **1-9-4**
Continues the hand-on development of programming, operation and maintenance of industrial PLC systems. Instruction in advanced programming techniques for industrial control systems and automated industrial equipment will enhance the students' knowledge and understanding of the PLC's in an industrial plant. Topics include: Data manipulation instructions, math functions, program control instructions, communicating to external devices, and troubleshooting discrete I/O devices.

AMT 100 - Aviation Mathematics **3-0-3**
Aviation Mathematics provides students with the knowledge necessary to use and apply mathematical procedures and processes that are applicable to aviation maintenance functions. Topics include: perform algebraic operations; extract roots and raise numbers to a given power; determine area and volume of geometrical shapes; and solve ratio, proportion, and percentage problems.

AMT 101 - Aircraft Maintenance Regulations **2-3-3**
Prerequisite: SCT 100. This course provides students with the knowledge and skills necessary to select and use FAA and manufacturers' specifications, data sheets, manuals, related regulations, and technical data; to write descriptions of aircraft conditions, record work performed, and complete maintenance forms and inspection reports; and to interpret federal regulations regarding mechanic privileges and limitations. Topics include: maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

AMT 102 - Aircraft Applied Sciences **10-10-13**
Pre/Corequisite: AMT 100 (diploma) or MAT 191 (degree). Provides students with the fundamentals of aircraft servicing methods and ground operations. Topics include: aircraft drawings, aircraft weight and balance, fluid lines and fittings, materials and processes, ground operations and servicing, and aircraft cleaning and corrosion control.

AMT 103 - Aircraft Electricity and Electronics **5-5-7**
Pre/Corequisite: AMT 100 (diploma) or MAT 191 (degree). Basic Electricity and Electronics provides a study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Alternators; generators; starters; motors; charging systems; basic AC and DC systems; and semiconductor, solid state, and integrated circuit fundamentals are introduced. Topics include: basic electricity; determine the relationship of voltage, current, and resistance in electrical circuits; read and interpret electrical circuit diagrams; measure voltage, current, resistance, and continuity; calculate and measure electrical power; calculate and measure capacitance and inductance; inspect and service batteries; and solid state devices applications.

AMT 121 - Aviation Physics **3-0-3**
Provides students with an introduction to the theory and application of physics to aerospace vehicles and their subsystems. Topics include: temperature and heat; pressure, temperature, and volume of air mass; basic aerodynamics and theory of flight; physical factors affecting engine output; relationship of pressure, area, and force; origin of sound; principles of simple machines; and centrifugal and centripetal force.

AMT 201 - Aircraft Airframe Structures **2-3-3**
This course presents a survey of aircraft airframe structures used in aircraft. Topics include: wood structures, aircraft covering, and aircraft finishes.

AMT 202 - Airframe Sheet Metal and Non-Metallic Structures **5-7-7**
Provides a study of metal and non-metallic tube and riveted sheet monocoque or semi-monocoque. Topics include: sheet metal structures introduction; install conventional rivets; install special rivets and fasteners; sheet metal form, lay out, and bend; inspect and repair sheet metal structures; identify non-metallic structures; inspect bonded structures; fiberglass structures; plastic structures; composite and honeycomb structures; inspect, check, service, and repair windows, doors, and interior furnishings; and laminated structures.

AMT 203 Airframe Welding **1-3-2**
Provides a study of airframe non-metallic structures and allied maintenance procedures. Topics include: welding principles; soldering, brazing, gas-welding, and arc-welding steel; welding aluminum and stainless steel; fabricating tubular structures; soldering stainless steel; and welding titanium and magnesium.

AMT 204 - Airframe Assembly and Rigging **2-3-3**
This course provides a study of aircraft assembly and rigging configurations. Topics include: use assembly and rigging hand tools and equipment; rig fixed wing aircraft; rig rotary wing aircraft; check alignment of structures; assemble aircraft components, including flight control surfaces; balance, rig, and inspect movable primary and secondary control surfaces; and jack aircraft.

AMT 205 - Airframe Inspection **3-7-5**
This course provides for performing airframe inspections with emphasis on developing the skills related to conformity and airworthiness evaluations. Topics include: perform airframe conformity inspection, and perform airframe airworthiness inspection.

AMT 206 - Aircraft Hydraulic and Pneumatic Systems **2-3-3**
Prerequisite: AMT 103. This course provides a study of the principles of generation, distribution, and management of hydraulic and pneumatic power throughout the aircraft. Topics include: identify hydraulic fluids; repair hydraulic and pneumatic power system components; inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems; hydraulic and pneumatic position and warning systems; and inspect, check, troubleshoot, service, and repair aircraft position and warning systems.

AMT 207 - Aircraft Landing Gear Systems **3-5-4**
This course provides a study of aircraft landing gear systems with emphasis on inspection and maintenance procedures of hydraulic and pneumatic power throughout the aircraft structure. Topics include: inspect, check, service, and repair landing gear retraction systems and shock struts; inspect, check, service, and repair brakes, wheels, and tires; and inspect, check, service, and repair steering systems.

AMT 208 - Aircraft Environmental Control Systems **8-7-10**
This course provides a study of aircraft environmental control systems. Topics include: inspect, check, troubleshoot, service, and repair cabin atmosphere control systems; inspect, check, troubleshoot, service, and repair ice and rain control systems; inspect, check, troubleshoot, service, and repair fire protection systems; inspect, check, troubleshoot, service, and repair aircraft fuel systems; and inspect, check, troubleshoot, service, and repair aircraft instrument systems.

AMT 209 - Aircraft Electrical, Communication, and Navigation Systems **7-8-9**
Prerequisite: AMT 103. This course provides a study of aircraft electrical, communication, and navigation systems. Topics include: install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices; inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems; repair and inspect aircraft electrical system components, crimp and splice wiring to manufacturer's specifications, and repair pins and sockets of aircraft connectors; inspect, check, and troubleshoot autopilot servos and approach coupling systems; inspect, check, and service aircraft electronic communication and navigation systems including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS LORAN, radar beacon transponders, flight management computers, and GPWS; inspect and repair antenna and electronic equipment installations; and inspect, check, and troubleshoot constant speed and integrated speed drive generators.

AMT 221 - Reciprocating Engine Powerplants I **5-0-5**
This course provides a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: aircraft reciprocating engine theory, and inspect and repair radial engines.

AMT 222 - Reciprocating Engine Powerplants II **3-12-7**
Prerequisites: AMT 221, AMT 226. This course continues a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: overhaul a reciprocating engine; inspect, check, service, and repair reciprocating engines and engine installations; and install, troubleshoot, and remove reciprocating engines.

AMT 223 - Gas Turbine Powerplants I **5-0-5**
This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: aircraft gas turbine engine theory, and inspect and troubleshoot unducted fan systems and components.

AMT 224 - Gas Turbine Powerplants II **3-7-5**
Prerequisites: AMT 223, AMT 226. This course continues a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: overhaul a turbine engine; install, troubleshoot, and remove turbine engines; and inspect, check, service, and repair turbine engines and turbine engine installations.

AMT 225 - Aircraft Engine Inspection **2-1-2**
Prerequisites: AMT 222 or AMT 224. This course provides students with the knowledge and skills to perform aircraft engine inspections. Topics include: perform an aircraft powerplant conformity and airworthiness inspection.

AMT 226 - Aircraft Engine Fuel and Fuel Metering Systems **5-7-7**
Prerequisites: AMT 221, AMT 223. This course provides a study of aircraft engine fuel and fuel metering systems. Topics include: repair engine fuel system components; inspect, check, service, troubleshoot, and repair engine fuel systems; troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls; inspect check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems; overhaul carburetors; repair engine fuel metering system components; and inspect, check, and service water injection systems.

AMT 227 - Aircraft Engine Electrical, Ignition, and Starting Systems **8-7-10**
Prerequisite: AMT 103. This course provides a study of aircraft engine electrical systems. Topics include: troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems; inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and r.p.m. indicating systems; inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems; install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices; repair engine electrical system components; overhaul magneto and ignition harness; inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition systems and components; inspect, service, troubleshoot, and repair turbine engine electrical starting systems; and inspect, service, and troubleshoot turbine engine pneumatic starting systems.

AMT 228 - Aircraft Powerplant Accessory Systems **7-8-9**
Prerequisites: AMT 221, AMT 223. This course provides a study of aircraft powerplant accessory systems. Topics include: inspect and maintain aircraft engine lubrication systems; propeller theory and fundamentals; inspect and maintain propellers; install, troubleshoot, and remove propellers; inspect and maintain aircraft engine induction systems; inspect and maintain aircraft engine cooling systems; and inspect and maintain aircraft engine exhaust systems.

AUT 120 - Introduction to Automotive Technology **2-3-3**
Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety procedures; legal/ethical responsibilities; measurement; machining; hand tools; shop organization, management and work flow systems.

AUT 122 - Electrical and Electronic Systems **4-6-6**
Prerequisite: AUT 120. Introduces automotive electricity. Topics include: general electrical system diagnosis; lighting system diagnosis and repair; gauges, warning devices, and driver information system diagnosis and repair; horn and wiper/washer diagnosis and repair; accessories diagnosis and repair.

AUT 124 - Battery, Starting and Charging Systems **2-6-4**
Prerequisite: AUT 122. Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include: battery diagnosis and service; starting system diagnosis and repair; charging system diagnosis and repair.

AUT 126 - Engine Principles of Operation/Repair **3-9-6**
Prerequisite: AUT 120. Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUT 128 - Fuel, Ignition and Emission Systems **5-6-7**
Prerequisites: AUT 122, 124, and 126. Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include: general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.

AUT 130 - Automotive Brake Systems **3-3-4**
Prerequisite: AUT 122. Introduces Brake systems theory and its application to automotive systems. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.

AUT 132 - Suspension and Steering Systems **3-3-4**
Prerequisite: AUT 122. Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: steering systems diagnosis and repair; suspension systems diagnosis and repair; wheel alignment diagnosis, adjustment and repair; wheel and tire diagnosis and repair.

AUT 134 - Drivelines **2-6-4**
Prerequisite: AUT 122. Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (cv) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair.

AUT 138 - Manual Transmission/Transaxle **3-3-4**
Prerequisite: AUT 122. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxle diagnosis and repair.

AUT 140 - Electronic Engine Control Systems **6-3-7**
Prerequisite: AUT 128. Introduces concept of electronic engine control. Topics include: computerized engine controls diagnosis and repair; intake air temperature controls; early fuel evaporation (intake manifold temperature) controls; evaporative emissions controls.

AUT 142 - Climate Control Systems **5-3-6**
Prerequisite: AUT 122. Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUT 144 - Introduction to Automatic Transmissions **3-3-4**
Prerequisite: AUT 122. Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: general transmission and transaxle diagnosis; transmission and transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair.

AUT 210 - Automatic Transmission Repair **5-6-7**
Prerequisite: AUT 144. Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include: removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; friction and reaction units.

AUT 212 - Advanced Electronic Transmission Diagnosis **2-3-3**
Prerequisite: AUT 210. Introduces automatic transmission hydraulic/mechanical, and electronic diagnosis and repair. Topics include: electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.

AUT 214 - Advanced Electrical Controlled Brake System Diagnosis **3-3-4**
Prerequisite: AUT 130. Introduces anti-lock Brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: general Brake and anti-lock brake systems diagnosis and testing, light truck rear anti-lock brake system, four-wheel anti-lock brake system locations, components, and operation.

AUT 216 - Advanced Electronic Controlled Suspension and Steering Systems **3-3-4**
Prerequisite: AUT 132. Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include: electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.

AUT 218 - Advanced Electronic Engine Controlled Systems **3-3-4**
Prerequisite: AUT 140. Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced drivability diagnosis and data interpretation using a scanner. Topics include: OBD II standards; monitoring capabilities; OBD II diagnostics; OBD II terms.

AUT 220 - Automotive Technology Internship **0-18-6**
Prerequisite: AUT 128. Provides student work experience in the occupational environment. Topics include: application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

AVT 101 – Basic Electronics **4-5-6**
Prerequisites: MAT 103 (diploma), or MAT 191 (degree); Corequisites: MAT 105 (diploma), or MAT 193 (degree). Provides a review of the basic theory and application of electronics with a primary focus on use in avionic systems. Topics include: atomic theory, DC circuits, AC circuits, alternating current, inductance and transformers, capacitance, resonance and filters, vacuum tubes, and solid state devices.

AVT 102 – Avionics Maintenance Practices **3-6-5**
Prerequisite: AVT 101. Provides practical experience in maintaining avionics systems. Topics include: solder/ solderless connecting, use of test instruments, component installation/removal techniques, repair procedures, and troubleshooting techniques.

AVT 103 – Advanced Electronics **4-5-6**
Prerequisite: AVT 101. Introduces the theory and application of radio frequency transmission and reception. Topics include: power supplies, oscillators, amplifiers, transmitters, amplitude modulation, AM receivers, frequency modulation, and antenna systems.

AVT 104 – Digital Electronics **4-5-6**
Prerequisite: AVT 101. Introduces the theory and application of digital electronics with a primary focus on their use in avionic systems. Topics include: numbering system, logic gates, Boolean algebra, flip-flops, and registers and counters.

AVT 105 - Avionics Maintenance Practices **3-7-5**
Prerequisite: AVT 101. Provides practical experience in maintaining avionics systems. Topics include: solder/ solderless connecting, use of test instruments, component installation/removal techniques, repair procedures, and troubleshooting techniques.

AVT 106 – Aircraft Logic Systems **4-5-6**
Prerequisite: AVT 104. Focuses on microprocessor based computers used in avionics systems. Topics include: memory, mass storage, computer systems, data bases, and logic systems repair procedures.

AVT 107 – Aircraft Communication Systems **5-5-7**
Prerequisite: AVT 104. Continues the study of avionics maintenance practices with emphasis on aircraft communication systems. Topics include: component operation, component location, integration, analysis, maintenance, and ACARS.

AVT 108 – Navigation Systems **5-5-7**
Prerequisite: AVT 104. Continues the study of avionics maintenance practices with emphasis on aircraft navigational systems. Topics include: bridges and monitors, synchros, gyros, and navigation systems.

AVT 109 – Flight Director and Autopilot Systems **5-5-7**
Prerequisite: AVT 108. Continues the study of avionics maintenance practices with emphasis on flight director and autopilot systems. Topics include: flight director systems, autopilot systems, and avionics line maintenance test equipment.

BIO 193 - Anatomy and Physiology I **4-3-5**
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include: body organization, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system, and the urinary system. Laboratory experience supports classroom learning.

BIO 194 - Anatomy and Physiology II **4-3-5**
Prerequisite: BIO 193. Continues the study of the anatomy and physiology of the human body. Topics include: the reproductive system, the cardiovascular system, the blood and lymphatic systems, the nervous and sensory systems, the endocrine system, and the immune system. Laboratory experience supports classroom learning.

BIO 197 - Introductory Microbiology **3-4-5**
Prerequisite: BIO 193. Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include: characterization, classification, and description of microorganisms; use of compound microscope; morphology and fine structure of bacteria; gram positive and gram negative bacteria; reproduction and growth of bacteria; viral diseases; host-parasite relationship; host defense mechanisms; epidemiology; antimicrobial and chemotherapeutic agents; control of microorganisms; and laboratory safety.

BUS 101 - Beginning Document Processing **1-9-5**
Introduces the touch system of typewriting placing emphasis on correct techniques, mastery of the keyboard, and simple business correspondence. Students attain a minimum typing speed of 25 words per minute with a maximum of three errors on a three minute timed typewriting test. Topics include: alphabetic and numeric symbols, simple formatting, key- boarding speed and accuracy, care of equipment, and proof- reading. Laboratory practice parallels class instruction.

BUS 102 - Intermediate Document Processing **1-9-5**
Prerequisites: BUS 101, BUS 108. Continues the development of keyboarding speed and accuracy with further mastery of correct typewriting techniques. Students attain a minimum typing speed of forty words per minute with a maximum of five errors on a five minute timed typewriting test. Topics include: production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy; development of keyboarding speed and accuracy; improvement of decision making and communication skills; care of equipment; and proofreading.

BUS 103 - Advanced Document Processing **1-9-5**
Prerequisites: BUS 102, ENG 111. Continues the development of increased keyboarding speed and accuracy with mastery of production of complex documents. Students attain a minimum typing speed of fifty words per minute with a maximum of five errors on a five minute timed typewriting test. Topics include: development of keyboarding speed and accuracy; proficient production of complex letters, forms, reports, and tabulations from rough drafts and straight copy; advanced applications of proofreading, decision making, and communication skills; and equipment care. Laboratory practice parallels class instruction.

BUS 105 - Database Fundamentals **1-4-3**
Prerequisite: SCT 100. Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: data entry, data manipulation and updating, data access, database creation, and sort and print functions for file documentation.

BUS 106 - Office Procedures **5-0-5**
Prerequisite/Corequisite: BUS 101. Emphasizes essential skills required for the typical business office. Topics include: office protocol, prioritizing, time management, telephone techniques, office equipment, mail services, reference materials, filing, correspondence, and travel and meeting arrangements.

BUS 107 - Machine Transcription **1-4-3**
Prerequisites: BUS 102, ENG 111, SCT 100. Emphasizes transcribing mailable documents from recordings using a typewriter or a word processor. Topics include: proper maintenance and usage of equipment and supplies, work area management, transcription techniques, proper formats, speed and accuracy, proofreading, grammar, spelling, and punctuation.

BUS 108 - Word Processing **4-6-7**
Prerequisites: SCT 100, BUS 101. Emphasizes an intensive use of word processing equipment to create and revise mailable documents or reports from rough copy and straight copy. Topics include: proper maintenance and usage of equipment and supplies, work area management, competency in one or more software packages, and productivity.

BUS 151 - Introduction to Business **5-0-5**
Introduces organization and management concepts of the business world. Topics include business organization, enterprise management, marketing management and financial management.

BUS 157 - Electronic Calculators **1-4-3**
Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques for the basic operation of the calculator, and arithmetic applications.

BUS 161 - Desktop Publishing I **2-6-5**
Prerequisites: BUS 101. SCT 100. Emphasizes use of desktop publishing software to create publications such as letterheads, resumes, fliers, brochures reports, newsletters, and business cards. Topics include: desktop publishing, operation of DTP software, electronics page layout, basic graphic design, and practical applications.

BUS 201 - Advanced Word Processing **1-4-3**
Prerequisites: BUS 108, ENG 111. Provides instruction in advanced word processing. Topics include: proper maintenance and usage of equipment and supplies, work area management, advanced word processing concepts, and production of business correspondence and documents.

BUS 202 - Spreadsheet Fundamentals **1-4-3**
Prerequisites: MAT 111. SCT 100. Provides instruction in the use of electronic spreadsheet software packages in simple business applications. Students become proficient in creation and modification of spreadsheets. Topics include: entering textual and numerical data in row/column relationships, editing and deleting entries, making computations through the use of formula and/or logic functions, and creation of spreadsheets.

BUS 213 - Medical Document Processing/Transcription **2-6-5**
Prerequisites: BUS 102, AHS 109, ENG 111. Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: proper maintenance and usage of equipment and supplies, work area management, pronunciation, spelling, definitions, typing speed and accuracy, punctuation, and using reference books.

BUS 214 - Medical Transcription II **1-8-3**
Prerequisites: AHS 101, BUS 213. Continues the development of speed and accuracy in the transcription of medical reports. Topics include: proper maintenance and usage of equipment and supplies, work area management, pronunciation, spelling, definitions, typing speed and accuracy, punctuation, and using reference books.

BUS 216 - Medical Office Procedures **5-0-5**
Prerequisites: BUS 102, AHS 101. Emphasizes essential skills required for the medical office. Topics include: medical law and ethics, patient relations/ human relations, medical records management, scheduling appointments, pegboard accounting, health insurance, and billing/collection.

BUS 217 - Legal Procedures I **4-6-7**
Prerequisites: BUS 102, ENG 111. Introduces office procedures practiced by the legal secretary. Topics include: legal terminology, preparation of legal documents and correspondence, transcription, ethics, and performing under pressure. Specific topics covered include general office duties, the courts and court documents, litigation, wills, probate, real estate, corporations, and noncourt documents.

BUS 218 - Legal Procedures II **4-6-7**
Prerequisites: BUS 217, ENG 112. A continuation of office procedures practiced by the legal secretary. Topics include: legal terminology, transcription, preparation of legal documents and correspondence, maintaining client and financial records, ethics, and performing under pressure. Specific topics covered include legal office procedures, the courts and court documents, litigation, wills, probate, real estate, corporations, and noncourt documents.

BUS 219 - Legal Office Specialist Internship **0-36-12**
Prerequisite: Must be in last quarter; may take concurrently with last quarter coursework. Provides student work experience in an off-campus legal environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 226 - Medical Office Billing/Coding/Insurance **5-0-5**
Prerequisites: AHS 101, AHS 109, BUS 101, ENG 111. Provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; guidelines and conventions; coding techniques; formats of the ICD-9/ICD-10 and CPT manuals; health insurance; billing and collections.

CAB 108 - Cabinet Design and Layout **2-5-4**
Prerequisites: MAT 101, CAB 106. Provides instruction in the planning, design, and layout of cabinet units. Emphasis will be placed on adherence to blueprint specifications. Topics include: parts identification, cabinet styles and floor plan arrangements, estimation procedures, layout to specifications, shop working sketches, shop management and CAD.

CAB 110 Wood Joints **2-6-3**
Prerequisite: CAB 108. Introduces the fundamentals of wood joint identification, layout, cutting, and assembly. Emphasis will be placed on the safe construction of wood joints used in cabinetmaking. Topics include: wood joint identification and application, wood joint design and layout, and wood joint fabrication.

CAB 112 Fastening Methods **2-6-4**
Prerequisites/Corequisites: CFC 100, CAR 101, and MAT 101. Introduces the variety of fastening methods used in Cabinetmaking. Both metal and adhesive fastening methods will be covered. Topics include: fastening tool safety, nail type identification, screw type identification, staples and stapling equipment, special metal fastener identification, adhesives identification, metal and adhesive fastening application, and RTA fasteners.

CAB 114 Cutting Cabinet Components **1-5-3**
Prerequisite: MAT 101. Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics include: equipment safety, frame member cutting, shelving cutting, drawer component and door cutting, and material optimizing.

CAB 116 - Cabinet Assembly I **1-9-5**
Prerequisites: CFC 100, CAR 101. Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames. Topics include: clamping device use, tool use safety, cabinet base assembly, wall unit assembly, face frame assembly, material estimation, and European style construction.

CAB 118 Door, Drawer, and Hardware Installation **1-6-3**
Prerequisites: CAB 110, CAB 112. Introduces procedures for the installation of assembled drawers, doors, and related hardware. Emphasis will be placed on the safe use of hand and power tools. Topics include: tool safety, hardware identification and installation, door installation, and drawer installation.

CAB 120 Plastic Laminates and Wood Veneers **1-6-3**
Prerequisites: CFC 100, CAR 101. Introduces procedures for the application of plastic laminates and wood veneers. Topics include: laminate, veneer, and glue identification; cutting and fitting procedures; gluing procedures; trimming and edge banding; special tool use; safety precautions; and counter top cutting.

CAB 122 Cabinet Finishing and Installation **3-7-5**
Prerequisite/Corequisite: CAB 110. Provides instruction in surface preparation, wood finishing procedures, and transporting and installation of cabinets. Finishing procedures will emphasize the use of spray equipment. Topics include: fire prevention, air pollutant reduction, abrasives identification, finishing materials identification, surface preparation, surface treatment application, repair and touch up procedures, hazardous material disposal, safe use of ladders and scaffolds, cabinet transporting and installation, cabinet trim procedures, and finishing techniques.

CAB 130 Cabinet Assembly II **1-9-5**
Prerequisites: CAB 110. CAB 112. Provides instruction in the assembly of cabinet components emphasizing drawer and door assembly. Industry standards for safety, quality, and production will be goals in this course. Topics include: drawer assembly and door fabrication.

CAB 131 Cabinet Assembly III **1-9-5**
Prerequisites: CAB 110, CAB 112. Provides further instruction in the assembly of base cabinets and wall cabinets. Industry standards for quality, safety, and production will be emphasized. Topics include: ends assembly, back assembly, bracing, and joint assembly.

CAR 101 - Safe Use of Hand and Power Tools **2-4-3**
Provides instruction in the use of hand and power tools. Emphasis will be placed on the safe use of each tool covered. Topics include: layout and measuring tools, sawing tools, shaping and cutting tools, fastening tools, drilling and boring tools, and finishing tools.

CAR 103 - Materials **3-0-3**
Introduces the fundamental array of building materials used in residential and commercial construction. Topics include: fasteners, wood products, finishing materials, and manufactured products.

CAR 105 - Print Reading **5-0-5**
Prerequisite: MAT 101. Introduces the reading and interpretation of prints and architectural drawings. Topics include: types of plans, scales, specifications, conventions, and schedules.

CAR 107 - Site Layout Footings and Foundations **4-3-5**
Prerequisite: CAR 105. Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board, installation, builder's levels, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, and soil testing and excavation.

CAR 110 - Floor Framing **2-3-3**
Prerequisites: CAR 101, CAR 103, CAR 105. Introduces materials identification, materials estimation, and installation procedures of floor and sill framing members. On-site construction procedures will be emphasized. Topics include: size selection of girders and joists, materials estimation, and layout and installation procedures.

CAR 111 - Wall Framing **2-3-3**
Prerequisites: CAR 101, CAR 103, CAR 105. Provides instruction in identification, materials estimation, and framing production of wall and partition members. Emphasis will be placed on practical application of competencies. Topics include: estimation and computation procedures, rough opening layouts, construction and erection of wall members, and sheathing installation.

CAR 112 - Ceiling and Roof Framing **4-6-6**
Prerequisites: CAR 101, CAR 103, CAR 105. Introduces terminology, concepts, and procedures used in identification, estimation, layout, and installation of ceiling and roof framing systems. Topics include: identification of ceiling systems, ceiling system materials estimation, ceiling system layout procedures, scaffolding and ladder safety, ceiling system installation procedures, roof system terminology, roof system estimation and layout, roof system installation and decking, and vent systems.

CAR 114 - Roof Coverings **1-4-2**
Prerequisites: CAR 101, CAR 103. Introduces identification, estimation, and installation of roof covering materials. Topics include: materials identification, estimation, layout procedures, installation, and safety precautions.

CAR 115 - Exterior Finishes and Trim **2-8-5**
Prerequisites: CAR 101, CAR 103, CAR 105. Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

CAR 117 - Interior Finishes I **1-9-4**
Introduces procedures for identification, estimation, and installation of interior trim. Topics include: insulation methods identification, insulation material handling, insulation application methods, thermal and sound control, wall and ceiling materials estimation, gypsum wallboard installation and finishing procedures, wall and ceiling materials identification, paneling installation and acoustical ceiling tile.

CAR 118 - Interior Finishes II **1-9-4**
Introduces procedures for identification, estimation and installation of interior trim. The course also introduces various interior door units, door locks, trim, and installation procedures. Topics include: trim terminology, materials identification, materials estimation, installation procedures, door frame installation, door hanging procedures, split jamb pre-hung unit installation, and solid jamb pre-hung unit installation procedures.

CAR 119 - Interior Finishes III **1-6-3**
Prerequisites: CFC 100, CFC 101, CAR 101, CAR 103, CAR 105. Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

CAR 121 - Cornice and Soffit **1-2-1**
Prerequisites: CAR 101, CAR 103, CAR 105. Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.

CAR 126 - Stairs **2-3-3**
Prerequisites: CAR 101, CAR 103, CAR 105. Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

CAR 127 - Residential Carpentry Internship or Practicum **0-12-4**
Prerequisite: All nonelective courses required for completion of the Residential Carpentry Specialization. Provides students with occupation-based instruction that applies learned skills to actual work experience. Emphasizes students' opportunities to practice finish work as learned in class and lab as part of the residential carpentry specialization courses. Topics include: application of residential carpentry skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

CAR 130 - Doors and Door Hardware **1-4-2**
Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

CET 130 - Civil Computer Aided Drafting (CAD) **2-8-5**
Prerequisite/Corequisite: MAT 104. Introduces basic concepts, terminology, CAD commands, basic entities, and basic CAD applications.

CET 190 - Construction Materials **4-3-5**
This course covers the fundamental construction materials and their engineering properties. Material properties as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include: material properties, Introduction to materials testing and materials selection and use

CFC 100 - Safety **2-0-2**
Provides a review of general safety rules and practices and provides students with information about state and federal regulations including OSHA Hazard Communication Standard and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding hazards. Topics include: overview of safety rules and regulations; personal protective equipment; signs, signals, and barricades; flammable materials; electrical hazards; ladders and scaffolds; safety in trenches and excavations; and introduction to rigging.

CFC 102 - Professional Tool Use and Safety **2-5-4**
The course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool covered. Topics include: layout and measuring tools, sawing tools, shaping and cutting tools, fastening tools, drilling and boring tools, finishing tools, job site setup and shop tool use.

CFC 101 - Introduction to Construction **1-2-2**
This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include: introduction to the construction trades and the building process; workplace expectations, quality of work, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success and life skills.

CFC 102 - Professional Tool Use and Safety **2-5-4**
The course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool covered. Topics include: layout and measuring tools, sawing tools, shaping and cutting tools, fastening tools, drilling and boring tools, finishing tools, job site setup and shop tool use.

CFC 103 - Materials and Fasteners **3-0-3**
Introduces the fundamental array of building materials used in residential and commercial construction. Topics include: concrete products, masonry materials, plumbing materials, fasteners, wood products, finishing materials, manufactured products for Construction and an introduction to estimation of products and services.

CFC 105 - Construction Print Reading **5-0-5**
Introduces the reading and interpretation of prints and architectural drawings for all the Construction Trades. Topics include: types of plans, scales, specifications, conventions, and schedules.

CHM 191 - Chemistry **4-3-5**
Provides an introduction to basic chemical principles and concepts, which explain the behavior of matter. Topics include: measurement, atomic structure, chemical bonding, physical states of matter, nomenclature, and stoichiometry.

CIS 101 - Keyboarding **1-4-3**
Provides an introduction to the effective and efficient use of electronic machine keyboards. Topics include: touch-typing skills, and text formatting and manipulation. Manual dexterity is developed using Manual dexterity is developed using microcomputers and machine driven exercises.

CIS 105 - Program Design and Development **5-0-5**
Prerequisite: SCT 100. Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudocode. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

CIS 106 - Computer Concepts **5-0-5**
Provides an overview of computers and information processing. Topics include: computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

CIS 112 - System Analysis and Design **4-4-6**
Prerequisite: CIS 105. Provides a review of and an application of systems life cycle development methodologies implemented by project team. Topics include: initial investigation, feasibility study, systems analysis, systems design, technical design, program specifications, and implementation planning.

CIS 1121 - Visual Basic.NET I **4-6-7**
Introduces Microsoft Windows event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, validating input with strings and functions, repetition and multiple forms, test files, arrays, lists and common dialog controls.

CIS 1122 - Visual Basic.NET II **4-6-7**
Advanced Visual Basic.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

CIS 1140 - Networking Fundamentals **4-4-6**
Prerequisites: SCT 100, CIS 106. Introduces networking technologies and prepares students to pass CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, and the fundamentals of the LAN and WAN technologies, TCP-IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.

CIS 122 - Microcomputer Installation and Maintenance **4-6-7**
Prerequisites: SCT 100, CIS 103, CIS 106. Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components, safety, installing internal options and memory chips, installing external peripherals such as printers and T-switches, troubleshooting techniques, repairing minor system problems, preventive maintenance, and software customization concepts.

CIS 124 - Microcomputer Database Programming **4-6-7**
Provides a study of database programming using microcomputer database management systems (DBMS) software packages. Topics include: development of systems, structured programming techniques, data editing, and output design.

CIS 127 - Comprehensive Word Processing & Presentation Graphics **4-4-6**
Prerequisite: SCT 100. Provides a study of word processing and desktop publishing. Topics include: word processing fundamentals, desktop publishing fundamentals, advanced word processing concepts, development of macros, and presentation graphics fundamentals.

CIS 157 - Intro to Windows Programming Using Microsoft Visual BASIC **4-6-7**
Prerequisite/Corequisite: CIS 105. Introduces Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include: Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics.

CIS 173 - PC Operating Systems Concepts **4-4-6**
Prerequisite/Corequisite: CIS 106. Provides a study of underlying command prompt functions in personal computer (PC) operating systems in terms of its functions and structure, for managing files and directories, and running programs. It also includes navigating through the operating system from command line prompts and procedures for accessing and retrieving information. Provides a study of installing, configuring and upgrading PC operating systems. This includes a study of system boot sequences and minimum hardware requirements. Provides a study of diagnosing and troubleshooting common problems relating to PC Operating systems. This includes understanding normal operation and symptoms relating to common problems. Provides a study of network capabilities of PC operating systems and how to connect to networks on the client side, including what the Internet is about, its capabilities, basic concepts relating to Internet access and generic procedures for system setup. The scope of this topic is only what is needed on the client side to connect to a network.

CIS 224 - Microsoft Office Specialist Certification - PowerPoint **2-3-3**
Prerequisite: CIS 127. Provides the fundamental, intermediate, and advanced Microsoft PowerPoint competencies to provide the user with the skills necessary to obtain expert user certification. Topics include presentation creation, presentation views, slide shows, templates, animations, HTML creation, navigation, and presentation transition.

CIS 225 - Microsoft Office Specialist Certification - Outlook **2-3-3**
Prerequisite: SCT 100. Provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain expert user certification. Topics include using Outlook 2000 Mail to communicate with others inside and outside your company, to manage your mail, navigating through Outlook, using calendar, using task, and using contacts and notes. Integrate Office applications and other applications with Outlook 2000 components.

CIS 250 - Introduction to RPG Programming **4-6-7**
Prerequisite: CIS 105. Introduces programming business applications using the RPG programming language. Topics include: input/output processing, arithmetic operations, edit codes, comparing, control breaks, multiple control breaks, field-record relations, multiple record types and exception output.

CIS 251 - Advanced RPG Programming **4-6-7**
Prerequisite: CIS 250. Provides an emphasis on designing and writing programs using the RPG programming language. Topics include: arrays, magnetic disk, input editing, sequential file updating, creating, updating and retrieving indexed sequential files and interactive processing.

CIS 252 - Introduction to Java Programming **4-6-7**
Prerequisites: CIS 105, CIS 106. Course designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Continue to develop student's programming logic skills. Topics include: Java Language History, Java Variable Definitions, Java Control Structures, Java Methods, Java Classes, Java Objects, and Java Graphics.

CIS 286 - A+ Preparation **4-6-7**
Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

CIS 1115 - Information Security Fundamentals **5-0-5**
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIS 1117 - Implementing Operation Systems Security **4-4-6**
This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing security for the network environment.

CIS 2149 - Implementing Microsoft Windows Professional **4-4-6**
Prerequisite: CIS 1140. Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

CIS 2150 - Implementing Microsoft Windows Server **4-4-6**
Prerequisite: CIS 2149. Provides the ability to implement, administer, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

CIS 2153 - Implementing Microsoft Windows Networking Infrastructure **4-4-6**
Prerequisite: CIS 2150. Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

CIS 2154 - Implementing Microsoft Windows Network Directory Services **4-4-6**
Prerequisite: CIS 2153. Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

CIS 2191 - Internet Business Fundamentals **5-0-5**
Internet Business Fundamentals teaches students how to access the Internet and the World Wide Web using a Web Browser as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Student will gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia data and objects as well as Java, Shockwave, and Active X content. A variety of Web-based search engines will be used to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about business on the Internet, and how business research can help gain market intelligence.

CIS 2201 - HTML Fundamentals **2-3-3**
HTML Fundamentals is designed to teach basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags.

CIS 2211 - Web site Design Tools **4-4-6**
Web site Design Tools teaches an understanding of how to create and manage impressive Web sites using the sizeable amounts of new technology available on the Web. Students will learn to create Web sites using various web tools such as FrontPage, Net Objects Fusion, Dynamic HTML, and various multimedia and CSS standards.

CIS 2221 - Web Graphics and Multimedia **4-4-6**
Web Graphics and Multimedia teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating attractive textures for backgrounds, compositing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

CIS 2228 - Comprehensive Spreadsheet Techniques **4-4-6**
Prerequisite: SCT 100. Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, troubleshooting spreadsheets.

CIS 2229 - Comprehensive Database Techniques **4-4-6**
Prerequisite: SCT 100. Provides a study of databases. Topics include: advanced database management concepts, development of macros, data integration concepts, development of user interfaces, relational database concepts, troubleshooting databases.

CIS 2231 - Design Methodology **4-4-6**
Prerequisites: CIS 2201, CIS 2211, CIS 2221. Design Methodology teaches students how to create and manage Web sites using FrontPage, NetObjects Fusion Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, web project management, and scenario development and performance evaluations.

CIS 2241 – Internet Systems Management **5-0-5**
Prerequisites: CIS 140, CIS 2191. Internet Systems Management provides the student with an understanding of TCP/IP operation, Domain Name System (DNS) name service, Dynamic Host Configuration Protocol (DHCP) automation, File Transfer Protocol (FTP) services, security, and the auditing activities related to Web services and firewalls. Students will also perform an in depth analysis of IP packets on the network.

CIS 2261 - JavaScript Fundamentals **3-2-4**
JavaScript Fundamentals teaches developers how to use the features of the JavaScript language and the Netscape Navigator browser. Students learn how to write JavaScript programs that can be plugged into Web pages or customized, and examine advanced issues such as debugging techniques and JavaScript security.

CIS 2271 - Fundamentals of CGI Using PERL **3-2-4**
Prerequisite: CIS 2201. Fundamentals of CGI Programming using PERL and server-Side Scripting teach students how to use Common Gateway Interface (CGI) PERL programs and scripts on a Web server. Students will learn how to write print-to-screen scripts, customize Web page hit counters, create and use business forms that interface with text files, manipulate data in a database, work with a relations database via Open Database Connectivity (ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

CIS 2281 - Database Connectivity **4-6-7**
Prerequisite: CIS 2191. Database Connectivity teaches students how to manipulate data in a database, work with relational databases via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, e-mail and database servers.

CIS 2291 - Network Security **4-4-6**
Network Security introduces students to network security, firewalls, Windows NT network security, UNIX and TCP/IP network security, security auditing, attacks, and threat analysis.

CIS 2321 - Introduction to LAN and WAN **4-4-6**
Prerequisites: SCT 100, CIS 1140. Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

CIS 2322 - Introduction to WANs and Routing **4-4-6**
Prerequisite: CIS 2321. This course provides instruction on performing basic router configuration and troubleshooting.

CIS 2421 - Intermediate Java Programming **4-6-7**
Prerequisites: CIS 2401, CIS 2411. Programmers familiar with object-oriented concepts will learn how to develop Java applications. This course is used to teach students the syntax of the Java programming language and object-oriented programming with the Java programming language. The course uses the Java 2 Software Development Kit (SDK).

CIS 2431 - Advanced Java Programming **4-6-7**
Prerequisite: CIS 2421. Advanced Java progresses into advanced JAVA programming techniques and program development. Server side programming and client side programs are integrated. Students also learn debugging techniques and security.

CIS 2441 - Advanced Programming Topics **4-6-7**
Prerequisite: CIS 105. Advanced application development techniques utilizing a variety of operating system platforms and environments.

CIS 2570 - Advanced Visual BASIC Programming **4-6-7**
Prerequisites: CIS 105, CIS 157, CIS 2201. Advanced Visual BASIC teaches developers random file access, database programming techniques, and programming form the Web in client-server environment. Emphasis is placed on Active-X Data Objects (ADO), incorporating SQL into programs, Open Database Connectivity (ODBC), Remote Data Objects (RDO), creating Web based database applications, and security considerations.

CIS 276 - Advanced Routers and Switches **4-4-6**
Prerequisite: CIS 2322. Introduces LAN design, LAN switching and switch segmentation, advanced routing, and multiple protocols. Topics include: a review of semesters I and II, local area network (LAN) switching, virtual local area networks (VLANS), local area network (LAN) design, interior gateway routing protocols (IGRP), access control lists, and Novell IPX.

CIS 277 - WAN Design **4-4-6**
Prerequisite: CIS 276. Emphasizes WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include: a review of semesters I II and III, wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay.

CIS 286 - A+ Preparation **4-6-7**
Prerequisite: CIS 122. Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

CMT 201 – RESIDENTIAL ESTIMATING REVIEW **4-0-4**
Prerequisites: Completion of the Carpentry program or successful completion of advanced placement procedures. Covers the complete estimating process from excavation to completed residence. Topics include: sequence of construction, materials calculation, blueprint interpretation, methods of construction, working with subcontractors, and final estimate assembly.

CMT 202 - Construction Drafting I **1-6-4**
Prerequisites: CAR 105, SCT 100. Provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include: system setup and system management, software menus and basic functions, prototype drawings, and two dimensional drafting and dimensioning.

CMT 204 - Construction Scheduling **2-0-2**
Prerequisite: Completion of the Carpentry program or successful completion of advanced placement procedures. A study of scheduling techniques available to builders to plan, organize, and monitor the construction process. Topics include: bar charts, arrow diagrams, precedence networks, and CPM.

CMT 205 - Residential Code Review **5-0-5**
Prerequisite: Completion of the Carpentry program or successful completion of advanced placement procedures. Covers building codes as they apply to typical residential applications. Topics include: standard building code, CABO code, working with building inspectors, permits and inspections, and site visits.

CMT 211 - Computerized Construction Estimating **2-3-3**
Prerequisites/Corequisites: SCT 100, CMT 201. Provides a study of the use of spreadsheet and database software as applied to construction estimating. Topics include: producing an estimate using both item and work package take-off methods, copying or modifying an existing estimate, repricing an estimate, and printing reports. Use of up-to-date construction estimation software is emphasized in this course.

CMT 213 - COMPUTERIZED CONSTRUCTION SCHEDULING **3-2-4**
Prerequisite/Corequisite: CMT 204. Provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized in the course. Topics include: software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.

CMT 217 - Construction Contracting **5-0-5**
Prerequisite/Corequisite: CMT 201. An in-depth study of the contractual relationship between the parties involved in building construction contracting. Topics include: bonds, insurance, bidding, awarding, and subcontracting types and conditions.

CNA 100 - Patient Care Fundamentals **5-6-8**
Prerequisites/Corequisites: AHS 103, AHS 109, EMP 100. Introduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

COS 100 - Introduction to Cosmetology Theory **5-0-5**
Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; hygiene and grooming; personality development and professional ethics; sterilization, sanitation, and bacteriology; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology.

COS 101 - Introduction to Permanent Waving and Relaxing **1-2-2**
Prerequisites: Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer application procedures on mannequins.

COS 103 - Introduction to Skin, Scalp, & Hair **2-1-2**
Prerequisite: COS 100. Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, and diseases and disorders.

COS 105 - Introduction to Shampooing/Styling **2-4-4**
Prerequisite: COS 100. Introduces the fundamental theory and skills required to shampoo and create shapings, pin curls, finger waves, roller placement, and comb outs. Laboratory training includes styling training to total 20 hours on mannequins and 25 hours on live models without compensation. Topics include: shampoo chemistry, shampoo procedures, styling principles, pin curls, roller placement, fingerwaves, comb out techniques, skipwaves, ridge curls, and safety precautions.

COS 106 - Introduction to Haircutting **2-3-3**
Prerequisite: COS 100. Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety and sanitation, cutting implements, and haircutting techniques.

COS 108 - Permanent Waving and Relaxing **2-2-3**
Prerequisites: COS 100, COS 101, COS 103, COS 105, COS 106. Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

COS 109 - Hair Color **4-4-6**
Prerequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108 and MAT 101. Presents the application of temporary, semipermanent, and permanent hair coloring products. Topics include: lash and brow tints, coloring products, safety precautions and tests, mixing procedures, and color selection and application.

COS 110 - Skin, Scalp, and Hair **2-2-3**
Prerequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 107, COS 108, COS 109. Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions and treatment theory, electricity and light therapy, and chemistry of cosmetics.

COS 111 - Styling **1-4-3**
Prerequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 107, COS 108, COS 109, and COS 110. Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, braiding, safety, and cleaning and styling wigs and hair pieces.

COS 112 - Manicuring and Pedicuring **2-2-3**
Prerequisite: COS 100. Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, diseases and disorders, manicure techniques, and plain pedicure.

COS 113 - Practicum I **0-12-4**
Prerequisites: COS 108, COS 109, COS 110, COS 111 and COS 112. Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety precautions; and Hazardous Duty Standards Act compliance.

COS 114 - Practicum II **5-10-8**
Prerequisite: COS 113. Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety precautions; and Hazardous Duty Standards Act compliance.

COS 115 - Practicum/Internship I **0-12-4**
Prerequisites: COS 113, COS 114. Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety precautions; and Hazardous Duty Standards Act compliance.

COS 116 - Practicum/Internship II **1-12-5**
Prerequisite: COS 115. Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety precautions; Hazardous Duty Standards Act compliance; and state licensure preparation.

COS 117 - Salon Management **3-2-4**
Prerequisite: COS 100. Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include: planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.

COS 118 - Nail Care I **21-0-7**
Prerequisites/Corequisites: COS 100, COS 112. Provides additional experience in manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, and advanced/new techniques.

COS 119 - Nail Care II **3-16-8**
Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, electric file, HIV and OSHA updates, receptionist and dispensary, and advanced/new techniques.

COS 152 - State Board Preparation **1-3-2**
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting or classroom. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; safety precautions/decontamination; Hazardous Duty Standards Act compliance; state licensure preparation; and theory review.

CRJ 101 - Introduction to Criminal Justice Technology **5-0-5**
Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include: the American Criminal Justice system, constitutional limitations, organization of enforcement, adjudication, corrections, and career opportunities and requirements.

CRJ 102 - Introduction to Constitutional Law **5-0-5**
Prerequisite: CRJ 101. Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government, principles governing the operation of the Constitution, the Bill of Rights and the Constitutional Amendments.

CRJ 103 - Corrections **5-0-5**
Provides an overview of all phases and practices of the American correctional system, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities, legal and administrative problems, institutional facilities and procedures, probation/parole/prerelease programs, alternative sentencing, rehabilitation, community involvement, and staffing.

CRJ 104 - Principles of Law Enforcement **5-0-5**
Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJ 105 - Introduction to Criminal Procedure **4-2-5**
Prerequisite: CRJ 101. Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest, search and seizure, procedures governing arrest, trial, administration of criminal sanctions, rules of evidence, general court procedures, rights and duties of officers and citizens, and Supreme Court rulings that apply to Criminal Justice/overview of Constitutional Law.

CRJ 106 - CRIMINOLOGY **5-0-5**
Prerequisite: CRJ 104. Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime, sociological, psychological, and biological causes of crime, criminal subculture and society's reaction, prevention of criminal behavior, behavior of criminals in penal and correctional institutions, and problems of rehabilitating the convicted criminal.

CRJ 107 - Introduction to Juvenile Justice **5-0-5**
Prerequisite: CRJ 101 Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 109 - Criminal Justice Technology Practicum/Internship **0-15-5**
Prerequisite: Completion of all required courses. Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

CRJ 121 - Introduction to Private Security **5-0-5**
Provides an orientation to the development, philosophy, responsibility, and function of the Private Security Industry. A historical and philosophical perspective of private Security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview, basic security goals and responsibilities, when prevention fails, security systems at work: putting it all together, and challenges facing the security profession in the 1990's and beyond.

CRJ 122 - Retail Security and Shortage Protection **5-0-5**
Prerequisite: CRJ 121. This course provides an orientation that focuses on security and shortage protection for small retail businesses with an emphasis placed on vulnerabilities, losses, and practical retail business measures. Topics include: retailing and security, legal aspects of retail security, protection at the point of sale, internal losses and countermeasures, shoplifting and countermeasures, investigation of internal losses and shoplifting, store design, and physical security and risk management.

CRJ 123 - Computer Security/Corporate Fraud **5-0-5**
Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include: history and evolution of fraud, mindset: step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

CRJ 150 - Police Patrol Operations **5-0-5**
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronic communications, and police reports. Topics include: foundations, policing skills and communication skills.

CRJ 152 – Police Administration **5-0-5**
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJ 154 – Police Officer Survival **5-0-5**
This course examines the critical issues involved in the survival of a police officer. Emphasis is placed on conducting enforcement raids, managing hostage situations, controlling hazardous materials spills, search techniques, mechanics of arrest, and levels of force. Topics include: hazardous duty, public safety, and self-protection.

CRJ 156 – Police Traffic Control and Accident Investigation **5-0-5**
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJ 158 - Fundamental Issues in Policing **5-0-5**
This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operations. Topics include: occupational standards, health related hazards, and daily preparedness.

CRJ 160 - Private and Industrial Security Services **5-0-5**
This course will provide an overview of the private and industrial security as it relates to the protection of industry, the community, and as helping hand to law enforcement agencies and organizations. Emphasis is placed on the role of watchman, guards, and patrolmen. Topics include: industry concerns, and occupational techniques.

CRJ 162 – Methods of Criminal Investigation **5-0-5**
Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of, investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 163 - Investigation and Presentation of Evidence **1-4-3**
Prerequisite: CRJ 162. This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigation.

CRJ 165 - Community-Oriented Policing **5-0-5**
Prerequisite: CRJ 104. Presents the fundamentals for the community-oriented policing philosophy. Topics include: comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups, and police problem-solving methodologies.

CRJ 167 - First Responder **4-2-5**
This is a course in advanced first aid procedures. The course will focus on the duties and responsibilities of first responders as well as the development of the skills necessary to respond to a medical emergency. Traditional CPR is also part of the course.

CRJ 168- Criminal Law **5-0-5**
This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 175 - Incident and Report Writing **1-0-1**
This course is designed to provide skills training in the critical area of report writing as it pertains to the front line security officer. In this course, students will learn why accurate reports are necessary, how to write basic reports and how to communicate those reports. Students will be introduced to the Georgia Private and Security Detective and Security Agencies Act Rules and Regulations.

CRJ 180 - Hospital Security **4-0-4**
This course will provide an overview of the safety and security issues relating to the modern medical facility. Topics include: hospital environment, security operations, special operations and concerns, workplace violence, CPR/First Aid training, alcohol and drugs, infant abduction and basic firearms safety. Students will be introduced to OHSA regulations and blood borne pathogens training.

CRJ 182 - Defensive Tactics I **1-4-3**
This is a course in basic defensive tactics. The course focuses on the physical and mental skills that are necessary in a use of force situation. Students will be proficient in basic techniques as well as the one-step sparring and self-defense drills that are necessary for achieving the ranks of both eighth grade orange belt and seventh grade yellow belt. The laws concerning the use of force and the use of force continuum are also emphasized.

CRJ 183 - Defensive Tactics II **1-4-3**
Prerequisite/Corequisite: CRJ 182. This is a course in defensive tactics. The course focuses on the physical and mental skills that are necessary in a use of force situation. Students will be proficient in basic techniques as well as the one-step sparring, sparring, and self-defense drills that are necessary for achieving the ranks of both sixth grade camo belt and fifth grade green belt.

CRJ 184 - Defensive Tactics III **1-4-3**
Prerequisite/Corequisite: CRJ 183. This is a course in defensive tactics. The course focuses on the physical and mental skills that are necessary in a use of force situation. Students will be proficient in basic techniques of sparring and self-defense drills that are necessary for achieving the ranks of both fourth grade purple belt and third grade blue belt. Students will also learn the methods used to break boards.

CRJ 185 - Defensive Tactics IV **1-4-3**
Prerequisite/Corequisite: CRJ 184. This is a course in defensive tactics. The course focuses on the physical and mental skills that are necessary in a use of force situation. Students will be proficient in basic techniques of sparring and self-defense drills that are necessary for achieving the ranks of both second grade brown belt and first grade red belt. Students will also learn the methods used to break boards.

CRJ 186 - Defensive Tactics V **1-4-3**
Prerequisite/Corequisite: CRJ 185. This is a course in defensive tactics. The course focuses on the physical and mental skills that are necessary in a use of force situation. Students will be proficient in basic techniques of sparring and self-defense drills that are necessary for achieving the ranks of both first degree black belt recommended and decided. Students will also learn the methods used to break boards.

CRJ 202 - Introduction to Constitutional Law **5-0-5**
Prerequisite: CRJ 101. Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government, principles governing the operation of the Constitution, and Bill of Rights and the Constitutional Amendments.

CRJ 206 - Criminology **5-0-5**
Prerequisite: CRJ 104. Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRJ 207 - Juvenile Justice **5-0-5**
Prerequisite: CRJ 101. Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 209 - Criminal Justice Technology Practicum/Internship **0-15-5**
Prerequisite: Completion of all required course work. Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

CRJ 212- Ethics in Criminal Justice **5-0-5**
This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

CSC 100 - College Success Course **3-0-3**
The College Success Course is designed to provide students with the necessary tools needed to succeed in their chosen occupational/technical program of study. Topics include: career exploration, learning and personality styles, stress management strategies, time management strategies, goal setting techniques, study skills, speaking and listening skills, and interpersonal relationships skills.

CTD 101 - Fundamentals of Commercial Truck Driving **5-0-5**
Fundamentals of Commercial Truck Driving introduces students to the trucking industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTD 102 - Basic Operation and Range Work **3-5-5**
Corequisite: CTD 101. This course focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations- operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling & uncoupling.

CTD 103 - Advanced Operations **1-13-5**
Corequisite: CTD 102. Advanced Operations focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of 44 (forty four) hours BTW instructional time in any combination (with CTD 102) of range and street/road driving. Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

CTD 104 - Internship **0-15-5**
Corequisite: CTD 102. The internship provides the opportunity for an individual to complete his or her training with a company. The internship takes the place of CTD 103- Advanced Operations. Working closely with the school, a company provides the advanced training which focuses on developing driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of 44 (forty four) hours BTW instructional time in any combination (with CTD 102) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

CUL 100 - Professionalism in Culinary Arts **3-0-3**
Provides an overview of the professionalism in culinary arts and culinary career opportunities. Chef history, pride, and esprit de corps are taught. Topics include: cuisine, food service organizations, career opportunities, food service styles, and basic culinary management techniques.

CUL 110 - Food Service Sanitation and Safety **2-4-3**
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUL 112 - Principles of Cooking **2-8-5**
Introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, and recipe utilization. Laboratory demonstrations and student experimentation parallel class work.

CUL 114 - American Regional Cuisine **2-8-5**
Prerequisite: CUL 110. Emphasis is on terms, concepts, and methods necessary to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: kitchen aromatics, regional cooking principles and history, and methods of American regional food preparation. Laboratory demonstrations and student experimentation parallel class work.

CUL 116 - Food Service Purchasing and Control **2-2-3**
Prerequisite: MAT 101. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUL 117 - Introduction to Culinary Nutrition **5-0-5**
This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat and Cholesterol, Protein, Fiber, Sugar and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

CUL 121 - Baking Principles I **2-8-5**
Prerequisites: CUL 110, CUL 112 Presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles, baking ingredients, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUL 122 - Baking Principles II **2-8-5**
Prerequisites: CUL 121. Presents the fundamental terms, concepts, and methods involved in preparation of baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles, baking ingredients, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUL 124 - Restaurant and Hotel Baking **3-8-6**
Prerequisites: CUL 121, CUL 122. Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUL 127 - Banquet Preparation and Presentation **1-8-4**
Prerequisites: CUL 112. Provides experience in preparation of a wide variety of quantity foods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice is provided.

CUL 129 - Front of the House Service **2-3-3**
Introduces the fundamentals of dining and beverage service. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and merchandising. Laboratory practice parallels class work.

CUL 130 - Pantry, Hors D' Oeuvres and Canapés **2-8-5**
Prerequisites: CUL 114. Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship, pantry, garnishing, and presentation training objectives. Topics include: pantry functions, basic garnishes, breakfast preparation, buffet presentation, cold preparations, cold sandwiches, salads and dressings, molds, garnishes, and cold hors d'oeuvres. Laboratory practice parallels class work.

CUL 132 - Garde Manger **2-8-5**
Prerequisites: CUL 114. Emphasizes basic garde manger utilization and preparation of appetizers, condiments, and hors d'oeuvres. Topics include: hot and cold hors d'oeuvres; salads, dressings, and relishes; sandwiches; patés and terrines; chaudfroids, gelees, and molds; canapés; and garnishing, carving, and decorating. Laboratory practice parallels class work.

CUL 133 - Food Service Leadership and Decision Making **5-0-5**
Familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

CUL 137 - Nutrition and Menu Development **1-6-3**
Emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, and cooking nutritional foods. Laboratory demonstrations and student management and supervision parallel class work.

CUL 215 - Contemporary Cuisine I **2-8-5**
Prerequisites: CUL 100, CUL 110, CUL 114. Emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, and competition entry. Laboratory demonstration and student experimentation parallel class work.

CUL 216 - Practicum/Internship I **2-30-12**
Prerequisites: CUL 114, CUL 116, CUL 127. Provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

CUL 220 - Contemporary Cuisine II **2-8-5**
Prerequisite: CUL 215. Emphasizes supervision, and management concepts, knowledge, and skills necessary to restaurants serving contemporary cuisine. Topics include: menu selection, layout and design, on/off premise catering, entrepreneurship, and small business management. Laboratory demonstrations and student experimentation parallel class work.

CUL 224 - International Cuisine **3-8-6**
Prerequisites/Corequisites: CUL 100, CUL 110, CUL 114. Introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, and advanced fry cookery. Laboratory practice parallels class work.

CVT 103 - Electrophysiology and Cardiac Anatomy **2-4-4**
Introduces the concepts essential in the performance and interpretation of 12 lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include: heart anatomy, circulatory system, heart electrical system, heart layers, physical heart defects, electrocardiograph, preparation for an echocardiogram, and physical principles and pathophysiology of heart sounds. Laboratory experiences will be provided.

CVT 104 - Electrophysiology II **1-2-2**
Prerequisite: CVT 103. Introduces the concepts essential in the performance and interpretation of cardiac exercise tolerance testing and Holter monitoring. Topics include: exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs.

CVT 108 - Cardiovascular Advanced Hemodynamics **3-0-3**
Prerequisites: CVT 104, CVT 110, CVT 111. The student is introduced to various forms of invasive monitoring. Various forms of invasive access are studied, including right and left heart catheterization, arterial line setups, and appropriate care. Emphasis is placed on the basics of hemodynamic monitoring and interpretation. Topics include: hemodynamics, aseptic technique, and infection control.

CVT 109 - Cardiovascular Pathophysiology **3-0-3**
Prerequisites: CVT 103, CVT 110, CVT 111. Corequisite: CVT 104. An overview of cardiovascular physiology and pathophysiology. Topics include: biochemistry of the cardiac muscle, conduction system, electrocardiogram, pathophysiology of acquired diseases, embryological development, and pathophysiology of congenital diseases.

CVT 110 - Noninvasive Cardiovascular Fundamentals **3-2-4**
Introduces the basic principles and applications of physical assessment and echocardiographic procedures. Topics include: introduction to measurements: chamber dimensions, velocities, systole, and diastole; patient and equipment skills; physical principles: heart sounds; echocardiography: basic echo views, parasternal, apical, sub-xyphoid, and suprasternal; and tomographic anatomy.

CVT 111 - Invasive Cardiovascular Fundamentals **3-2-4**
Provides an overview of cardiovascular invasive diagnosis and therapy. Includes an introduction of the cardiac catheterization lab. Topics include: x-ray therapy, safety, positioning, coronary arteriography, pharmacology, and invasive cardiac measurements and calculations.

DDF 101 - Introduction to Drafting **2-8-6**
Emphasizes the development of fundamental drafting techniques. Topics include: safety practices, terminology, drafting equipment care and use, lettering, line relationships, and geometric construction.

DDF 102 - Size and Shape Description I **1-9-5**
Prerequisite/Corequisite: DDF 101. Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include: multiview drawing, basic dimensioning practices, tolerances and fits, sketching, and precision measurement.

DDF 103 - Size and Shape Description II **1-9-5**
Prerequisite/Corequisite: DDF 102. Continues dimensioning skill development and introduces sectional views. Topics include: advanced dimensioning practices and development of section views in pencil and/or ink.

DDF 105 - Auxiliary Views **1-4-3**
Prerequisite/Corequisite: DDF 103. Introduces techniques necessary for auxiliary view drawings. Topics include: primary and secondary auxiliary views in pencil and/or ink.

DDF 106 - Fasteners **3-6-6**
Prerequisite/Corequisite: DDF 105. Provides knowledge and skills necessary to draw and specify fasteners. Topics include: types, representations, and specification of threads; drawing of fasteners; use of technical reference source; and use of welding symbols.

DDF 107 - Introduction to CAD **2-8-6**
Prerequisites/Corequisites: DDF 102, SCT 100. Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic drafting applications.

DDF 108 - Intersections and Development **1-9-5**
Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development, establishment of true length, and intersection of surfaces.

DDF 109 - Assembly Drawings I **1-9-5**
Prerequisite/Corequisite: DDF 108. Provides knowledge and skills necessary to make working drawings. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DDF 111 - Intermediate CAD **2-8-6**
Prerequisites/Corequisites: DDF 107, MAT 104. Continues developing CAD utilization skills in discipline-specific applications. Topics include: intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation, and system variables.

DDF 112 - 3D Drawing and Modeling **2-8-6**
Prerequisite/Corequisite: DDF 111. Continues developing CAD utilization skills in discipline-specific applications. Topics include: advanced CAD commands, CAD applications, macro utilization, application utilization, 3D modeling, rendering, advanced application utilization, and pictorial drawings.

DDS 191 - Engineering Graphics I **1-6-3**
Introduces engineering drawing. Surveys various styles of engineering sketching and computer-aided drafting (CAD) techniques. Additionally, the student prepares sample engineering working drawings. Topics include: freehand sketching, computer-aided drafting (CAD) fundamentals, and working drawings. Laboratory work parallels class work.

DDS 201 - Strength of Materials **5-0-5**
Prerequisites: ENG 101, MAT 104. Provides a non-calculus based overview of materials when subjected to different loadings and restraints and the prediction of materials behavior in different situations. Topics include: stress, strain, tension, moments of inertia, and beam bending.

DDS 202 - Advanced CAD **2-8-6**
Prerequisites: DDF 107, MAT 104. Continues development of CAD utilization skills in discipline specific applications. Topics include: DOS usage, advanced CAD commands, list 'P' line, advanced 3D, discipline oriented CAD application, macro utilization, and application customization.

DDS 203 - Surveying I **1-4-3**
Prerequisites: DDF 107, MAT 104. Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurement; angles, bearings, and directions; and use of instruments such as transits, theodolites, levels, and EDM instruments.

DDS 205 - Residential Arc Drawing I **2-8-6**
Prerequisites: DDF 111, DDF 112, DDS 201, ENG 101, MAT 104. Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: floor, footing, and foundation plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.

DDS 206 - Materials, Codes and Specifications **8-2-9**
Prerequisites: DDF 110, ENG 101, MAT 104. Introduces materials, codes, and specifications as they apply to architectural design. Topics include: specification formats, reference source utilization, building codes and industry standards, and material selection and specification.

DDS 207 - Mechanical Systems for Architectural **1-4-3**
Prerequisites: DDF 205, DDF 206, PHY 221. Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

DDS 208 - Resident Architectural Draw II **2-8-6**
Prerequisite: DDF 205. Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical systems.

DDS 209 - Structural Steel Detailing **2-8-6**
Prerequisite: DDF 110. Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction. Topics include: office practices; steel shapes; beam reaction; framed connections; seated connections; and columns, base plates, and splices.

DDS 210 - Commercial Architectural Draw I **2-8-6**
Prerequisites: DDS 208; DDS 209 or DDS 241. Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and all plans, specifications, sections and details, and schedules.

DDS 211 - Commercial Architectural Draw II **2-8-6**
Prerequisites: DDS 210 or DDS 242; PHY 222. Provides in-depth commercial architectural drawing practice and develops commercial architectural design skills. Plans are designed to meet applicable codes. Topics include: structural steel detailing; reflected ceiling plans; rebar detailing; mechanical and electrical systems; and all plans, specifications, schedules, site plans, and sections and details necessary for a complete set of commercial construction drawings.

DDS 215 - Legal Principles of Surveying **5-0-5**
Prerequisite: DDS 203. Investigates written and physical evidence to locate property boundaries in accordance with Georgia plat law and technical standards. Topics include: evidence and preservation of evidence, transfer of land ownership, adverse rights and eminent domain, location of written title boundaries, Georgia plat law and technical standards, and written legal descriptions.

DDS 216 - Surveying II **4-6-7**
Prerequisite: DDS 215. Continues development of surveying concepts and skills with emphasis on advanced surveying technology and techniques. Topics include: area calculation, boundary surveys, EDM equipment utilization, differential leveling, photogrammetry, and topographic planning.

DDS 217 - Civil Drafting I **1-9-5**
Prerequisites: DDF 111, DDF 112, DDS 203. Emphasizes drawing assignments related to the most common mapping and civil site planning design problems. Topics include: loan and boundary surveys, "as-builts", plan and profile drawing, cross-sections, earth-work determination, and grade determination.

DDS 218 - Civil Drawing II **2-8-6**
Prerequisites: DDF 111, DDF 112, DDS 203. Pertains to site planning and subdivision design. Students have an opportunity to develop a major design project. Topics include: landscape architecture, construction layout, street design, sewerage systems, county codes, and flood control methods.

DDS 219 - Route Location and Design **4-6-7**
Prerequisite: DDF 218. Provides the fundamentals of proper highway design. Students have opportunities to participate in actual field stakeout, measurement, and solution of design problems given specific parameters. Topics include: land transportation systems; ground and aerial route survey methods; circular, compound, and reverse parabolic (vertical) curves and spirals; highway design safety and limitations; intersections and interchanges; plot and field stakeout; and topographic planning.

DDS 220 - Concrete Detailing **2-8-6**
Prerequisites: DDF 110, DDS 201, PHY 221. Introduces reinforced concrete detailing concepts and techniques required to prepare fabrication drawings given specific design parameters. Topics include: beams, slabs, and columns; steel reinforcing; concrete design properties; and concrete design manual utilization.

DDS 225 - Principles of Metallurgy **4-1-4**
Prerequisites: ENG 101, MAT 104. Introduces the fundamental physical properties of metals. Topics include: the physical properties and limitations, processing techniques, heat-treating, hardness testing, and microstructural characteristics of metals.

DDS 226 - Manufacturing Processes **4-1-4**
Prerequisites: ENG 101, MAT 104. Introduces basic industrial manufacturing processes. Topics include: measuring processes; gauging and inspecting processes; hot processes such as welding, forging, and forming; cold processes such as cutting, forming, and rolling; and finishing processes.

DDS 227 - Jig, Fixture, and Die Drawing **2-8-6**
Prerequisites: DDF 111, DDF 112, DDS 225. Introduces detailing of jigs, fixtures, and dies to meet industrial standards given required specifications. Topics include: multi-view working drawing, tolerances, precision measurement and precision dimensioning practices, quality control, use of standard parts, and reference source utilization.

DDS 228 - Jig, Fixture, and Die Design **1-9-5**
Prerequisites: DDS 225, DDS 227. Emphasizes design of jigs, fixtures, and dies to meet industrial standards given a practical application problem. Topics include: custom design of jigs, fixtures, and dies; multi-view working drawing; tolerances; precision measurement and precision dimensioning practices; quality control; use of standard parts; and reference source utilization.

DDS 229 - Gears and Cams **3-7-6**
Prerequisites: DDS 201, DDS 226, MAT 104. Emphasizes calculation, specification development, and drawing of gear and cam systems to produce desired results. Topics include: reference utilization, solution for two unknowns, standard gear applications, standard cam applications, and gear ratios.

DDS 230 - Mechanisms I **4-6-7**
Prerequisite: DDS 229. Emphasizes familiarization with and utilization of common linkage types. Students apply linkage concepts to specific problems. Topics include: direct linkages, multi-linkages, standardized gearboxes, and fundamental robotic concepts.

DDS 231 - Mechanisms II **4-6-7**
Prerequisite: DDS 230. Emphasizes in-depth utilization of a variety of linkage types. Students apply linkage design skills to specified problems. Topics include: advanced applications of direct linkages, multi-linkages, and gearboxes; and robotics concepts and applications.

DDS 232 - Mechanical Power Transmission **2-8-6**
Prerequisite: DDS 230. Provides opportunities for design utilization of multiple power transmission methodology. Topics include: belts and pulleys, clutches and brakes, sprockets and chains, gearboxes, hydraulics, and pneumatics.

DDS 235 - Intro to Electrical Theory **1-4-3**
Prerequisite: ELC 105. Investigates the fundamental principles of electricity with an emphasis on practical applications. Topics include: electromagnetic theory, Ohm's law, direct and alternating current circuits, meter use, and the National Electrical Code.

DEN 102 - Head and Neck Anatomy **2-0-2**
Focuses on normal head and neck anatomy. Topics include muscles of mastication and facial expressions, temporal mandibular joint, vascular and nerve supply of the head, tongue, salivary glands, and related structures.

DEN 103 - Preventive Dentistry **3-2-4**
Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include etiology of dental disease, patient education techniques, plaque control techniques, types and use of fluoride, diet analysis for caries control, and dietary considerations for the dental patient.

DEN 105 – Microbiology and Infection Control **2-2-3**
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DEN 106 - Oral Anatomy and Morphology **5-0-5**
Focuses on the development and functions of oral anatomy. Topics include dental anatomy, oral histology and oral embryology.

DEN 107 - Oral Pathology and Therapeutics **4-0-4**
Focuses on the diseases affecting the oral cavity and Pharmacology as it relates to dentistry. Topics include identification and disease process, signs/symptoms of oral diseases and systemic diseases.

DEN 109 - Dental Assisting National Board Examination **3-0-3**
Preparation Emphasis's radiology safety and techniques, sterilization and infection control and general chairside dental assisting functions. Passing the three written tests given by DANB qualifies the student to be a Certified Dental Assistant.

DEN 134 - Dental Assisting I **4-6-7**
Introduces students to chairside assisting procedures with diagnostic and operative techniques. Topics include four-handed dentistry techniques, clinical data collection techniques, introduction to operative dentistry, and dental material basics.

DEN 135 - Dental Assisting II **4-6-7**
Focuses on chairside assisting with restorative and nonsurgical specialty procedures. Topics include operative dentistry, prosthodontic procedures (fixed and removable), orthodontics, and pediatric dentistry.

DEN 136 - Dental Assisting III **3-2-4**
Focuses on chair side assisting in surgical specialties. Topics include periodontic procedures, oral and maxillofacial surgery procedures, endodontic procedures, and management of dental office emergencies.

DEN 137 - Dental Assisting **3-2-4**
Expanded Functions Focuses on expanded duties of dental auxiliary personnel approved by the Georgia Legislature offered through the Georgia Board of Dental Examiners. Topics include expanded functions approved by law for performance by dental assistants and leads to title of certified dental assistant with expanded duties.

DEN 138 - Scopes of Professional Practice **2-0-2**
Focuses on ethics, jurisprudence, and employability skills for the dental assistant. Students will relate integration of didactic and laboratory instruction with clinical experiences. Topics include ethics and jurisprudence related to the dental office and employability skills.

DEN 139 - Dental Radiology **4-2-5**
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include fundamentals of radiology and radiation safety, radiographic anatomy and interpretation, intraoral and extraoral radiographic techniques, and quality assurance techniques.

DEN 140 - Dental Practice Management **4-2-5**
Emphasizes procedures for office management in dental practices. Topics include records management in dentistry, appointment control in dentistry, dental insurance form preparation, accounting procedures in dentistry, supply and inventory control as related to dentistry, and operation of basic business equipment. A computer lab Provides basic skills in computer use and utilization of these skills to perform office procedures, on a microcomputer.

DEN 146 - Dental Practicum I **0-6-2**
Focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures, clinical diagnostic procedures and general dentistry procedures, and preventive dental patient education.

DEN 147 - Dental Practicum II **0-6-2**
Practicum focuses on assisting with diagnostic and restorative procedures and clinical radiographic techniques. Topics include general dentistry procedures and dental radiography procedures.

DEN 148 - Dental Practicum III **0-24-8**
Practicum focuses on advanced general dentistry procedures and chairside assisting in dental specialties with special emphasis on nonsurgical specialties. Topics include advanced general dentistry and specialties, and professional development file (portfolio) guidelines, plans and materials, community resources, transitional activities, approaches to teaching, learning, and assessing.

DIS 150 - Directed Individual Study **Varies**
Provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Topics include: application of occupational/technical skills, adaptability to the work environment, and problem solving. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements. This course is offered with variable credit ranging from one quarter hour credit minimum to 12 quarter hour credit maximum. Credit hours are to be computed on the basis of: 30 hours of student required work = 1 credit hour.

DMS 131 - Foundations of Sonography **3-5-5**
This course introduces the student to the field of sonography and includes information concerning medical ethics. It provides an introduction to ultrasound procedures, patient interviews, elementary principles of sound waves, sonographic imaging techniques, cultural diversity skills, critical thinking skills, issues concerning the clinical environment, and hospital and departmental organization. Topics include: history of diagnostic medical sonography; role of the sonographer; learning tools and techniques; basic medical techniques and patient care; body mechanics and patient transfer methods; infection control and universal precautions; standard patient positions; routing scanning planes; verbal and nonverbal communication skills; grieving process; death, dying, and abortion issues; informed patient consent; health care delivery models; sonographic terminology; resource organizations to sonography; educational options for sonographers; patients' bill of rights; vital signs; sonographic scanning techniques; patient preparations; instrumentation and image manipulation; maintenance of clinical records; Maslow's hierarchy of needs; legal issues; HIPPA regulations in medical care; and employee/employer relationships.

DMS 132 - Sonographic Appearance of Normal Anatomy **3-3-4**
This course introduces the student to the normal sonographic appearance of abdominal anatomy, female and male pelvic anatomy, and the vascular system in the abdomen and pelvis. Topics include: normal anatomy of biliary system, pancreas, urinary tract, spleen, prevertebral vessels, peritoneal cavity, retroperitoneum, gastrointestinal tract, non-cardiac chest, and male and female pelvic anatomy; history and physical examination; related imaging, laboratory results, and functional testing procedures; role of ultrasound in patient management; sonographic appearance and sonographic patterns of structures in the abdomen, female pelvis, male pelvis, and vascularity related to each area.

DMS 133 - Cross Sectional Anatomy **3-3-4**
This course introduces detailed normal anatomy in various planes used during sonographic examinations. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Anatomy is identified in both cadaver and sonographic modes. Structures include the brain (especially the proportions and structures of the neonate), neck, chest, abdomen, pelvis, and extremities. Emphasis is placed on sonographically identifying normal cross sectional anatomy based on echogenicity, the position of other relative anatomy and proportionality of size. Topics include: normal sectional anatomy of the neck: vascular and thyroid; normal sectional anatomy of the fetal and adult chest; normal sectional anatomy of the abdomen in adults, pediatrics and fetuses; normal sectional anatomy of the male and female pelvis; and normal sectional anatomy of the extremities: muscles and vasculature.

DMS 134 - Pelvic Sonography and Pathology **1-3-2**
Prerequisites: DMS 131, DMS 132. Introduces gynecology physiology, pathology, and procedures for diagnostic medical sonography. Emphasis is on female and male pelvic anatomy, physiology and anomalies, pathology complications, gynecology, and patient care/preparation. Topics include: physiology of pelvis; history and physical examination; contraceptive devices and infertility procedures; sonographic appearance of gynecologic disease processes, pathology, pathophysiology and abnormal sonographic patterns of iatrogenic, degenerative, inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, and immunologic diseases; Doppler applications; differential diagnosis; scanning of the prostate in the male pelvis; and related imaging, laboratory, and functional testing procedures.

DMS 135 - Abdominal Sonography and Pathology **4-3-5**
Prerequisites: DMS 131, DMS 132. Introduces abdominal anatomy, pathology, and procedures for diagnostic medical sonography. Topics include: anatomy, pathology and diagnostic procedures of the liver, biliary tree, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, periotoneal cavity, retro-peritoneum, GI tract, and non-cardiac chest; scanning protocol based on sonographic findings and differential diagnosis; history and physical examination; related imaging, laboratory, and functional testing procedures; clinical differential diagnosis; role of ultrasound in patient management; and sonographic appearance of disease processes, pathology, pathophysiology and abnormal sonographic patterns of iatrogenic, degenerative, inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, and immunologic diseases.

DMS 136 - Sonographic Physics 1 **3-0-3**
Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on basic ultrasound physics, transducer construction, operation and characteristics, artifacts and adjustable physics parameters. Topics include: sound properties, sound units, sound measurements, ultrasound transducers, imaging instruments, ultrasound machine adjustable parameters, and display modes.

DMS 137 - Clinical Sonography 1 **0-24-8**
Prerequisites: DMS 131, DMS 132, DMS 136. Provides students with an introduction into the hospital/clinic setting work experience. Students perform procedures introduced in Foundations of Sonography and manipulate equipment based on information from Sonographic Appearance and Normal Anatomy. Emphasis is placed on performing those procedures presented in Pelvic Sonography and Pathology and Abdominal Sonography and Pathology and learning to identify normal anatomy presented in Cross Sectional Anatomy. Control of the physical parameters of the sonography unit and application of sonographic physics as it relates to image quality are covered. Topics include: equipment manipulation for optimum image resolution; scanning procedures for abdominal sonography; normal anatomy and pathologic conditions of the abdomen; normal female pelvic anatomy; female pelvic pathology, including uterine fibroids and bicornuate uterus; scanning of the female pelvis trans-abdominally, trans-vaginally and trans-perineally; normal and abnormal prostate in males; ectopic pregnancies; patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication; and pathology versus normal abdominal anatomy. Sonographic examinations are conducted under direct and indirect supervision.

DMS 201 - Normal Obstetric Sonography **2-3-5**
Prerequisites: DMS 134, DMS 202. Introduces fetal anatomy and obstetric procedures for diagnostic medical sonography. Emphasis is placed on fetal anatomy and development throughout all three trimesters. Topics include: first trimester sonographic abnormalities, including diagnosis of embryonic abnormalities, placental hematomas, associated pelvic masses, and other sonographic findings; second and third trimester sonographic abnormalities, including cranial and facial structures, vertebral column, thoracic cavity, abdominal wall, urinary tract, extremity anatomy, umbilical cord, amniotic fluid volumes, and other structures associated with obstetric studies; history and physical examination; related imaging, laboratory, and functional testing procedures; differential diagnosis; role of ultrasound in patient management; and viability.

DMS 202 - Sonographic Physics II **2-0-2**
Prerequisite: DMS 136. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Topics include: Doppler instruments, performance and safety, and artifacts.

DMS 203 - High Resolution Imaging **1-3-2**
Introduces anatomy, pathology and procedures for diagnostic medical sonography. Topics include: anatomy, thyroid, breast, scrotum, anterior abdominal wall, muscles, and other superficial structures.

DMS 204 - Clinical Sonography II **0-24-8**
Prerequisites: DMS 131, DMS 132, DMS 136. Provides students with continued hospital/clinic setting work experience. Students have the opportunity to improve skills in performing procedures introduced during the courses Fetal Anomalies and Normal Obstetrical Sonography. Refinement of equipment manipulation skills builds on information presented in the course Sonographic Physics II. Emphasis is placed on refining scanning ability related to procedures learned in the courses Pelvic Sonography and Pathology and Abdominal Sonography and Pathology while learning to perform correctly the procedures included in the courses Normal Obstetrical Sonography and Fetal Anomalies. Normal fetal/maternal findings in the pregnant uterus, fetal growth parameters, advancement in the application of scanning algorithms, intra-cranial and gastric structures of the neonate, and the gamut of fetal abnormalities are covered. Topics include: equipment manipulation for optimum image resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen; normal female pelvic anatomy; normal uterine and fetal development through the three trimesters, including placental grading, placental location, fetal growth vs. HCG levels, performance of biophysical profiles, and fetal heart rate; fetal biometry, including gestational sac size, crown-rump length, bi-parietal diameter, head circumference, femur length, and abdominal circumference; normal anatomy and pathologic conditions in the neonate, including intra-cranial bleeds, masses, and duodenal atresia; ectopic pregnancies; patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication. Sonographic examinations are conducted under direct and indirect supervision.

DMS 205 - Interventional Sonography **0-2-1**
Prerequisites: DMS 133, DMS 134, DMS 135, DMS 201. This course provides instruction in sonographic procedures which are considered invasive and/or require sterile procedures. Opening sterile trays, creating and maintaining a sterile field, and sterilizing ultrasound transducers are included, as well as sonography in the operating suite and performance of sonographic biopsy guidance. Issues concerning patient consent are reviewed from Foundations of Sonography. Topics include: sterile techniques; amniocentesis; scanning of the uterus via sonohysterography; drainage and fluid recovery procedures, including thoracentesis, paracentesis, and amniocentesis; free hand and attachment guided biopsy, such as breast biopsy and prostate biopsy; and ultrasound guidance procedures, such as nephrostomy/biliary drainage procedures.

DMS 206 - Pediatric Sonography **2-0-2**
Prerequisites: DMS 132, DMS 133, DMS 134, DMS 135. Provides the sonography student with specialized imaging procedures for the pediatric patient, including normal anatomy, pathology and pathophysiology. Emphasis is on the pediatric abdomen, surgical abdominal conditions, pediatric hip, and the necessary skills and special considerations of the pediatric patient in terms of patient care, presenting symptoms, pathologic processes, diagnosis, and technique. Neonatal neurosonography is also presented. Topics include: normal anatomy of the abdomen in pediatric patients and associated anomalies; normal anatomy of the neonatal brain and head and associated anomalies; anatomy of pediatric hip joint and imaging techniques and associated anomalies; normal pelvic anatomy in pediatric patients and associated anomalies; procedure, indication, and protocol for pyloric stenosis and associated pathology; normal spine anatomy and associated anomalies; history and physical examination; related imaging, laboratory, and functional testing procedures; differential diagnosis; and role of ultrasound in patient management.

DMS 207 - Abnormal Obstetric Sonography **3-0-3**
Prerequisite: DMS 201. Introduces the knowledge of fetal anatomy, pathology and procedures for diagnostic medical sonography. Emphasis is placed on the gamut of fetal anomalies throughout all three trimesters and newborn cranial examinations. Topics include: first trimester sonographic abnormalities including: diagnosis of embryonic abnormalities, placental hematomas, associated pelvic masses, and other sonographic findings; second and third trimester sonographic abnormalities including: hydrops, various trisomies, cranial and facial altering abnormalities, vertebral column abnormalities, thoracic cavity abnormalities, abdominal wall abnormalities, urinary tract abnormalities, extremity abnormalities, umbilical cord abnormalities, amniotic fluid volumes, and other miscellaneous congenital abnormalities; history and physical examination; related imaging, laboratory, and functional testing procedures; differential diagnosis; role of ultrasound in patient management; viability; and fetal therapy.

DMS 208 - Introduction to Vascular Sonography **1-3-2**
Prerequisites: DMS 133, DMS 202, DMS 203. This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. For these areas much greater depth will be reached. The field of vascular sonography is much wider and encompassing than these three areas. The broader field of vascular sonography will be introduced but not studied at length or in depth. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include: machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.

DMS 209 - Clinical Sonography III **0-24-8**
Prerequisite: DMS 204. Provides students with continued hospital/clinic setting work experience. Students improve skills in performing procedures introduced during previous didactic and clinical classes. Emphasis is placed on identification of normal and pathologic conditions learned during High Resolution Imaging and Interventional Sonography as well as refining the scanning ability of students in procedures presented in Pelvic Sonography and Pathology, Abdominal Sonography & Pathology, Fetal and Neonatal Anomalies, and Normal Obstetrical Sonography. Topics include: equipment manipulation for optimum image resolution; scanning procedures for superficial sonography; normal anatomy and pathologic conditions of the superficial structures including differentiation of cystic and solid breast masses, sonographic classification of thyroid masses, scrotal hernias, testicular torsion, testicular tumors, epididymal cysts, anterior abdominal wall, muscles, and extremities; sonohysterography; sterile technique; drainage and fluid recovery procedures including thoracentesis, paracentesis, and amniocentesis; free hand and attachment guided biopsy: breast biopsy and prostate biopsy; patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication. Sonographic examinations are conducted under direct and indirect supervision.

DMS 210 - Comprehensive Physics Registry Review **2-0-2**
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include physics, patient care, equipment/image manipulation, scanning procedures, bioeffects and safety. Emphasis will be placed on those items/issues/topics which are part of the certification examination. Topics include: propagation of ultrasound through tissues, principles of pulse echo imaging, quality assurance of ultrasound instruments, elementary principles, bioeffects and safety, ultrasound transducers and pulse echo instruments.

DMS 211 - Clinical Sonography IV **0-33-11**
Prerequisite: DMS 209. Provides continued hospital/clinic setting work experience for students to improve skills in performing procedures introduced during prior clinical and didactic classes. Emphasis is placed on refining scanning techniques, increasing speed, and developing a critical thinking approach to sonographic scanning. In addition, the identification of normal and pathologic conditions learned during Introduction to Vascular Sonography and performance of vascular duplex examinations are emphasized. Equipment utilization, venous structures of the leg, arterial vessels of the neck, and professional development through application of case studies reviews are covered. Sonographic examinations are conducted under direct and indirect supervision. Topics include: manipulation of Doppler signals for venous scanning of the extremities and arterial scanning of the carotid vessels; normal anatomy and pathologic conditions of vascular structures, including deep vein thrombosis and carotid artery occlusion; equipment manipulation for optimum image resolution; and patient care issues: patient preparation, fundamentals of patient history taking, confidentiality, pertinent clinical laboratory values, and communication.

DMS 212 – Comprehensive Abdomen Registry Review **2-0-2**
Prerequisites: DMS 135, DMS 202. Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations in sonography. Physics, equipment/image manipulation, anatomy, pathology, scanning procedures, sterile procedures, sonographic measurements, and invasive procedures are reviewed along with information concerning test taking skills. Topics include: patient care preparation/technique, laboratory values and indications, parenchymal diseases, masses of the abdomen, normal anatomy and physiology of abdominal organs, and pathology of the abdomen. Emphasis is placed on those items/issues/topics which are part of the certification examination.

DMS 213 – Comprehensive OB/GYN Registry Review **2-0-2**
Prerequisites: DMS 134, DMS 201, DMS 202, DMS 207. Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills is also reviewed as well as physics, equipment/image manipulation, anatomy, pathology, scanning procedures, sterile procedures, sonographic measurements, fetal growth, and invasive procedures. Topics include: obstetrics; fetal abnormalities; patient care preparation/technique; technique, laboratory values, and indications; pelvic masses and abnormalities; and gynecologic anatomy and physiology. Emphasis is placed on those items/issues/topics which are part of the certification examination.

DMS 214 - Clinical Sonography V **0-33-11**
Prerequisite: DMS 211. Provides a culminating hospital/clinic setting work experience for students to improve skills in performing procedures introduced during prior clinical and didactic classes. Emphasis is placed on refining scanning techniques, increasing speed, developing a critical thinking approach to sonographic scanning, and completing all clinical competencies. Equipment utilization and professional development through application of case studies reviews are included. Sonographic examinations are conducted under direct and indirect supervision. Topics include: refinement of equipment manipulation techniques and the role of the sonographer in performing interventional/invasive procedures.

ECE 101 - Introduction to Early Childhood Care and Education **5-0-5**
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment cultural diversity, licensing and accreditation, and professional development file (portfolio) guidelines.

ECE 103 - Human Growth and Development I **5-0-5**
Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include: developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

ECE 105 - Health, Safety, and Nutrition **5-0-5**
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include: CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECE 112 - Curriculum Development **3-2-3**
Prerequisites: ECE 101, ECE 103 Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, and approaches to teaching, learning, and assessing.

ECE 113 - Art for Children **1-4-3**
Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods and materials for creative activities; planning and preparation of art experiences; appreciation of children's art processes and products; developmental stages in art; and art appreciation.

ECE 114 - Music and Movement **1-4-3**
Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous and planned music and movement; media, methods, and materials; coordination of movement and music; developmental stages of music; and music appreciation.

ECE 115 - Language Arts & Literature **5-0-5**
Prerequisites: ECE 103, ENG 101 Develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

ECE 116 - Math and Science **5-0-5**
Prerequisites: ECE 103, ENG 101 Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities, and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

ECE 121 - Early Childhood Care and Education Practicum I **1-6-3**
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised planning, interaction with children, parents, and coworkers, application of guidance techniques, classroom management, and documentation of child's development.

ECE 122 - Early Childhood Care and Education Practicum II **1-6-3**
Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. The course will emphasize planning and implementation of activities and physical, social, emotional, and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

ECE 132 - Infant/Toddler Development **5-0-5**
Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECE 134 - Infant/Toddler Group Care **5-0-5**
Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship- based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECE 142 - Family Childcare Program Management **4-3-5**
Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Topics include: rules and regulations; professional practices; and program management.

ECE 144 - Family Childcare Business Management **5-0-5**
Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

ECE 201 - Exceptionalities **5-0-5**
Prerequisite: ECE 103. Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

ECE 202 - Social Issues and Family Involvement **5-0-5**
Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: professional responsibilities, family/social issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child, and school family activities.

ECE 203 - Human Growth and Development II **5-0-5**
Prerequisite: Provisional admission. Introduces the student to the physical, social, emotional, and intellectual development covering life span. Provides learning experiences related to the principles of human growth and development and theories of learning and behavior. Topics include: development characteristics, guidance techniques, developmentally appropriate practice, introduction to children with special needs and observation skills.

ECE 211 - Methods and Materials **5-0-5**
Prerequisite: ECE 212. Develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

ECE 212 - Professional Practices **5-0-5**
Prerequisite: ECE 211 Develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

ECE 224 - Early Childhood Care and Education Internship **0-36-12**
Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.

ECE 260 - Characteristics of Young Children with Exceptionalities **5-0-5**
Pre/Corequisite: ECE 201. This course prepares child care providers and paraprofessionals with knowledge and skills in the area of physical and motor impairments, talented and giftedness, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, and multiple disabilities.

ECE 262 - Classroom Strategies and Intervention **5-0-5**
Prerequisite: ECE 201. This course prepares child care providers and paraprofessionals with knowledge and skills in the area of coping with a disability, working with families as partners, examining the laws and regulations, exploring resources, service providers and agencies that may assist the child and their family, examining the adaptations and modifications to facilities and environments, reviewing the referral process, implementing inclusion, modifying teaching and instruction to accommodate the child with special needs, and investigating ways to document and chart observations.

ECE 264 - Exploring Your Role in the Exceptional Environment **3-6-5**
Pre/Corequisite: ECE 201. This course prepares child care providers and paraprofessionals with knowledge and skills in the area of examining the assessments and screenings used for placement, exploring resources, service providers and agencies that may assist the child in the child care or educational environment, examining the adaptations and modifications to environments, reviewing the referral process, implementing inclusion, and modifying teaching and instruction to accommodate the child with special needs.

ECH 131 - Echocardiography I **2-10-6**
Prerequisites: CVT 103, CVT 110, CVT 111. Corequisite: ECH 132. This course develops basic imaging skills by imaging normal hearts in the echocardiography lab. Topics include: role of the noninvasive cardiovascular technologist, echocardiographic examination, basic quantification calculations, professional conduct, and ethics.

ECH 132 - Echocardiography Clinical I **0-24-8**
Prerequisites: CVT 103, CVT 110, CVT 111; Corequisite: ECH 131. Introduces the clinical environment by assisting the technologist in the echocardiography lab in patient preparation and imaging and in acquiring electrocardiograms, Holter monitors, stress testing, and pacemaker checks. Students will participate in and perform with assistance procedures performed in noninvasive cardiology labs and imaging centers. Topics include: clinical environment; recording medical information; patient preparation for noninvasive cardiovascular treatment; medical ethics; performance of basic normal echo under guidance; proper positioning Doppler, CW and color; and observation of TEE and stress echo.

ECH 133 - Echocardiography Clinical II **0-24-8**
Prerequisites: ECH 132; Corequisite: ECH 135. Provides hands-on experience in performing noninvasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. Topics include: policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.

ECH 135 - Echocardiography II **2-10-6**
Prerequisites: ECH 131; Corequisite: ECH 133. This course utilizes the fundamentals to evaluate acquired disease states. It incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional and Doppler echocardiography. Topics include: cardiac chamber studies, hemodynamic correlates, valvular heart disease, coronary heart disease, cardiomyopathies, pericardial diseases, cardiac masses, and diseases of the aorta.

ECH 155 - Professional Development **0-2-1**
Prerequisite: AHS 104, CVT 103, CVT 110, CVT 111. The purpose of the Case Study is to provide the opportunity for review and reinforcement of theoretical concepts with an evaluation of Echocardiography. The purpose of the Journal Review is to allow the student to study the current formats and methods of professional articles/presentations of echocardiography. Students will be asked to prepare and present interesting case studies to include clinical history, normal anatomy, clinical laboratory test modalities, protocols, techniques and findings. Topics include: identification of resources, literature review, formatting according to audience, citation of sources, written presentation skills, and oral presentation skills. Emphasis is placed on professional growth and preparation to enter the field of echocardiography as a contributing member.

ECH 205 - Comprehensive Registry Review **1-3-2**
Prerequisites: CVT 103, CVT 110, CVT 111, ECH 131, ECH 135, ECH 236. This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac disease/dysfunctions. Also included will be a review of clinical non-invasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements. Topics include case studies and mock registry exams. Emphasis is placed on reviewing information so that the student will successfully pass the ARDMS certification examinations.

ECH 234 - Echocardiography Clinical III **0-24-8**
Prerequisite: ECH 133; Corequisite: ECH 236. Provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics, and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

ECH 236 - Echocardiography III **2-10-6**
Prerequisites: ECH 135; Corequisite: ECH 234. This course offers an introduction to congenital heart disease with instruction on transducer selection, patient care, surgical repair and palliative procedures. Topics include: cyanotic lesions, shunt lesions, sedation, transducer selection, Doppler color flow imaging, research methods, statistics, and quality improvement. Emphasis is placed on the latest modalities and specialties of noninvasive cardiac diagnostic study.

ECH 237 - Echocardiography Clinical IV **0-36-12**
Prerequisite: ECH 234; Corequisite: ECH 205. This course builds on the knowledge and skills learned in Clinical Echo 3. By the end of this rotation, the student will perform all echocardiography procedures independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience which allows students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical courses. Topics include: scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.

ECO 191 - Principles of Economics **5-0-5**
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include: basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, (federal and local); fluctuations in production, employment, and income; and the United States economy in perspective.

EHO 100 - Horticulture Science **5-0-5**
Introduces the fundamentals of plant science and horticulture as a career field. Topics include: industry overview, plant parts, plant functions, environmental factors in horticulture, soil function and components, fertilizer elements and analysis, and propagation techniques.

EHO 101 - Woody Ornamental Plant ID **5-2-6**
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

EHO 102 - Herbaceous Plant Identification **5-0-5**
Emphasizes the taxonomy, identification, and culture requirements of herbaceous plants. Topics include: introduction to herbaceous plants, classification of herbaceous plants, and herbaceous plant identification and culture requirements.

EHO 103 - Greenhouse Operations **2-3-3**
Develops a basic understanding of greenhouse design and construction and the environmental factors affecting plant growth. Topics include: greenhouse construction, greenhouse heating and cooling, greenhouse soil functions and components, irrigation types and effects, fertilizer types and applications, and fall crops for the local area.

EHO 104 - Horticulture Construction **2-3-3**
Develops skills necessary to design and construct landscape features such as retaining walls, walkways, and irrigations systems. Topics include: tool use and safety, retaining walls, drainage, irrigation/water use, low-voltage lighting, and walkways.

EHO 105 - Nursery Production **3-4-4**
Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

EHO 106 - Landscape Design **2-8-5**
Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

EHO 107 - Landscape Installation **2-3-3**
Introduces cultural techniques required for proper landscape installation with emphasis on practical application. Topics include: landscape installation procedures and managerial functions for landscape installers.

EHO 108 - Pest Management **5-0-5**
Provides experience in insect, disease, and weed identification and control with emphasis on safety and legal requirements for state licensure. Topics include: identification of insects, diseases, and weeds; safety regulations; equipment use and care; and regulations for licensure.

EHO 112 - Landscape Management **4-6-5**
Introduces cultural techniques required for proper landscape maintenance with emphasis on practical application and managerial techniques. Topics include: landscape management and administrative functions for landscape management.

EHO 114 - Garden Center Management **2-3-3**
Presents cultural and managerial techniques required for success in the garden center industry. Topics include: garden center establishment, garden center management, and post-production handling and marketing.

EHO 115 - Environmental Horticulture Internship **0-10-3**
Prerequisite: Completion of all essential fundamental courses. Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

EHO 123 - Greenhouse Production **4-6-6**
Prerequisite/Corequisite: EHO 103 Continues hands-on experience in crop production with emphasis on spring foliage crops and managerial skills. Topics include: light and temperature; insects and diseases; production and scheduling; and winter, spring, and foliage crops for the local area.

EHO 125 - Plant Propagation **3-6-5**
Introduces the student to the basic principles of plant propagation. Focus of the course will be hands-on experience. Topics include: seed germination, rooting cuttings, propagation facilities construction, layering, insect disease and control, and cultural controls for propagation.

EHO 131- Irrigation **3-5-5**
Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview, fluidics and hydraulics, and system design and installation.

EHO 133 - Turfgrass Management **3-5-5**
A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification, soil fertility, turf installation, turf maintenance, turf diseases, insects and weeds, and estimating costs on management practices.

EHO 141 - Soils **3-4-5**
Introduces the basics of soil physics and chemistry and their relationship to plant growth. Topics include: soil structure, soil chemistry, nutrition, fertilization, and soil preparation.

EHO 142 - Golf Course Design, Construction, and Management **4-3-5**
Covers basic design principles as well as actual construction activities that occur on a typical golf course. Renovation of various areas of a course will also be included in this class. Topics include: history of golf and golf course design, routing the course, individual hole design, green installation, surveying, and drainage problem solving. Renovation of various areas of a course are also included.

EHO 172 - Floral Design I **2-6-4**
Develops skills in the arrangement of flowers and filler materials to form marketable arrangements for special occasions. Topics include: floral materials, design, flower conditioning, arrangements.

EHO 173 - Floral Design II **3-4-5**
Continues development of skills in the arranging of flowers and filler materials to form marketable arrangements for special occasions. Topics include: floral materials, floral design principles, and constructing floral arrangements.

EHO 175 - Interiorscaping **4-3-5**
Develops the skills involved in designing, installing, and maintaining interior plantings. Topics include: industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, design and installation.

EHO 248 - Floral Design III **4-2-5**
Enhances the student's ability to design with cut and dried plant materials. Emphasis will be on party, wedding and funeral work. High style designs will be included in the course. Topics include: plan/design, advanced floral mechanics, fundamentals of naturalized, high style, and international design, and creation of a working portfolio.

EHO 249 - Floral Design IV **4-3-5**
Introduces the student to the operation of a floral business. Emphasis will be on both traditional and high style design as a business. Topics include: starting a floral business, establishment of a customer base, wire service capabilities, and high style planning and design.

ELC 104 - Soldering Technology I **1-2-2**
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELC 108 - Direct Current Circuits II **3-2-4**
Prerequisites: ELC 106 or IFC 101, MAT 103. Continues direct current (DC) concepts and applications. Topics include: complex series/parallel circuits and DC theorems.

ELC 110 - Alternating Current II **3-2-4**
Prerequisite: ELC 109 or IFC 102. Continues development of alternation current (AC) concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include: reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELC 115 - Solid State Devices II **3-2-4**
Prerequisite: ELC 114 or IFC 103. Continues the exploration of the physical characteristics and applications of solid-state devices. Topics include: bipolar junction theory, bipolar junction application, and field effect transistors.

ELC 117 - Linear Integrated Circuits **3-2-4**
Prerequisite: ELC 115 Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELC 118 - Digital Electronics I **3-2-4**
Prerequisite: ELC 114 or IFC 103. Introduces the basic building blocks of digital circuits. Topics include: binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment.

ELC 119 - Digital Electronics II **1-9-4**
Prerequisite: ELC 118. Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include: flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions.

ELC 120 - Microprocessors Fundamentals **3-2-4**
Prerequisite: ELC 119. This course is designed to provide the student with a basic understanding of microprocessor and microcontroller operation, programming, interfacing, interrupts, and troubleshooting. The choice of microprocessor and microcontroller used in the lab experiences and illustration of basic operation is not important. The main objective of the course is to give the student a basic understanding of microprocessor operation and applications.

ELC 211 - Process Control **4-4-6**
Prerequisite: ELC 120. Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELC 212 - Motor Controls **4-4-6**
Prerequisite: ELC 115. Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELC 213 - Programmable Controllers **4-3-5**
Prerequisite: ELC 120. Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELC 214 - Mechanical Devices **2-3-3**
Prerequisite: MAT 104. Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELC 215 - Fluid Power **2-3-3**
Prerequisite: MAT 104. Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELC 216 - Robotics **1-2-2**
Prerequisites: ELC 213, ELC 214, ELC 215. Explores robotic concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming.

ELC 217 - Computer Hardware **4-6-7**
Prerequisite: ELC 120. Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

ELC 218 - Operating Systems Technologies **4-6-7**
Prerequisite: ELC 217. Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include Operating system fundamentals; installing, configuring, and upgrading; diagnosing and troubleshooting; and networks.

ELC 219 - Networking I **3-3-4**
Prerequisite: ELC 120. Provides an introduction to networking technologies. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

ELC 229 - Security Systems **3-2-4**
Provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to property security. Topics include: sensor theory, low-voltage license regulations, system components, and system installation and service.

ELC 259 - Fiber Optic Systems **3-2-4**
Prerequisite: ELC 119. Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

ELC 260 - Telecommunication and Data Cabling **3-2-4**
Prerequisite: ELC 119. Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELC 261 - Telecommunications Systems Installation and Programming **2-3-3**
Prerequisite: ELC 260. Teaches the installation, programming, testing, and repair of simple and complex telephone systems. Laboratory activities give practical hands-on experience with various telephone systems. Topics include multi-line system installation, system programming, peripheral devices, and customer relations.

ELC 262 - Telecommunications and Data Transmission Concepts **2-3-3**
Prerequisite/Corequisite: ELC 261. Provides an introduction to basic concepts on telecommunication and data transmission. Topics include introduction to frequency and bandwidth, delineation of signal types and characteristics, methods of modulation and detection, transmission modes, characteristics of transmission media, measuring transmission signals, noise and distortion levels, multiplexing, and emerging technologies.

ELC 286 - CompTIA A+ Certification **5-0-5**
Prerequisite: SCT 100. Prepares the student for taking the CompTIA A+ examination by reviewing the A+ CORE and A+ Operating Systems Objectives. Topics include A+ Core Hardware and A+ Operating System Technologies.

ELT 106 - Electrical Print, Schematics and Symbol **3-2-4**
Prerequisites: IFC 100, IFC 101. Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, and print reading.

ELT 107 - Commercial Wiring I **4-3-5**
Prerequisites: ELT 106, ELT 121. Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, and safety.

ELT 108 - Commercial Wiring II **4-3-5**
Prerequisite: ELT 107. Presents the study of three-phase power systems, fundamentals of AC motor controls, and the basic transformer connections. Topics include: three-phase power systems, fundamentals of AC motor control transformer connections (single-phase and three-phase step down), and introduction to low voltage systems.

ELT 109 - Commercial Wiring III **4-3-5**
Prerequisites: ELT 107, ELT 108. Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include: conduit installation (EMT, thin wall, and hand bent), system design concepts, and safety procedures.

ELT 111 - Single Phase and Three Phase Motors **4-3-5**
Prerequisite: ELT 109. Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification. National Electrical Manufacturers Association (NEMA) standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

ELT 112 - Variable Speed/Low Voltage Controls **2-3-3**
Prerequisite: ELT 111. Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELT 113 - Programmable Logic Control I **4-2-4**
Prerequisites: ELT 111, ELT 112 (for Industrial Electrical Technology students); Corequisite: ELT 118. Prerequisites/Corequisites: IFC 101, IFC 102, IMT 120 (for non-Industrial Electrical Technology students). Introduces operational theory, systems terminology, field wiring/installation, and start-up procedures for programmable logic controls. Emphasis will be placed on PLC programming, connections, installations, and start-up procedures. Topics include: introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering system, relay/programming logic, and field wiring/installation and start-up.

ELT 114 - Programmable Logic Control II **1-5-2**
Prerequisite/Corequisite: ELT 113. Provides for development of operational skills in the use of PLC equipment and peripheral devices. Emphasis is placed on printers and other peripheral devices, PLC hard wiring, program writing, installation procedures, and operation of a PLC program. Topics include: program control information/data manipulation, report generation (outputs), peripheral devices, field wiring/installation, start-up, troubleshooting, and program enhancement/optimization.

ELT 115 - Diagnostic Troubleshooting **1-5-2**
Prerequisite: ELT 114. Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELT 116 - Transformers **3-3-4**
Prerequisites: ELT 119, IFC 101. Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELT 117 - National Electrical Code Industrial Applications **2-5-4**
Prerequisite: ELT 109. Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

ELT 118 - Electrical Controls **3-5-5**
Prerequisites: ELT 108, ELT 111, ELT 112. Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELT 119 - Electricity Principles II **3-2-4**
Prerequisites: ELT 111, ELT 112. Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELT 120 - Residential Wiring I **3-5-5**
Prerequisites: ELT 106, ELT 119, IFC 100, IFC 101 Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries and receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets- ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPD's (circuit breakers and fuses).

ELT 121 - Residential Wiring II **5-3-6**
Prerequisite: ELT 120. Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two-family service calculations, load balancing, sub-panels and feeders, residential single-family service installation, residential two-family service installation, concepts of TV and CATV installation, swimming pool installation, remote control of lighting, and intercom installation.

ELT 122 - Industrial PLC's **4-6-6**
Prerequisites: ELT 111, ELT 112, ELT 118. Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on plc programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

EMP 100 - Interpersonal Relations and Professional Development **3-0-3**
Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: human relations skills, job acquisition skills, job retention skills, job advancement skills, and professional image skills.

EMS 120 - Emergency Medical Technology - Basic I **6-3-8**
Introduces the student to the Emergency Medical Technician profession. This course covers the first half of the U.S. Department of Transportation Basic EMT program. Topics include: introduction to emergency care, EMS systems, well-being of the EMT, medical-legal aspects of emergency care, hazardous materials, blood and airborne pathogens, infectious diseases, ambulance operations and emergency vehicle operations, the human body, patient assessment, communications and documentation, lifting and moving patients, gaining access, airway, basic life support-CPR, and automatic external defibrillation.

EMS 121 - Emergency Medical Technology - Basic II **7-1-7**
Prerequisite: EMS 120. Introduces the student to the Emergency Medical Technician profession. This course covers the second half of the U.S. Department of Transportation Basic EMT program. Topics include: general pharmacology, respiratory emergencies, cardiology, diabetes, altered mental status, seizures, allergies, poisonings, environmental emergencies, behavioral emergencies, bleeding and shock, PASG, soft tissue injuries, musculoskeletal injuries, head and spinal injuries, OB/GYN, infants and children, and special needs patients.

EMS 122 - Emergency Medical Technology - Intermediate **7-5-9**
Prerequisites: EMS 120, EMS 121 or National Registry EMT-Basic certificate. This course covers the U.S. Department of Transportation 1985 Emergency Medical Technician- Intermediate Curriculum. The EMT-I course is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support. This course is for individuals who have successfully completed the EMT-Basic course as a prerequisite. Topics include: roles and responsibilities, EMS systems, medical-legal, communications, documentation, medical terminology, body systems, patient assessment, advanced airway, shock, trauma, shock management, IV administration, intraosseous infusion, medical emergencies I, medical emergencies II, diabetic emergencies and dextrose 50 percent administration, patient handling, and extrication.

EMS 126 - Introduction to Paramedic Profession **3-1-3**
Corequisites: ENG 101, MAT 101, AHS 101, SCT 100. Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness.

EMS 127 - Patient Assessment **3-2-4**
Corequisites: AHS 101, EMS 128. Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: Therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation.

EMS 128 - Applied Physiology/Pathophysiology **3-0-3**
Prerequisite: AHS 101. This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familiar diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section Provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 - Pharmacology **3-2-4**
Corequisites: ENG 101, MAT 101, SCT 100, EMS 200. After completion of this section, the student will: Integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan and be able to safely and precisely access the venous circulation and administer medications.

EMS 130 - Respiratory Emergencies **4-2-5**
Prerequisites: AHS 104, EMS 126, EMS 127, EMS 128, EMS 129. This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 - Trauma **4-2-5**

Prerequisites: EMS 126, EMS 127, EMS 128, EMS 129. Introduces the student to assessment and management of the trauma patient. The student will integrate pathophysiology principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. This course covers epidemiology, detailed anatomy and physiology, physical assessment, and management techniques relative to all types of trauma. Topics include trauma system and mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

EMS 132 - Cardiology I **4-2-5**

Prerequisites: EMS, 126, EMS 127, EMS 128 EMS 129. Corequisite: ENG 101, SCT 100, EMS 132 EMS 200 Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathopysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease.

EMS 133 - Cardiology II **4-2-5**

Prerequisites: EMS, 126, EMS 127, EMS 128, EMS 129. Corequisites: ENG 101, SCT 100, EMS 132 EMS 200. This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) provider's course.

EMS 134 - Medical Emergencies **4-1-4**

Prerequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129. Provides as in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include: epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management.

EMS 135 - Maternal/Pediatric Emergencies **4-2-5**

Prerequisites: EMS, 126, EMS 127, EMS 128, EMS 129. Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS.

EMS 136 - Special Patients **2-1-2**

Prerequisites: EMS, 126, EMS 127, EMS 128 EMS 129. Provides an overview of the assessment and management of behavioral emergencies as they pertain to pre-hospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMS 200 - Clinical Application of Advanced Emergency Care **0-30-10**

Prerequisites/Corequisites: AHS 101, EMS 126, EMS 127, EMS 128, EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136. Provides supervised experience that meets Georgia Department of Human Resources Office of EMS requirements for actual patient care in the hospital and Advanced Life Support ambulance settings. Simulations in the classroom experience on an advanced ambulance and service in a hospital develop assessment and treatment skills. Emphasis is placed on ethics, assessment and management of adult and pediatric medical and trauma emergencies. This course will be delivered in one, two, three, four, and five quarters in accordance with program and hospital affiliation agreements. Clinical opportunities will be provided that meets the regulatory requirements for clinical experience in at a minimum the following areas: OR, Critical Care, Emergency Room, Pediatrics, Psychiatric, Labor and Delivery, and Advanced Life-Support Ambulance.

EMS 201 - Summative Evaluation **4-2-5**
Corequisites: ENG 101, SCT 100. This course occurs near the program conclusion. This is the final ability to integrate all of the didactic, knowledge, psychomotor skills, and clinical instruction to serve as an entry-level paramedic during the EMS leadership phase. In the EMS Leadership phase, the student will be measured on how they perform as an entry-level paramedic. In the classroom and lab, the student will practice and test as a team leader and partner doing assessment, initial resuscitation, scene choreography, treatment, and patient presentation. This course will comprise of paramedic preceptorship and summative case evaluation in trauma, medical, pediatric, and oral examination. A comprehensive exam will be given in: EKG interpretation, pharmacology, and course comprehension. This course will also include a board examination review.

ENG 096 - Developmental English II **5-0-5*IC**
Prerequisite: ENG 095. Emphasizes Standard English usage. Topics include: capitalization, subjects and predicates, punctuation, sentence structure, correct verb tenses, standard spelling, and basic paragraph development.

ENG 097 - Developmental English III **5-0-5*IC**
Prerequisite: ENG 096. Emphasizes the rules of grammar, punctuation, and spelling in order to ensure a smooth transition into communicating orally and in writing. Topics include: basic grammar review, use of punctuation marks, use of capitalization, recognition of clauses and phrases, application of the rules of spelling, writing varied and complicated sentences, and writing simple paragraphs.

ENG 101 - English **5-0-5**
Prerequisites: ENG 097 and RDG 097 or program admission reading/English competency scores. Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

ENG 111 - Business English **5-0-5**
Prerequisites: ENG 097 and RDG 097 or program admission reading/English competency scores. Emphasizes a functional and comprehensive review of English usage. Topics include: English grammar and composition fundamentals.

ENG 112 - Business Communications **5-0-5**
Prerequisites: BUS 101, ENG 111. Provides knowledge and application of written and oral communication found in business situations. Topics include: writing fundamentals and speaking fundamentals.

ENG 191 - Composition and Rhetoric I **5-0-5**
Prerequisite: ENG 098 or program admission reading/English competency scores. Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice, revision, and research.

FIN 191 - Introduction to Finance **5-0-5**
Provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: the financial systems of the United States, business finance management, financing of other sectors of the economy, and the time value of money.

FSC 101 - Introduction to Fire Service **5-0-5**
This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the Federal, State, County, City and Private Fire Protection.

FSC 102 - Emergency Services Fundamentals **2-2-3**
Includes: fire department orientation, fire department communications, orientation, infection control, first aid, CPR, and hazardous materials fire responder awareness level.

FSC 103 - Basic Firefighter: Module I **4-4-6**
Prerequisite/Corequisite: FSC 102. This is the first course for basic firefighting skills. Quite physically demanding with practical firefighting activities throughout. Meets or exceeds the objectives of the standard Georgia Fire Academy Module I course including: firefighter orientation and safety, protective clothing, fire behavior: breathing apparatus, ropes: knots and hoisting, ladders, forcible entry, ventilation, fire streams, hoe and appliances, water supply, introduction to fire control, fire rescue, safety review and work stations, salvage, overhaul, structural fire simulations physical training/skill review, practical testing/study groups, and written testing.

FSC 104 - Basic Firefighter: Module II **2-2-3**
Prerequisites/Corequisites: FSC 102, FSC 103. When combined with FSC 103 Basic Firefighter Module I, meets or exceeds the Georgia Fire Academy Module II. This class combines hands on, live fire training and other physically demanding firefighting activities. Topics include: life safety ropes and extinguishment, portable fire extinguishers, sprinkler operations, water supplies, fire tactics and safety, foam fire streams, ground cover/wildland fires, class a fires, dumpster fires, vehicle fires, structural fires, emergency response to fires, practical testing/study groups and written testing.

FSC 105 - Fire and Life Safety Educator **5-0-5**
This course addresses some of the most important responsibilities of the modern fire services; teaching the public to prevent, or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident, then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: the fire fighter's responsibility for fire investigation, fire reporting, introduction to the use of fire data, home fire safety inspections, introductions to fire and life safety education, fire and life safety fundamentals, fire and life safety resources, planning fire and life safety education, evaluating and selecting educational materials, working with the media preparing instruction, teaching techniques, fire and life safety education presentation, presentation evaluation and written testing. Successful candidates will receive a Georgia Fire Academy certificate and NPQ certification for fire and safety education I.

FSC 106 Fire Prevention, Preparedness, and Maintenance **2-2-3**
This course expands upon knowledge from FSC 102, FSC 103 and FSC 104 and will emphasize pre-incident survey, maintenance and testing of various fire service tools and equipment, service testing of fire hose, and testing of fire hydrants for operability and flow. This is one of three courses designed to give the Fire Fighter 1 the knowledge and skills for testing at the NPQ FF-2 Level.

FSC 108 - Fire Ground Operations **3-2-4**
Emphasizes skill development for safe fire ground operations to include: communications of the fire incident; attack and extinguishment of interior structural fire; extinguishment of ignitable liquid fire; and the control of a flammable gas cylinder fire. The documentation and reporting of fire incidents is also included in this course.

FSC 109 - Introduction to Technical Rescue **4-2-6**
This course will expand upon knowledge from FSC 102, FSC 103 and FSC 104 and will emphasize duties involved in performing activities related to accessing and disentangling victims from motor vehicle accidents and helping special rescue teams. This is 1 of 3 courses designed to give the Fire Fighter 1 the knowledge and skills for testing for the NPQ FF-2 Level.

FSC 110 - Fire Service Supervision and Leadership **5-0-5**
Introduces common supervision and leadership theories and practices with emphasis on the unique supervisory requirements created by the nature of fire department shift work and change from emergency to non-emergency situations.

FSC 121 - Fire Fighting Strategy and Tactics **4-2-5**
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include principles of fire fighting, size-up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation, and search and rescue.

FSC 132 - Fire Service Instructor **4-2-5**
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis will be placed on planning, organizing, presenting and testing, using methodologies appropriate to the subject.

FSC 141 - Hazardous Materials **5-0-5**
This course consists of an overview of the responder's role in hazardous materials responses. Course content will include material from GEMA's *Awareness for Initial Response to Hazardous Materials Incidents*, GEMA's *ICS/EOC*, GFA's *Hazardous Materials First Responder Operations*, as well as NFA's *Emergency Response to Terrorism: Tactical Considerations for Company Officers*. Materials will meet and exceed OSHA 29 CFR 1910.120, EPA 40 CFR Part 311 and NFPA 471, 472 (2002 edition) requirements. Topics will include legal requirements for responders, recognition and identification of hazardous materials, characteristics of hazardous material and toxicology, chemical protective clothing, scene management and incident command, control options and defensive tactics and strategies. The course will include class discussions, homework and practical hands-on exercises designed to provide demonstration of abilities and application of information.

FSC 145 - Chemistry of Hazardous Materials **4-2-5**
Prerequisite/Corequisite: Fire service employee/volunteer or FSC 101. Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses. Topics include: survey of fire prevention activities, conducting basic fire prevention inspections, life safety code, review of local and state laws regarding fire inspection, and review of applicable codes and standards.

FSC 151 - Fire Prevention and Inspection **4-2-5**
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fired and fire losses. Topics include survey of fire prevention activities, conducting basic fire prevention inspections, life safety issues, review of local and state laws regarding fire inspection, and review of applicable codes and standards.

FSC 161 - Fire Service Safety and Loss Control **5-0-5**
A proactive approach to fire service injury and loss. Topics include a survey of fire deaths and injuries, physical fitness, station activities, emergency scene activities, post-incident activities, accident/loss analysis, safety officers, employee assistance programs, protective clothing and equipment, insurance, and review of applicable laws and standards including NFPA 1500.

FSC 201 - Fire Service Management **5-0-5**
Presents and overview of Fire Service Management. Management theories, responsibilities and concepts are discussed beginning from a historical perspective and leading practical modern methods. Specific facets of fire department operations introduced include planning and research, financial management, personnel management, training, operating procedures, emergency management, etc.

FSC 210 - Fire Service Hydraulics **4-2-5**
Begins with the history and theories of the use of water for fire extinguishments then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, supplying and stand pump systems, automatic sprinkler systems, fire fighting foams, and the clip board friction loss system.

FSC 220 - Fire Protection Systems **5-0-5**
Prerequisite/Corequisite: FSC 210. A review of fire detection and protection systems including automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies.

FSC 230 - Building Construction for the Fire Service **5-0-5**
The student shall conduct a comprehensive on-site study of an approved structure, existing or under construction, photograph the site, submit a written report on the findings and present the report to the class.

FSC 241 - Incident Command **6-0-5**
This course addresses emergency scene management. It begins with a review of the programs and processes, which are the basis for a successful command system, and then moves into the functions of command. Initial response and extended, as well as small and large incidents will be covered. The students will become familiar with "ICS", "Fire Command", and other successful incident management concepts and will make extensive use of fire simulation to practice new skills.

FSC 260 - Fire Service Information Management **5-0-5**
This course begins with the fundamentals of information gathering and report writing as they apply to the fire service then narrows its scope to include specific types of record keeping. Topics include Introduction to Management Information Systems, Introduction to Microcomputers, Introduction to Technical Writing, Fire Loss Investigations, Collecting Fire Data, National Fire Incident Reporting System, Introduction to Statistics Terminology, Use of Fire Loss Information, Fire Hazard Assessment, Fire Risk Analysis, Fire Service Computer Modeling, Fire Department Data and Management (includes several specific fire department information management tasks), and Public Information Management. Applicable laws, standards, procedures, and recommendations will be reviewed, and a demonstration of the use of computers for each operation will be included as the topics are covered.

FSC 270 - Fire Investigation **4-2-5**
Prerequisite/Corequisite: FSC 260. It is critical to fire prevention efforts and fire department management that all fires are investigated and the findings recorded properly. With use of the National Fire Incident Reporting System, the initial responsibility fall on fire fighters and company officers who must recognize when to pass the ball to Fire Investigators and Law Enforcement. Topics include Investigation and Methodology, Basic Fire Science, Fire Patterns, Origin Determination, Cause Determination, Incendiary Fires, Motives, Introductions to Explosions and Electricity, Legal Considerations, Recording the Scene, Introduction to Photography, Physical Evidence, Sources of Information, Interviews, Fatal Fires, Fire Scene Safety, Vehicle and Structural Fire Investigation, Introduction to Managing Major Investigations. Lab/field activities often include a visit to the Georgia Crime Lab and investigations of actual vehicle and structural fires. Fire investigation and arson recognition/investigation are critical components of the in-going improvement of the Fire Service.

FSC 280 - Fire Service Law **5-0-5**
Presents an introduction to Fire Service Law. Emphasis is placed upon basic principles of law, various legal cases with outcomes of interpretations of the law, civil actions against fire and emergency service organizations, criminal actions against firefighters, negligence actions, discrimination based on Title VII of the Civil Rights Act, ADA, worker's compensation, F.L.S.A., liabilities in termination of employment, Family and Medical Leave Act, O.S.H.A., other codes, product liabilities, age discrimination, labor and employment laws, collective bargaining and general overview of other legislation affecting the fire service. The course includes a review of the court jurisdiction system.

HIT 191 - Introduction to Health Information Technology **5-0-5**
This course focuses on orienting the student to the health information profession. Topics include: health information management and the health care institution; content and structure of the health record; information capture-design and principles; health record analysis; unit record, numbering, and filing systems; databases, indexes, and registers; quality management and performance improvement; preservation of health records; and location, space, and equipment requirements.

HIT 198 - CODING AND CLASSIFICATIONS **3-2-4**
Prerequisites: AHS 101, AHS 109, MAS 103. In this course emphasis is placed on the principles of coding and classification systems used in the assignment of valid diagnostic and/or procedure codes by using CPT-4. Topics include: the CPT manual, evaluation and management, anesthesia and surgery, radiology and pathology, and medicine.

HIT 199 - Reimbursement Methodologies **4-2-5**
Prerequisite: HIT 198. This course explores ICD-9-CM coding as well as reimbursement methodologies. Topics include: ICD-9-CM overview; using the ICD-9-CM; third-party reimbursement issues.

HUM 191 - Introduction to Humanities **5-0-5**
Prerequisite: ENG 191 with C or better. Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities are presented as a source of subjective insights for the understanding of people and society. Topics include: historical and cultural developments, and contributions of the humanities.

IDS 101 - Industrial Computer Applications **3-5-5**
Prerequisites: IFC 101 , SCT 100. Provides a foundation in Industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.

IDS 102 - Print Reading and Problem Solving **3-2-4**
Introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading engineering specifications and applying a systematic approach to solving the problem.

IDS 103 - Industrial Wiring **3-9-6**
Prerequisites/Corequisites: IFC 101, IFC 102. Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDS 107 - Basic Mechanics **3-5-5**
Emphasizes basic skills training needed in mechanical maintenance. Provide instruction for learning common terminology of maintenance and much needed practical measuring/mathematical skills. The course also introduces layout/fabrication procedures focusing on good shop practice skills and addresses typical materials and manufacturing processes used in the plant. Introduces power transmission equipment.

IDS 109 - Mechanical Laws and Principles **5-5-7**
Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDS 105 - DC and AC Motors **2-3-3**
Prerequisites/Corequisites: IFC 101, IFC 102, MAT 103. Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

IDS 110 - Fundamentals of Motor Controls **2-3-3**
Prerequisite/Corequisite: IDS 105. Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.

IDS 113 - Magnetic Starters and Braking **1-5-3**
Prerequisite: IDS 110. Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across the line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDS 115 - Two-Wire Control Circuits **0-5-2**
Prerequisite: IDS 110. Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include: wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

IDS 121 - Advanced Motor Controls **1-3-2**
Prerequisite: IDS 110. Continues the study and application of motor control circuits with emphasis on sequencing circuits, complex circuits, and motor control centers. Topics include: sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting.

IDS 131 - Variable Speed Motor Control **2-3-3**
Prerequisite: IDS 121. Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include: fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges.

IDS 141 - Basic Industrial PLC's **4-6-6**
Prerequisites/Corequisites: ICS 103, ICS 108. Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

IDS 142 - Industrial PLC's II **4-6-6**
Prerequisite/Corequisite: IDS 141. Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLC's) in an industrial setting. This course includes advanced skills necessary to complete the student's knowledge and skills to understand and work with PLC's in an industrial plant.

IDS 209 - Industrial Instrumentation **4-6-6**
Prerequisites/ Corequisite: IDS 141, IDS 142. Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags, process documentation, sensing pressure, flow, level, and temperature, Instrument calibration, and loop tuning.

IDS 215 - Industrial Mechanics **4-6-6**
Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.

IDS 221 - Industrial Fluidpower **6-4-7**
Provides instruction in fundamental concepts and theories for safely operating hydraulic components and pneumatic systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/ motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

IDS 225 - Advanced Pneumatics **3-2-4**
Prerequisite: IDS 215. Provides instruction in advanced concepts and theories for maintaining and troubleshooting pneumatic components and systems. Topics include: control and motion diagrams; sequence control groups; cascade circuits; pneumatic sequencers; ISO symbols and schematic conventions; advanced control circuits, electropneumatic controls and troubleshooting procedures.

IDS 231 - Pumps and Piping Systems **1-4-2**
Studies the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

IDS 241- Maintenance for Reliability **4-6-7**
Prerequisites: IDS 221, IFC 101, IFC 102. Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

IFC 100 - Industrial Safety Procedures **2-1-2**
Provides an in-depth study of the health practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations: safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IFC 101 - Direct Current Circuits I **3-2-4**
Prerequisites/Corequisites: MAT 103 (diploma) or MAT 191 (A.A.T.) for Electronics programs students. Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IFC 102 - Alternating Current I **3-2-4**
Prerequisite: IFC 101. Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

IFC 103 - Solid State Devices I **3-2-4**
Prerequisite: IFC 102. Introduces the physical characteristics and applications of solid-state devices. Topics include: introduction to semi- conductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IMT 126 - Programmable Logic Control Practicum **1-9-4**
Provides for hands-on development of operational skills in the maintenance and troubleshooting of automated industrial machinery. Emphasis is placed on applying skills developed in previous courses in programmable logic control (PLC) in an industrial setting. Topics include: hard-wiring PLC equipment, writing and executing programs, and troubleshooting PLC circuits.

MAS 101 - Legal Aspects of the Medical Office **2-0-2**
Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting, introduction to medical law, physician-patient-assistant relationship, and medical office in litigation, ethics and bioethical issues.

MAS 103 - Pharmacology **5-0-5**
Prerequisites: AHS 101, AHS 109, MAT 101. Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, commonly prescribed medications according to body systems, effects of drugs on the body systems, systems of measurement, and calculating adult and pediatric dosages.

MAS 106 - Medical Office Procedures **3-2-4**
Corequisite: BUS 101. Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, telephone techniques, office equipment, mail services, references, filing, correspondence, and travel and meeting arrangements.

MAS 108 - Medical Assisting Skills I **2-8-5**
Prerequisites/Corequisites: AHS 101, AHS 104, AHS 109. Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control, prepare patients/assist physician with examinations and diagnostic procedures, vital signs/ministration, minor office surgical procedures, and electrocardiograms.

MAS 109 - Medical Assisting Skills II **2-8-5**
Prerequisites/Corequisites: MAS 101, MAS 103, MAS 108, AHS 104. Furthers the student's knowledge of the more complex activities in a physician's office. Topics include: collection/ examination of specimens; venipuncture; urinalysis; administration of medications including oral, topical, subcutaneous, intramuscular, and intradermal medications; first aid and CPR; physical therapy procedures; and principles of radiology and safety.

MAS 112 - Human Diseases **5-0-5**
Prerequisites: AHS 101, AHS 109. Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems including the nutritional and pharmacological implications.

MAS 113 - Maternal and Child Care **5-0-5**
Prerequisites: AHS 101, AHS 109. Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female and male reproductive systems, intrauterine development, prenatal care, labor and delivery, and stages of child development/newborn through adolescence.

MAS 114 - Medical Administrative Procedures I **2-3-3**
Prerequisite: MAS 103. Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: introduction to the computer and medical transcription.

MAS 115 - Medical Administrative Procedures II **1-5-3**
Prerequisites: AHS 101, AHS 109, BUS 101. Emphasizes essential skills required for the typical medical office. Topics include: accounting procedures and insurance preparation and coding.

MAS 117 - Medical Assisting Externship **0-24-8**
Prerequisite: Completion of all required courses except MAS 118 Corequisite: MAS 118. Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

MAS 118 - Medical Assisting Seminar **4-0-4**
Prerequisite: Completion of all required courses except MAS 117. Corequisite: MAS 117. Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, job interviews, letters of resignation, and review for the certification examination.

MAS 151 - ICD-9 Medical Coding I **3-0-3**
Prerequisites/Corequisites: AHS 101, AHS 109, MAS 112, ENG 101. Provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Topics include: international classification of diseases, codebooks format, guidelines and conventions, and coding techniques.

MAS 152 - ICD-9-CM Medical Coding II **2-3-3**
Prerequisite: MAS 151. Continues development of skills and knowledge presented in Medical Procedures Coding I and Provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include: medical records coding techniques, coding hospital records, and coding outpatient records.

MAS 153 - Physicians' Procedural Coding **3-0-3**
Prerequisites/Corequisites: MAS 151. Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians' Current Procedural Terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

MAT 096 - Math II **5-0-5IC***
Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: number theory, whole numbers, fractions, decimals, measurement, and word problems. Homework assignments reinforce classroom learning.

MAT 097 - Math III **5-0-5IC***
Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include: number theory, fractions, decimals, ratio/proportion, percent, measurement/geometric formulas, and word problems. Homework assignments reinforce classroom learning.

MAT 098 - Pre-Algebra **5-0-5IC***
Prerequisite: MAT 097 or program admission. Introduces pre-algebra concepts and operations, which will be applied to the study of beginning algebra. Topics include: number theory, arithmetic review, signed numbers, algebraic operations, and introduction to algebra word problems. Home- work assignments reinforce classroom learning.

MAT 099 - Intermediate Algebra **5-0-5**
Prerequisite: Elementary Algebra ASSET score of 39 or MAT 103 with a grade of C or better. This course is designed for students who require additional skills in algebra prior to taking College Algebra. The major topics include: operations with algebraic expressions, linear and quadratic equations, inequalities, and functions, graphing techniques, rational expressions and equations, exponents, radicals, and complex numbers; and simultaneous equations.

MAT 101 - General Mathematics **5-0-5**
Prerequisite: MAT 097 or program admission. Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems. Topics include: properties of numbers, fractions, decimals, percents, ratio and proportion, measurement and conversion, exponents and radicals, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.

MAT 103 - Algebraic Concepts **5-0-5**
Prerequisite: MAT 098 or program admission. Introduces concepts and operations, which can be applied to the study of algebra. Course content emphasizes: use of variables, manipulation of algebraic expressions, solution of linear and quadratic equations, evaluation and graphing of linear and quadratic functions, and solution of systems of linear equations. Class includes lecture, applications, and homework to reinforce learning.

MAT 104 - Geometry and Trigonometry **5-0-5**
Prerequisite: MAT 103. Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: geometric concepts and trigonometric concepts.

MAT 111 - Business Math **5-0-5**
Prerequisite: MAT 097 or program admission. Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).

MAT 191 - College Algebra **5-0-5**
Prerequisite: MAT 099. Emphasizes techniques of problem solving using algebraic concepts. Topics include: algebraic concepts and operations, linear and quadratic equations and functions, simultaneous equations, inequalities, exponents and powers, graphing techniques, and analytic geometry.

MAT 193 - College Trigonometry **5-0-5**
Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

MCA 201 - Advanced Milling I **5-5-7**
Prerequisites: MCH 115, MCH 116. Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, and gear cutting.

MCA 203 - Advanced Milling II **3-7-6**
Prerequisite: MCA 201. Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; and straddle milling.

MCA 205 - Advanced Lathe Operations I **5-5-7**
Prerequisites: MCH 109, MCH 110. Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experience. Topics include: thread cutting, precision boring, precision knurling, and tapers.

MCA 207 - Advanced Lathe Operations II **3-7-6**
Prerequisite: MCA 205. Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, and tolerance turning.

MCA 208 - Advanced Grinding I **3-2-4**
Prerequisite: MCH 112. Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, and grinding theory.

MCA 209 - Advanced Grinding II **2-3-3**
Provides instruction in advanced grinding techniques and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: grinding theory, abrasives, wheel preparation, and form grinding.

MCA 211 - CNC Fundamentals **6-4-7**
Prerequisite: MCH 118. Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: math review, safety, jigs and fixtures, tooling and tool holders, reference points, tool offset, and program loading and editing.

MCA 213 - CNC Mill Manual Programming **6-6-8**
Prerequisite: MCA 211. Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: machine safety, command codes, program loading, machine setup, process control, and practical application.

MCA 215 - CNC Lathe Manual Programming **6-6-8**
Prerequisite: MCA 211. Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include: machine safety, command codes, program loading, machine setup, process control, and practical application.

MCA 217 - CNC Practical Applications **4-6-6**
Prerequisites: MCA 211, MCA 213, MCA 215. Provides instruction in specialty tooling and multi-axis machining. Students will also gain experience in process control. Topics include: specialty tooling. EDM/ECM, multi-axis machining, process control, and laboratory practice.

MCA 219 - CAD/CAM Programming **5-5-6**
Prerequisite: MCA 211. Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, digitizer, pen plotter, drawing manipulations, tool path generation, and program uploading and downloading.

MCA 220 - Die Design I **5-5-7**
Prerequisites: MCH 101, MCH 107, MCH 109, MCH 110, MCH 112, MCH 115, MCH 116. Provides instruction in design, construction, selection, and safe use of dies required for mass production. Topics include: die sets, die blocks, punches, types of dies, blanking, bending, types of presses, tool and die drafting, and related math.

MCA 221 - Die Construction I **2-8-5**
Prerequisite: MCA 220. Provides practical application for theory and competency areas addressed in MCA 220 Die Design I. Students will be assigned the manufacture of punches and dies utilizing a variety of advanced machines. Topics include: jig bore, EDM, indexing, fixtures, and precision grinding.

MCA 223 - Die Design II **5-5-7**
Prerequisite: MCA 221. Provides a continuation of MCA 220. More advanced theory and projects will be presented. Topics include: related formulas, calculation of bends, draw die calculation, fasteners, and spring selection.

MCA 224 - Die Construction II **2-8-5**
Prerequisite: MCA 223. Provides practical application of theory and competencies presented in MCA 223. Topics include: application of related formulas, calculations and manufacture of bends, draw die manufacture, manufacture of fasteners, and spring selection.

MCA 226 - Machining Math III **5-0-5**
Prerequisite: MCH 105. Provides a continuation of advanced machining mathematics principles. Topics include: interpolation of compound angles, advanced algebraic equations, compound and complex geometric functions, and advanced trigonometry.

MCA 228 - Characteristics of Metals/Heat Treatment II **4-1-4**
Prerequisite: MCH 107. Emphasizes selection of proper tool steel for specific tooling operations and proper heat treating procedure of tool steels. Topics include: effects of alloy components in tool steel, identification of tool steel alloys, identification of tool steel alloys, identification of tool steels by classification, and correct heat treatment procedures.

MCH 101 - Introduction to Machine Tool **2-8-6**
Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: use of hand and bench tools, use of power tools, analysis of measurements, safety and terminology, saw and blade selection, feed and speeds determination, use of coolants, saw and blade maintenance, sawing operations, drilling setup and operation, ISO 9000, Deming's quality theory, quality goals and objectives, and coordinate measurement machines (CMM).

MCH 102 - Blueprint Reading for Mach Tool **5-0-5**
Introduces the fundamental concepts necessary to interpret drawings and produce sketches for machine tool applications. Topics include: interpretation of blueprints and sketching.

MCH 104 - Machine Tool Math I **5-0-5**
Prerequisite: MAT 101. Develops mathematical competencies as applied to machine tool technology. This course emphasizes manipulation and use of machining formulas and the discussion of machining geometry. Topics include: machining algebra and machining geometry.

MCH 105 - Machine Tool Math II **5-0-5**
Prerequisite: MCH 104. Continues the development of mathematics competencies as applied to machine tool technology. Emphasis is placed on the uses of geometric and trigonometric principles in machining. Topics include: advanced applied geometry and applied trigonometry.

MCH 107 - Characteristics of Metal/Heat Treatment I **3-2-4**
Introduces the properties of various metals, production methods, and identification of ferrous and nonferrous metals. Topics include: metallurgy and heat treatment.

MCH 109 - Lathe Operations I **2-8-6**
Provides opportunities for students to develop skill in the use of bench grinders and lathes. Topics include: lathes, bench grinders, bench grinder operations, lathe calculations, lathe setup, and lathe operations.

MCH 110 - Lathe Operations II **2-8-6**
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, operations, and safety .

MCH 112 - Surface Grinder Operations **1-4-3**
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, and surface grinder operations, and safety.

MCH 114 - Blueprint Reading II **5-0-5**
Prerequisite: MCH 104. Continues the development of blueprint reading competencies as applied to Machine Tool Technology. Topics include: advanced sectioning, geometric dimensioning, geometric tolerance, and assembly drawings.

MCH 115 - Mill Operations I **2-8-6**
Provides instruction in the setup and use of the milling machine. Topics include: milling machines, milling machine calculations, milling machine setup, milling machine operations, and safety.

MCH 116 - Mill Operations II **2-8-6**
Provides further instruction for students to develop skills in the use of milling machines. Topics include: vertical and horizontal mill calculations, vertical and horizontal mill setup, vertical and horizontal mill operations, and safety.

MCH 118 - Computer/CNC Literacy **5-0-5**
Provides an introduction to the terminology and application of microcomputers and terminology associated with computer numerical controlled (CNC) equipment. Students will become familiar with the basic operations of computers and the capabilities and limitations of CNC machinery. Topics include: introduction to microcomputer concepts, basic microcomputer operations, functions and subroutines, machine tool applications, Cartesian coordinates, absolute and incremental programming, and capabilities and limitations of CNC.

MCH 151 - Machine Tool Technology Internship **0-15-5**
Prerequisite: Successful completion of all required course work in a Machine Tool Technology. Provides for student work experience in an occupational environment. Topics include: work skills development and personal skills development. Students will be under the supervision of the Machine Tool Technology program faculty and/or persons designated to coordinate work experience arrangements.

MKT 100 - Introduction to Marketing **5-0-5**
Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include: marketing strategies, marketing mix, marketing trends, and dynamic forces acting on the market.

MKT 101 - Principles of Management **5-0-5**
Prerequisite: ENG 111. Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include: management theories; employee morale; motivating, supervising, and evaluating employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

MKT 103 - Business Law **5-0-5**
Introduces the study of contracts and other business obligations and the legal environment. Topics include: creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

MKT 104 - Principles of Economics **5-0-5**
Provides a study of micro and macro economic principles, policies, and applications. Topics include: supply and demand, money and the banking system, the business cycle, and economic systems.

MKT 106 - Fundamentals of Selling **5-0-5**
Emphasizes sales strategy and techniques, which will assist the individual in the sales process. Topics include: customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentations, and the ethics of selling.

MKT 107 - Buying **5-0-5**
Introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include: assortment planning; locating resources; ordering merchandise; pricing for profit; and financial statements, ratios, and accounting vocabulary.

MKT 108 - Advertising **3-2-4**
Introduces the fundamental principles and practices associated with advertising activities. Topics include: the purposes of advertising and other sales promotional techniques; principles of advertising; budgeting; marketing and advertising plans; regulations and controls of advertising; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

MKT 109 - Visual Merchandising **3-2-4**
Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools and materials, and installation of displays. Topics include: design and color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

MKT 110 - Entrepreneurship **6-4-8**
Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of a business plan.

MKT 112 - Principles of Banking **5-0-5**
Introduces the student to the history, documents, and operational functions of the banking industry. Topics include: history, documents, operations, and specialized services.

MKT 113 - Money and Banking **5-0-5**
Emphasizes the relevance of monetary instruments, intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: history and evolution of financial institutions; monetary instruments and flow; and central banking, operation, and policies.

MKT 114 - Financial Business Machines **1-4-3**
Prerequisite: MAT 111. Emphasizes basic use of the calculator, teller terminal, proof machine, and the financial computer. Topics include: Introduction to types of equipment, calculators, teller machines, proof machines, and financial computers.

MKT 115 - Financial Management **4-1-4**
Prerequisites: ACC 101, MAT 111. Provides knowledge and applications in the management of personal and consumer finance. Topics include: record keeping, budgeting, credit principles, investment principles, and forecasting.

MKT 122 - Buying and Merchandise Management **5-0-5**
Introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include: assortment planning; locating resources; ordering merchandise; just-in-time or quick response inventory control; pricing for profit; and financial statements, ratios, and accounting vocabulary, principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, and types of discounts.

MKT 123 - Small Business Management **5-0-5**
Prerequisites: ACC 101 ENG 111 and MAT 111. Summarizes competencies included in the entrepreneurship specialization and Provides opportunities for application and demonstration of skills. Topics include: management principles, marketing functions, financial applications, and the trend toward growing entrepreneurial potential.

MKT 125 - Retail Operations Management **5-0-5**
Emphasizes planning, organizing, and managing of retail firms. Topics include: organizational development, strategic and short-term planning and organization, human resource management, inventory controls, analysis of profit and loss statements and balance sheets, and entrepreneurship.

MKT 130 - Marketing Administration OBI I **0-10-3**
Prerequisites: MKT 101, ENG 111. Introduces students to the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-bases instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on the job training.

MKT 131 - Marketing Administration OBI II **0-10-3**
Prerequisites: MKT 130. Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 132 - Banking and Finance OBI I **0-10-3**
Prerequisites: MKT 101, ENG 111. Introduces students to the application and reinforcement of marketing and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include, but are not limited to: problem solving, adapt- ability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 133 - Banking and Finance OBI II **0-10-3**
Prerequisites: MKT 132. Focuses on the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 134 - Entrepreneurship OBI I **0-10-3**
Prerequisites: MKT 101, ENG 111. Introduces students to the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. The occupation based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 135 - Entrepreneurship OBI II **0-10-3**
Prerequisites: MKT 134. Focuses on the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of entrepreneurship techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 136 - Retail Management OBI I **0-10-3**
Prerequisites: MKT 101, ENG 111. Introduces students to the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include, but are not limited to: problem solving, adapt- ability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 137 - Retail Management OBI II **0-10-3**
Prerequisite: MKT 134. Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 161 - Service Industry Business Environment **0-24-2**
Provides students with insight into basic principles of business and quality service. Topics include: introduction to service Industry, learning for success, positive work ethic, customer service overview, working together, introduction to business principles.

MKT 162 - Customer Contact Skills **3-3-6**
Provides students with skills to create positive customer relations; to communicate effectively with customers; and to successfully assist customers and solve their problems. Students will learn to select and sell products that benefit customers. Topics include exceeding customer expectations customer service face to face critical thinking information sharing telephone service skills sales skills managing the difficult customer.

MKT 163 - Computer Skills for Customer Service **5-25-3**
Provides students with basic personal computer skills in word processing, spread sheet, database and e-mail software. Topics to include introduction to computers, Windows, business software applications, introduction to e-business.

MKT 164 - Business Skills for Customer Service **15-15-3**
Provides students with additional business skills to assist customers and improve service operations. Topics include business writing, business math, managing change, tools for service excellence managing multiple tasks and priorities, language of business.

MKT 165 - Personal Effectiveness in CCSS **10-0-1**
Provides students with the skills to increase their personal effectiveness in the dynamic and change-oriented service industry. Topics to include positive image, personal wellness, and job interview skills.

MOM 191 - Medical Office Management O.B.I. I **0-0-25**
This course will prepare students to perform the basic functions and tasks associated with a medical office. The course will be structured to allow the student to gain experiences in applying knowledge to technical procedures in medical office management and supervision and in developing professional attitudes for interacting with other professionals in the health care field. Topics include: application of skills; functioning in the medical office; listening; and following directions.

MOM 192 - Medical Office Management O.B.I. II **0-0-25**
This course continues the areas covered in MOM 191. Students will continue focusing on the skills introduced during that course, plus expand their involvement in the activities of the medical office. Topics include: application of skills; functioning in the medical office; listening; and following directions.

MSD 101 - Organizational Behavior **5-0-5**
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MSD 102 - Legal Environment for Supervisors **5-0-5**
Develops a working knowledge of the legal environment of business necessary for supervisors. Topics include: the legal system and public policy making, administrative law and business contracts, individual accountability and liability, debtor-creditor relationships, interpreting and understanding federal protective laws relating to consumers and competition, the Uniform Commercial Code, Title VII of the Civil Rights Act, OSHA (Occupational Safety and Health Administration) regulations, and employee protective laws.

MSD 103 - Leadership **5-0-5**
Familiarizes the student with the principles and methods of sound leadership and decision-making. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility.

MSD 104 - Human Resource Management **5-0-5**
Acquaints the student with the authority, responsibility, functions, and problems of the personnel administrator. Topics include: the relationship between the personnel administrator and the line manager; analysis and development of job descriptions; interview of prospective employees; diagnosis of organizational health from the personnel perspective; laws and guidelines which dictate personnel actions; the basic concepts, guidelines, and responsibilities for training employees; and employability skills.

MSD 105 - Labor Management Relations **5-0-5**
Acquaints the student with labor laws and labor relations principles which define the proper conduct of labor relations. Topics include: widely applicable labor laws, collective bargaining, contract negotiations, Taft-Hartley and Wagner Acts, labor union practices and law, unfair labor practices, the Disclosure Act of 1959, and arbitration procedures. A series of case studies and contract negotiations exercises are used to reinforce labor law and labor relations concepts.

MSD 106 - Performance Management **5-0-5**
Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MSD 107 - Employee Training and Development **5-0-5**
Shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics include: training principles; training techniques for maximum effectiveness; the supervisor's responsibilities for training; steps in training; the importance and impact of performance evaluation and use of the performance evaluation as a management tool; and fairness and equity in preparing the performance evaluation.

MSD 108 - Management/Supervisory Seminar **5-0-5**
Prerequisite: MSD 103 Encourages students to discuss their perception of management practices, which have been studied during the Management/Supervisory Development program. Topics include: current issues and problems in management and supervision and state of the art management and supervision techniques. Guest speakers will contribute to the seminar.

MSD 112 Introduction to Business and Economics **5-0-5**
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MSD 113 - Business Ethics **5-0-5**
Provides students with an overview of ethical management practices, with emphasis on the axiology of contemporary managerial ethics. Topics include: the roots of ethics, traditional and contemporary definitions of good, personal values, moral development, ethics in the workplace, the ethical orientation of organizations, ethics and society, managerial ethics and the rule of law, managerial ethics and normative philosophy, managerial ethics and individual decision making, and managerial ethics and organizational design.

MSD 151 - Personal Development for Supervisors **5-0-5**
This course familiarizes the student with those factors that influence management, which are in addition to those covered in management program courses. Topics include: ethical management, individual behavior, group behavior, employee protective laws, and techniques of public speaking.

MSD 152 - Project Management **5-0-5**
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MSD 114 - Management Communication Technologies **4-2-5**
Prerequisite: SCT 100 This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include: internet applications, word processing applications; spreadsheet applications; database applications; presentation technology and applications; graphical interface applications; interpersonal communications; group communications and team building; organizational communications; and global, intercultural, and ethical issues in communicating.

MSD 116 - Business Plan Development **5-0-5**
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MSD 157 - Total Quality Management Principles **5-0-5**
Prerequisite: MAT 111 or MAT 191 Familiarizes the student with the principles and methods of Total Quality Management (TQM). Topics include: the history of quality control, quality control leaders, quality tools, TQM implementation, team building for TQM, and future quality trends.

MSD 175 - Business Spanish **5-2-5**
Introduces the vocabulary, sentence structure and conversational skills needed to communicate in Spanish with coworkers in a business setting. Topics include the following: parts of speech, vocabulary, sentence structure, and common phrases in the workplace.

MSD 202 - Production/Operations Management **5-0-5**
This course provides the student with an intensive study of the overall field of production management. Of particular interest is the field of manufacturing supervision. Topics include: role of production management/ production managers, production systems, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MSD 205 - Service Sector Management **5-0-5**
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MSD 210 Team Project **5-0-5**
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MSD 220 - Management Supervision OBI I **0-10-3**
Prerequisites/Corequisites: ENG 111, MKT 101 Introduces students to the application and reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MSN 126 - Grouting, Cleaning, and Curing Tile **2-2-2**
Prerequisite/Corequisite: MSN 125 Provides instruction in the skills needed to adequately fill, waterproof, clean, and cure tile joints to give a strong and pleasing finish. Topics include: grout mixes, grout application, tile cleaning, and tile curing.

NMT 101 - Introduction to Nuclear Medicine **3-1-3**
This course introduces the student to the nuclear medicine profession, including basic terminology and procedures, basic radiopharmacy, nuclear medicine equipment, radiation protection and detection. The policies and procedures of the program, clinical affiliates and state and federal regulatory agencies are also presented.

NMT 102 - Instrumentation and Statistics **3-1-3**
Basic principles of instrumentation and nuclear statistics as used in the nuclear medicine laboratory are presented. Radiation detectors with special emphasis on scintillation and semiconductor detectors for photons, collimators; electronic instrumentation such as amplifiers, pulse-height analyzers, scalers, count-rate meters; computers and statistics of counting random events are presented.

NMT 103 - Clinical Procedures I **4-0-4**
This is the first of a three-course sequence in nuclear medicine clinical procedures. The complete sequence Provides an introduction to imaging and "in vivo" and "in vitro" nuclear laboratory principles. Special focus for this course is the biological, physiological and anatomical aspects of nuclear medicine procedures involving the skeletal, cardiovascular and respiratory organ systems.

NMT 104 - Radiopharmacology **2-2-2**
Basic principles of radiopharmacy as practiced in the nuclear medicine laboratory are presented. Radiopharmaceutical production, methods of biochemical reaction and physiological action, including the mechanism of localization, preparation of radiopharmaceutical agents, radiosafety, the operation of electronic equipment appropriate for radioassay and quality control are presented. Clinical experience is gained through the affiliate nuclear pharmacies.

NMT 105 - Clinical Procedures II **3-1-3**
This is the second course of a three-course sequence. Special emphasis will be on the biological, physiological and anatomical aspects of nuclear medicine procedures involving the gastrointestinal, genitourinary and endocrine systems. Computer applications as well as methods of radionuclide therapy will be included in the course.

NMT 106 - Nuclear Medicine Physics and Radiobiology **4-2-4**
This course includes the study of biological effects associated with exposure to ionizing radiation and an introduction to the fundamentals of physics to include radiation sources, measurement, and principles of decay; interactions of radiation and matter, and cellular, tissue and total body biological response patterns.

NMT 107 - Clinical Procedures III **4-0-4**
This course is the third in the sequence of nuclear medicine clinical procedures. Special emphasis for this course is on the biological, physiological and anatomical aspects of nuclear medicine procedures involving the central nervous system. The course also includes methods of inflammatory and tumor imaging as well as "in-vitro" procedures performed by radioimmunoassay and "in-vivo" non-imaging procedures. Nuclear Medicine departmental management including federal and state regulations is included.

NMT 108 - Clinical Procedures IV **4-0-4**
This is the fourth and last course in nuclear medicine clinical procedures. Special emphasis will be on the biological, physiological and anatomical aspects of therapeutic nuclear medicine procedures; in vitro procedures; hemopoietic and lymphatic system procedures; and nuclear medicine department management.

NMT 109 - Nuclear Medicine Seminar **2-1-2**
This course helps the students prepare to successfully sit for the Nuclear Medicine certification exam. The student reviews all aspects of nuclear medicine technology and students focus on the practical application of the basic knowledge gained throughout the program.

NMT 131 - Nuclear Medicine Practicum I **0-16-5**
This course provides practical and clinical experience in assigned affiliate sites including observation of procedures, attaining patient histories, patient positioning, camera set-up, computer acquisition and processing, injection techniques and radionuclide administration, patient monitoring and scheduling of procedures. Particular emphasis is placed on procedures presented in NMT 103. Direct supervision is required until students demonstrate competence in the procedure.

NMT 132 - Nuclear Medicine Practicum II **0-21-7**
This course provides practical and clinical experience in assigned affiliate sites including observation of procedures, attaining patient histories, patient positioning, camera set-up, computer acquisition and processing, injection techniques and radionuclide administration, patient monitoring and scheduling of procedures. Particular emphasis is placed on demonstrating competency in procedures learned in NMT 103 and procedures in NMT 105 as they are introduced. Direct supervision is required until students demonstrate competence in the procedure.

NMT 133 - Nuclear Medicine Practicum III **0-28-9**
This course provides practical and clinical experience in assigned affiliate sites including observation of procedures, attaining patient histories, patient positioning, camera set-up, computer acquisition and processing, injection techniques and radionuclide administration, patient monitoring and scheduling of procedures. Particular emphasis is placed on demonstrating competency in procedures learned in NMT 103 and NMT 105 and procedures in NMT 107 as they are introduced. Direct supervision is required until students demonstrate competence in the procedure.

NMT 134 - Nuclear Medicine Practicum IV **0-28-9**
Provides practical and clinical experience in assigned affiliate sites. Students are assigned clinical practice in routine and special function areas and work under the supervision of the clinical instructors. Special clinical assignments may be made at the discretion of the clinical supervisor or the clinical instructor. Emphasis is placed on demonstrating competency in procedures learned in NMT 103, NMT 105 and NMT 107. Students will work under direct and indirect supervision.

NPT 112 - Medical Surgical Nursing Practicum I **0-21-7**
Prerequisites: AHS 102, AHS 103, NSG 110 Corequisite: NSG 112 Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 - Medical Surgical Nursing Practicum II **0-21-7**
Prerequisites: AHS 102, AHS 103, NSG 110. Corequisite: NSG 113. Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, medication administration, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NPT 212 - Pediatric Nursing Practicum **0-6-2**
Prerequisites: AHS 102, AHS 103, NSG 110. Corequisite: NPT 213, NSG 213, NSG 212. Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NPT 213 - Obstetrical Nursing Practicum **0-9-3**
Prerequisites: AHS 102, AHS 103, NSG 110. Corequisite: NPT 212, NSG 213, NSG 212. Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NPT 215 - Nursing Leadership Practicum **0-7-2**
Prerequisites: AHS 102, AHS 103, NSG 110. Corequisite: NSG 215. Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.

NSG 110 - Nursing Fundamentals **5-12-10**
Prerequisites: AHS 101, AHS 104, ENG 101, MAT 101, PSY 101. An introduction to the nursing process. Topics include: orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.

NSG 112 - Medical Surgical Nursing I **9-0-9**
Prerequisites: AHS 102, AHS 103, NSG 110 Corequisite: NPT 112 Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology; diet therapy; and nursing procedures/techniques utilizing the nursing process.

NSG 113 - Medical Surgical Nursing II **9-0-9**
Prerequisites: AHS 102, AHS 103, NSG 110 Corequisite: NPT 113 Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NSG 212 - Pediatric Nursing **5-0-5**
Prerequisites: AHS 102, AHS 103, NSG 110 Corequisite: NPT 213, NPT 212, NSG 212 Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

NSG 213 - Obstetrical Nursing **5-0-5**
Prerequisites: AHS 102, AHS 103, NSG 110. Corequisite: NPT 213, NPT 212, NSG 212. Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NSG 215 - Nursing Leadership **2-0-2**
Prerequisites: AHS 102, AHS 103, NSG 110. Corequisite: NPT 215. Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.

NTT 100 Musculoskeletal Anatomy **3-4-5**
Prerequisites: Program admission, AHS 101 or BIO 193 and BIO 194. The purpose of this course is to provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones and the muscles of the body, origins and insertions, joint structure and joint movement.

NTT 101 Neuromuscular Pathology And Neurological Science **3-4-5**
Prerequisites: Program admission, NTT 100, NTT 102, NTT 103, & NTT 105. The purpose of this course is to provide an understanding of neuromuscular pathology and neurological science and to enable the student to better assess and treat client conditions. Topics include: musculoskeletal anatomy, pathology of the muscle, skeletal and nervous systems.

NTT 102 Pathology **3-0-3**
Prerequisites: Program admission, AHS 101 or BIO 193 and BIO 194. This course prepares students to identify general pathological conditions so as to be able to refer for medical attention or identify indications and contraindications for massage. Students will identify conditions as related to several body systems.

NTT 103 Neuromuscular Therapy Fundamentals **4-3-5**
Prerequisites: Program admission, AHS 101 or BIO 193 and BIO 194. This course provides knowledge of the basic skills necessary for pursuing a successful and healthy career in neuromuscular therapy. Students will prepare for clinic by practicing skills for interviewing clients, table and room set-up, and documentation.

NTT 104 Psychology For The Neuromuscular Therapist **3-0-3**
Prerequisites: Program admission, PSY 101 or PSY 191. This course will guide students to explore their personal boundaries and the strengths they bring into their practice. Students will also learn effective and appropriate techniques for managing the therapist-client relationship.

NTT 105 Technique And Theory I **3-9-6**
Prerequisites: Program admission, AHS 101 or BIO 193 and BIO 194. This course lays the foundation for all other neuromuscular courses in the program. Students will learn how and when to use the basic Swedish strokes and how to integrate them into a full session. Also integrated is the correct use of positioning and stretching.

NTT 106 Clinical I **0-14-4**
Prerequisites: NTT 101, NTT 102, NTT 103, NTT 105. Students begin providing supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients, document the clients' history, plan the treatment, and deliver effective Swedish and deep tissue sessions for up to four clients per week. At the end of each clinical session, there will be time to discuss client / therapist issues with the instructor. This course also includes a community service component.

NTT 107 Law And Ethics For The Neuromuscular Therapist **1-0-1**
Prerequisite: Program admission. This course will explore ethical issues faced by neuromuscular therapists and other health care professionals and will enable the student to competently manage issues that may arise. Students will also investigate the state and local laws that apply to massage therapy practice in Georgia and surrounding states.

NTT 108 Technique And Theory II **3-9-6**
Prerequisites: NTT 101, NTT 102, NTT 103, NTT 105. This course trains students in the techniques of neuromuscular therapy (NMT). NMT is used to offer clients relief from chronic pain. Students will learn to apply these techniques in order to treat or reverse ischemia, trigger points, bad posture, neural compression/entrapment, biomechanical dysfunction, and address nutrition and stress.

NTT 109 Advanced Modalities I **1-4-3**
Prerequisites: NTT 100, NTT 101, NTT 102, NTT 103, NTT 104, NTT 105, NTT 106. This course will build upon the Swedish massage techniques already learned by the students and allow them to serve a more diverse clientele more effectively. Topics include pregnancy massage, hydrotherapy and active isolated stretching.

NTT 110 Advanced Modalities II **1-4-3**
Prerequisite: NTT 109. This course continues to expand upon the neuromuscular techniques previously learned in order to treat even more diverse clientele. Topics include lymphatic drainage, myofascial release, and postural analysis.

NTT 111 National Certification Review **1-6-3**
Prerequisites/Corequisites: NTT 101, NTT 102, NTT 103, NTT 105, NTT 106, NTT 108, NTT 109. This course is an integration and review of the courses taken previously as a means of preparing students to sit for the National Certification of Therapeutic Massage upon graduation. Topics include: Review of anatomy and physiology, ethics, clinical reasoning, business practices, and several simulated registries.

NTT 112 Clinical II **0-14-4**
Prerequisites: NTT 106. This course will allow the student to continue to practice basic Swedish massage while also incorporating more advanced neuromuscular therapy techniques. Students will be required to interview clients, document medical history, plan the massage session, and provide post-neuromuscular instruction for four clients per clinical shift. At the end of each clinical shift, there will be time to discuss client / therapist issues with the instructor. This course also includes a community service component.

PHL 103 - Introduction to Venipuncture **3-2-4**
This course is designed as an introduction to blood collecting techniques and includes: a presentation of the blood collecting techniques employed in the hospital laboratory, and a study of the equipment necessary for performing each of the techniques. Students practice drawing blood.

PHL 105 - Clinical Practice **0-24-8**
Prerequisite: PHL 103. This course provides the opportunity for students to apply the theoretical knowledge learned during the first quarter to actual "on-the-job" situations, in a clinical setting. Requires 100 venipunctures in at least 120 hours of clinical practice.

PHR 100 - Pharmaceutical Calculations **4-2-5**
Prerequisites: MAT 101 (diploma), or MAT 191 (A.A.T.). This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHY 190 - Introductory Physics **4-3-5**
Prerequisite: MAT 191. Introduces the student to the basic laws of physics. Topics include: Newtonian mechanics, fluids, heat, light and optics, sound, electricity and magnetism, and modern physics.

PLB 100 -Introduction to Construction and the Pipe Trades **2-0-2**
This course provides an introduction to the construction trades, the skills required to succeed in construction, tools, and job site safety. This course also Provides certification in CPR and First Aid. Topics include: introduction to the construction trades; ethics, communication, and attitudes; use and care of hand and power tools; job site safety; and CPR and first aid.

PLB 116 - Construction Drawings I **3-0-3**
Introduces the reading and interpretation of residential plumbing prints and architectural drawings. Topics include: types of plans, scales, specifications, convention, and schedules.

PLB 117 - Construction Drawings II **2-0-2**
Introduces the reading and interpretation of commercial prints and architectural drawings. Topics include: types of plans, scales, specifications, conventions, and schedules.

PLB 124 - Water Supply Systems I **1-5-2**
Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

PLB 126 - Plumbing Fixtures and Appliances I **1-5-2**
Introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances. Topics include: types of fixtures and appliances, fixture controls, and installation procedures.

PLB 128 - Gas Piping, Venting, and Appliances I **2-5-3**
Provides instruction in the materials and design of residential gas supply systems and the installation of residential gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include: types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

PLS 101 - Introduction to Law and Ethics **5-0-5**
Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, legal reasoning and problem solving, and introduction to sources of law and legal vocabulary.

PLS 102 - Legal Research **5-0-5**
Introduces the student to the competencies involved with legal bibliography and research methodology so that the student can effectively research issues of both state and federal law. The student will also learn to properly cite legal research sources. Topics include: identification of legal issues, sources of state and federal statutes and case law, citation of legal authorities, and computer assisted legal research.

PLS 103 - Legal Writing **5-0-5**
Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

PLS 104 - Family Law **5-0-5**
Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PLS 105 - Real Estate Law **5-0-5**
Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PLS 108 - Criminal Law and Criminal Procedure **5-0-5**
Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law, criminal procedure from arrest to post-conviction, constitutional issues of criminal law and procedure, and criminal litigation support.

PLS 109 - Civil Litigation **5-0-5**
Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

PLS 110 - Wills, Trust, Probate, and Administration **5-0-5**
Provides a general framework of the substantive theory of wills, trusts, and estates. The student receives practical information to better enable him or her to assist in the drafting of wills and other documents, and in the probate and administration process. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

PLS 111 - Tort Law **5-0-5**
Introduces the student to the basic concepts of substantive tort law. Additionally, emphasis will be placed on the fact investigation process. Topics include: concepts of tort, intentional and unintentional; causation and liability concepts; damages and defenses; and business torts.

PLS 112 - Law Office Management **5-0-5**
Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PLS 115 - Business Organization **5-0-5**
Emphasizes the formulation and operation of sole proprietorships, general partnerships, limited partnerships, joint ventures, and corporations. Additionally, the course will include the exploration of basic concepts of agency law. Topics include: sole proprietorships, partnerships and joint ventures, corporations, tax implications of different organizations, professional associations and corporations, and agency concepts.

PLS 116 - Contracts and Commercial Law **5-0-5**
Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings and to the basic concepts of substantive contract law. Topics include: Constitutional Law and government regulations, Uniform Commercial Code, essential elements of a contract and related legal principles, and standard forms utilization.

PLS 117 - Advanced Research and Writing **1-13-5**
Continues to develop writing skills focusing on legal memoranda preparation. Additionally, students develop skills in conducting legal research. Topics include: legal bibliography and research methodology, legal memoranda preparation, and substantive law research.

PLS 118 - Paralegal O.B.I. **0-36-12**
Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PSY 101 - Basic Psychology **5-0-5**
Presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; and life span development.

PSY 191 - Introductory Psychology **5-0-5**
Emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

PHR 100 - Pharmaceutical Calculations **4-2-5**
Prerequisite: MAT 101 (diploma) or MAT 191 (A.A.T.). Develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PWC 100 - Public Works Infrastructure **5-0-5**
This course introduces the student to the methods of maintaining the most common public works infrastructure. Emphasis will be on the different aspects of Roadway Maintenance, Utility Maintenance, and Fleet Management.

PWC 105 - Construction Methods and Cost Estimating **5-0-5**
Prerequisite: MAT 103. Covers basic construction techniques with emphasis on cost estimating. The course includes quantity take off and tabulation of data using spreadsheet format objective is to prepare the student to make accurate and complete quantity take offs in the preparation of an estimate.

PWC 110 - Plan Reading **5-0-5**
Prerequisite: MAT 103. This course introduces the reading and interpretation of construction drawings: plans include right of way construction, bridge plans, and shop drawings. Topics include: Scales, Plan Notation and symbols, and specifications.

PWC 115 - Highway Design **5-0-5**
Prerequisite: MAT 103. This course provides student with a basic understanding of design and construction of roadway and highway systems. Major topics include geometric design, drainage design and computation, erosion control and storm-water management.

PWC 120 - Project Management **5-0-5**
This course introduces the student to the basic concepts and procedures used in managing a highway construction project. Emphasis will be placed on administering the contract, and ensuring that construction is completed according to the contract.

PWC 140 - Internship **5-15-10**
This course provides student work experience in the occupational environment. Topics include: application of civil technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

RAD 101- Introduction to Radiography **4-2-5**
Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include: ethics, medical and legal considerations, "Right to Know Law," professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical institution/college affiliation, medical emergencies, contrast agents/media, OR and mobile procedures patient preparation, death and dying, and body mechanics/transportation..

RAD 103- Body, Trunk and Upper Extremity Procedures **2-3-3**
Prerequisite: AHS 101. Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; and procedures, anatomy, and topographical anatomy related to body cavities, upper extremities, and the shoulder girdle, imagining principles, radiologic quality, radiation protection, equipment introduction, and patient preparation/disclaimer contract.

RAD 106 - Radiographic Procedures II **2-3-3**
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine, and anatomy and routine projections of the bony thorax.

RAD 107 - Principles of Radiographic Exposure I **3-3-4**
Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, the automatic processor, artifacts, silver recovery, processing quality assurance concepts, and state and federal regulations.

RAD 109 - Contrast Procedures **3-1-3**
Prerequisite: RAD 101. Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GI) procedures, biliary systems procedures, sterile techniques, and minor procedures.

RAD 113 - Cranium Procedures **2-1-2**
Prerequisite: RAD 109. Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography and anatomy and routine facial radiography.

RAD 116 - Principles of Radiographic Exposure II **3-0-3**
Prerequisite: RAD 107 Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.

RAD 117 - Radiographic Imaging Equipment **3-3-4**
Prerequisite: RAD 116. Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, other imaging equipment, computer literacy, monitoring and maintenance, and state and federal regulations.

RAD 119 - Radiographic Pathology and Medical Terminology **3-0-3**
Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, trauma/physical injury, systemic classification of disease and medical terminology.

RAD 120 - Principles of Radiation Biology and Protection **5-0-5**
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement, patient protection, personnel protection, maximum permissible dose (MPD), agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.

RAD 123 - Radiologic Science **5-0-5**
Prerequisite: MAT 103. Introduces the concepts of basic physics and emphasizes the fundamentals of X-ray generating equipment. Topics include: units of measure, physical principles, atomic structure, structure of matter, electrostatics, magnetism, electromagnetism, electrodynamics, and control of high voltage and retification.

RAD 126 - Radiologic Technology Review **4-0-4**
Prerequisites: RAD 134, RAD 138. Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: principles of radiographic exposure; radiographic procedures; anatomy, physiology, pathology, and terminology, radiologic science and equipment; radiation protection; and patient care techniques.

RAD 132 - Clinical Radiography I **0-14-4**
Prerequisite: RAD 104 or RAD 108. Corequisite: RAD 106 or RAD 110 Introduces students to the hospital clinical setting and Provides an opportunity for students to participate in or observe radiographic procedures. Emphasis is placed on clinical exposure to competencies in Radiographic Procedures I and II. Topics include: an orientation to hospital areas and procedures, mobile/surgery, and radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities; and participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax. Students' activities are under direct supervision.

RAD 133 - Clinical Radiography II **0-21-7**
Prerequisite: RAD 106 or RAD 110; RAD 132. Corequisite: RAD 109 or RAD 112. Continues introductory student learning experiences in the hospital setting. Emphasis is placed on those procedures discussed in Radiographic Procedures II and III. Topics include: equipment utilization; exposure techniques; progress toward completion of clinical competencies through participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to gastrointestinal (GI), genitourinary, and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 134 - Clinical Radiography III **0-21-7**
Prerequisite: RAD 106 or RAD 110, RAD 132. Corequisite: RAD 109 or RAD 112. Provides students with continued hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures I and II and practiced in previous clinicals. Emphasis is placed on those procedures presented in Radiographic Procedures III and IV and practiced in previous clinicals. Topics include: equipment utilization; exposure techniques; and progress toward completion of clinical competencies through participation in and/or observation of gastrointestinal (GI), genitourinary, and biliary systems procedures, and routine and special cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 135 -Clinical Radiography IV **0-21-7**
Prerequisite: RAD 134. Corequisite: RAD 118. Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures I, II, III, and IV. Emphasis is placed on those procedures presented in Radiographic Procedures IV and Special Radiographic Procedures. Topics include: sterile techniques, and progress toward completion of clinical competencies through participation in and/or observation of minor special procedures, special equipment use, genitourinary system procedures, and routine and special cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 136 -Clinical Radiography V **0-21-7**
Prerequisites: RAD 118 and RAD 135 (diploma), or RAD 135 (A.A.T.). Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures I, II, III, IV and Special Radiographic Procedures and practiced in previous clinical radiography courses. Emphasis will be placed on those procedures introduced in Special Radiographic Procedures. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; and progress toward completion of clinical competencies through participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures, and special equipment use. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 137 - Clinical Radiography VI **0-28-9**
Prerequisite: RAD 136. Corequisite: RAD 120. Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in Radiographic Procedures I, II, III, IV and Special Radiographic Procedures and practiced in previous clinical radiography courses. Emphasis is placed on skill improvement through execution of special radiographic procedures under indirect supervision. Topics include: equipment utilization, exposure techniques, and progress toward completion of clinical competencies through participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 138 -Clinical Radiography VII **0-28-9**
Prerequisite: RAD 137. Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical radiography courses. Topics include: equipment utilization, exposure techniques, and completion of all clinical competencies through participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under indirect supervision.

RAD 251 - Mammography Clinical **0-21-7**
Introduces students to the mammography department and provides opportunities to participate in or observe mammography procedures. Emphasis is on anatomy, pathology, positioning, routine breast imaging and technique, special mammographic imaging quality control and film critique.

RAD 252 - Anatomy/Pathology/Positioning **4-0-4**
Provides the student with an overview of mammography anatomy and physiology of the breast, pathology, positioning, patient care, and patient education. Topics to be covered include: organization of the mammography department, professional and legal responsibilities, epidemiology, early detection, staging and treatment planning, patient education/risk vs. benefit of mammography, breast anatomy and physiology, benign and malignant breast pathology, routine and special positioning techniques, and interventional procedures.

RAD 253 - Mammography Physics, Instrumentation, and Quality Assurance **5-0-5**
Provides students with concepts of mammography physics, instrumentation, and quality assurance. Topics to be covered include: characteristics of dedicated film screen mammography unit, image receptor, techniques, radiation protection, and quality control.

RDG 097 - Developmental Reading III **5-0-5***
IC Emphasizes basic vocabulary and comprehension skills development. Topics include: vocabulary development, comprehension skills development, study skills, test- taking techniques, and occupational reading.

RDN 150 - Simulator Applications **4-3-5**
This class is a geometric application of teletherapy setups to include quality assurance of simulator and treatment machine specification symmetry.

RDN 152 - Introduction to Radiation Oncology **5-0-5**
This course presents an overview of radiation therapy to include: Medical Terminology, Medical Ethics and Law, Patient Care, Basic Machine Usage, and the Rationale of Radiation Therapy. Responsibilities of the Student, the Academic and Administrative Structure of the Program, and the Role of Radiation Therapy within the Medical Profession are described.

RDN 154 - Radiation Therapy Physics **4-2-5**
This course is designed to present the basic classical and modern physics concepts required for a thorough knowledge of the physics involved in radiation therapy. Mathematics concepts required for the physics principles are introduced.

RDN 156 - Radiation Therapy Cross-Sectional Anatomy **5-0-5**
This course content is designed to study normal sectional anatomy via diagrams and radiologic images. Topics include: Anatomic Planes of the Body, CT Overview, Other Sectional Imaging Modalities, Topographic Anatomy, Sectional Anatomy of the Head and Neck, Sectional Anatomy of the Chest, Sectional Anatomy of the Abdomen, Sectional of the Male and Female Pelvis, Sectional Anatomy of the Spine and Extremities.

RDN 158 - Oncology I **5-0-5**
This course is an introduction to the concept of disease, types of growths, causative factors and biologic behavior of neoplastic disease. Staging procedures are introduced. The student is presented with an introduction to the specific malignant disease entities by site of occurrence. Disease processes and the treatment planning philosophy are discussed as well as the interrelating of treatment planning with clinical radiation therapy.

RDN 160 - Pathology **2-4-3**
This course is designed to introduce patient management and basic radiation therapy procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, student should be able to demonstrate successful completion of clinical objectives.

RDN 161 - Introduction to Clinical **0-7-2**
This course content is designed to introduce the students to the use of office equipment, nursing equipment and procedures and observations of the treatment procedures and equipment. Students will have the opportunity to participate in clinical observations of the front office and nursing as well as patients' treatment in a radiation therapy department.

RDN 162 - Radiation Therapy Clinical I **0-21-7**
This course is designed to introduce patient management and basic radiation therapy procedures in the clinical setting. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variation.

RDN 164 - Quality Management **5-0-5**
Course content is designed to focus on the evolution of quality management (QM) programs and continuing quality improvement in Radiation Oncology. Topics will include the need for quality assurance (QA) checks, QA of the clinical aspects and chart checks, film checks, the various types of evaluations and tests performed on simulators, megavoltage therapy equipment and therapy planning units, the role of radiation therapists in quality management programs, legal and regulatory implications for maintaining appropriate QM guidelines as well as the role computers and information systems server within the radiation oncology department.

RDN 166 - Treatment Planning **4-3-5**
Course content is designed to establish factors that influence and govern clinical planning of patient treatment. Encompassed are isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized along with particle beams. Stereotactic and emerging technologies are presented.

RDN 168 - Oncology II **5-0-5**
The second of a two-course sequence in radiation oncology is a continuation to the concepts of disease, types of growths, causative factors, biologic behavior of neoplastic disease, and staging procedures. Moreover, the study of the specific malignant disease entities by site of occurrence is continued. Disease processes and the treatment planning philosophy are discussed as well as the interrelating of treatment planning with clinical radiation therapy.

RDN 172 - Radiation Therapy Clinical II **0-21-7**
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students will be able to demonstrate successful completion of clinical objectives.

RDN 174 - Research Methods **5-0-5**
Content will include specific elements of the research process and protocols, data interpretation, and application of results.

RDN - 176 - Advanced Radiation Techniques **5-0-5**
The content of this course includes complex topics in treatment planning and delivery, 3-D conformal treatment, intensity modulated radiation therapy, stereotactic radiosurgery, brachytherapy, and total body irradiation.

RDN 182 - Radiation Therapy Clinical II **0-21-7**
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students will be able to demonstrate successful completion of clinical objectives.

RDN 184 - Principles of Radiation Therapy Management **5-0-5**
Course content is designed to focus on various radiation therapies' operational issues. CQI project development and evaluation and assessment techniques will be emphasized. Human resource issues and regulations impacting the radiation therapy will be examined. Accreditation agencies and the radiation therapist's role in the accreditation process will be emphasized. Billing and reimbursement issues pertinent to the radiation therapy department will be presented.

RDN 186 - Concept Integration and Review **5-0-5**
This class is a review and integration of principles and tenets of radiation therapy concepts that have been presented through the curriculum.

RTT 111 - Pharmacology **5-0-5**
Prerequisites: BIO 193, BIO 194, CHM 191, MAT 191. Introduces the physiologic and pharmacologic basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, bronchoactive drugs, and cardiopulmonary system related drugs.

RTT 112 - Introduction to Respiratory Therapy **5-0-5**
Prerequisites: BIO 193, BIO 194, CHM 191, MAT 191, PHY 190. Corequisites: RTT 113, RTT 193. Prerequisite/Corequisite: BIO 197. Provides students with the principles of chemistry and physics as they apply to respiratory therapy. Emphasizes specific modes of respiratory care in order to understand principles of application to patients, indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, universal precautions, and hospital safety.

RTT 113 - Respiratory Therapy Lab I **0-10-5**
Corequisite: RTT 112. Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment. Students perform simulated clinical exercises as well as bedside assessments and cardiopulmonary resuscitation. Topics include: patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, and medical ethics.

RTT 193 - Cardiopulmonary Anatomy and Physiology **10-0-10**
Prerequisite: BIO 193; BIO 194; MAT 191. Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; and renal physiology.

RTT 209 - Clinical Practice I **0-8-2**
Prerequisites/Corequisites: RTT 111, RTT 112, RTT 113. Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and cardiopulmonary resuscitation.

RTT 210 - Clinical Practice II **0-8-2**
Prerequisite/Corequisite: RTT 209. Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RTT 211 - Pulmonary Disease **5-0-5**
Prerequisites: RTT 111, RTT 112. Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, patient assessment, laboratory tests, chest radiographs, and trauma.

RTT 212 - Critical Respiratory Care **5-0-5**
Prerequisites: RTT 112, RTT 113. Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, adult critical care, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, and ventilator discontinuance.

RTT 213 - Mechanical Ventilation Equipment and Airway Care **2-7-5**
Prerequisites: RTT 112, RTT 113. Prerequisite/Corequisite: RTT 212 Provides instruction in the theory, setup, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiber optic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and non-invasive ventilatory support.

RTT 214 - Adv Critical Care Monitoring **2-0-2**
Prerequisites: RTT 112, RTT 113, RTT 193. Provides a study of advanced critical care techniques for hemodynamic and noninvasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and noninvasive monitoring techniques.

RTT 215 - Pulmonary Function Testing **1-1-1**
Prerequisites: RTT 193. Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and Polysomnography.

RTT 216 - Pediatric/Neonatal Respiratory Care **3-0-3**
Prerequisites: RTT 193, RTT 212, RTT 213. Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, adolescent assessment, and adolescent respiratory care.

RTT 217 - Advanced Respiratory Care Seminar **5-0-5**
Prerequisites: RTT 212, RTT 213. Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

RTT 218 - Clinical Practice III **0-8-2**
Prerequisite/Corequisite: RTT 210. Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RTT 219 - Clinical Practice IV **0-8-2**
Prerequisite/Corequisite: RTT 218. Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

RTT 220 - Clinical Practice V **0-16-5**
Prerequisites/Corequisites: RTT 212, RTT 213, RTT 218. Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

RTT 222 - Clinical Practice VI **0-32-10**
Prerequisite: RTT 219. Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

RTT 227 - Rehabilitation and Home Care **1-1-1**
Prerequisite: RTT 219. Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/ home care procedures, and cardiopulmonary rehabilitation/home care equipment.

RTT 301 - Introduction to Polysomnography **4-0-4**
An overview of the field of Polysomnography including: job responsibilities, credentialing, medical ethics and patient confidentiality. Normal and abnormal sleep disorders, interpreting the physiologic functions of nervous, respiratory and cardiovascular systems. Emphasis is on basic sleep science, physiology, monitoring, electrical safety, diagnosis and treatment of sleep disorders, and neurophysiology of sleep.

RTT 302 - Polysomnography I **4-2-5**
Corequisites: RTT 310. Basic discussion of recording sleep apnea montage. Emphasis on equipment, principles of operation, associated activity related to normal and abnormal stages of sleep, placement and calibration of the following: electroencephalography (EEG), electrooculography (EOG), electrocardiography (ECG), electromyography (EMG), Pulse oximetry (SpO2), inductive plethysmography and airflow thermocouple electrodes.

RTT 303 - Polysomnography II **3-4-5**
Prerequisites: RTT 301, RTT 302, RTT 310. Corequisites : RTT 311 Presentation and discussion of psychomotor practices related to interpretation of polysomnograms of adult and pediatric clients. Emphasis on CPAP/BiPAP titration, artifact recognition and troubleshooting of sleep montage results, Maintenance of Polysomnography equipment and ancillary equipment. Includes digital data acquisition and parasomnias.

RTT 310 - Clinical Practice **0-8-2**
Corequisites: RTT 301, RTT 302. Introduces students to the clinical setting in a sleep laboratory or a sleep center. Consists of departmental orientation, policies and procedures, individual body mechanics and client transfers. Emphasis is on monitoring and working with polysomnographic equipment and monitoring sleep study clients, monitoring EEG, ECG, EOG, EMG and SpO2, inductive plethysmography and airflow thermocouple electrodes and equipment.

RTT 311 - Clinical Practice II **0-8-2**
Prerequisites: RTT 301, RTT 302, RTT 310. Corequisite: RTT 303 Provides student with clinical practice related to scoring and interpreting polysomnograms of adult and pediatric clients. Emphasis on CPAP/BiPAP® titration, artifact recognition and troubleshooting of sleep montage results, maintenance of Polysomnography equipment and ancillary equipment.

SCT 100 - Introduction to Microcomputers **1-4-3**
Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to presentation graphics.

SPC 191 - Fundamentals of Speech **5-0-5**
Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.

SMB 101 - Planning for Success **5-0-5**
Introduces the fundamental concepts to discover some of the opportunities that self-employment offers in a way that emulates the free-thinking and self-motivate lifestyle of the entrepreneur. Topics include: self-assessment, personality types, business selection, target markets, market trends, marketing, competition, capital needs and locations.

SMB 102 - Business Start-up Fundamentals **5-0-5**
Introduces the nuts-and-bolts of how to start a business: selecting a legal structure, obtaining the correct permits and licenses, obtaining financing, and setting up an accounting system. Emphasis is placed on legal structure, permitting and licensing, financing, accounting, risk management, operation of a new business and writing a business plan.

SMB 103 - Legal Environment of Small Business **5-0-5**
Introduces the law and its relationship to business. By combining legal theory with actual cases, students will discover practical answers to the dilemmas often faced by beginning entrepreneurs, thus saving time and money. Emphasis is placed on the legal system, contracts, property, ownership structures, employee relations, insurance and financial issues.

SOC 191 Introduction To Sociology **5-0-5**
Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include: basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, and social change.

SUR 101 - Introduction to Surgical Technology **5-2-6**
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of sterilization principles.

SUR 102 - Principles of Surgical Technology **4-3-5**
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis; wound healing; surgical dressings, catheters, and drains; incisions; and tissue handling techniques.

SUR 108 - Surgical Microbiology **3-0-3**
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, bloodborne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.

SUR 109 - Surgical Patient Care **2-2-3**
Introduces a complex diversity of surgical patients. Topics include: Biopsychosocial diversities and needs, preoperative routine, intraoperative patient care, postoperative patient care, and health and wellness.

SUR 110 - Surgical Pharmacology **2-2-3**
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SUR 112 - Introductory Surgical Practicum **0-21-7**
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.

SUR 203 - Surgical Procedures I **5-2-6**
Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SUR 204 - Surgical Procedures II **5-2-6**
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.

SUR 213 - Specialty Surgical Practicum **0-24-8**
Continues development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SUR 214 - Advanced Specialty Surgical Practicum **0-24-8**
Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

SUR 224 - Seminar in Surgical Technology **3-0-3**
Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. The Program Assessment Examination is administered prior to completion of this course. Topics include: professional credentialing, certification review, and test-taking skills.

TEL 111 - Data Communications **4-6-6**
Designed to cover the basic principles of data communications and areas of applications such as communications between terminals and computers, including local area networks, packet networks, and control of the telephone network. Topics include: introduction to data communications, transmission of bandwidths and impairments, transmission codes, modem installation, function of multiplexers, function of protocols, and networks identification.

TEL 112 - Digital Telephony **4-6-6**
Introduces students to the T1 digital carrier system and the signal itself. A technical description of T1 system is provided, and T1 services are compared to more common services. Topics include: introduction to digital telephony, T1 signal synchronization, technical aspects of T1, installation of customer premises equipment, T1 transmission services analysis, and related T1 services and enhancements.

VAS 135 - Professional Independent Review **0-3-1**
The purpose of the Case Study is to provide the opportunity for review and reinforcement of theoretical concepts with an evaluation of the same. The purpose of the Journal Review is to allow the student to study the formats and methods of professional articles/presentations.

VAS 140 - Basic Extremity Testing **3-5-5**
Prerequisites: CVT 103, CVT 110, CVT 111. Corequisites: CVT 104, DMS 133. This course provides lecture and group discussions to understand and demonstrate proficiency in measuring ankle/brachial pressure ratios, aorta/renal ratios, resistance and pulsatility index, carotid artery ratios, velocity changes in vessels, B-mode measurements to include diameter and area and identify normal vascular flow patterns and waveform. Topics include: test validation, measurements, and quantitative principles of noninvasive vascular testing.

VAS 141 - Basic Cerebrovascular and Venous Extremity **2-5-4**
Prerequisite: VAS 143. Corequisites: CVT 103, CVT 104, CVT 110, CVT 111, DMS 133. This course will provide a thorough understanding of the cerebrovascular anatomy, physiology, and pathology. The clinical assessment of patients for cerebrovascular disease will be discussed to include normal and abnormal anatomy. This course will discuss non-invasive and invasive tests for cerebrovascular procedures. Patient factors and patient histories will be described. The course will also provide a thorough understanding of the anatomy, physiology and pathology of extremity venous procedures. The clinical assessment of patients with acute and chronic venous disease will be discussed. A description of noninvasive tests used to evaluate extremity venous vascular examinations will be discussed. Topics include: anatomy, laboratory results, test validation, noninvasive tests, patient history, risk factors & contributing disease, pathology, cerebrovascular anatomy, invasive cerebrovascular tests, cerebral artery disease, non-invasive cerebrovascular exams and physical examination.

VAS 143 - Vascular Clinical I **0-24-8**
Prerequisites: CVT 103, CVT 110, CVT 111. Provides the student opportunities to observe and participate in the diagnostic procedures performed in the noninvasive vascular laboratory and radiology departments that are clinical affiliates. Procedures are performed under the direct supervision of an appropriately credentialed technologist. Topics include: equipment utilization; patient history, identifying risk factors, and contributing disease; procedural skills and patient care and extremity venous vascular procedures.

VAS 144 - Vascular Clinical II **0-24-8**
Prerequisites: VAS 143. The student will participate in and perform with assistance procedures performed in the noninvasive vascular laboratories and radiology departments. Continued participation in abdominal and visceral, extremity venous vascular procedures although an emphasis will be placed on test measurements and extremity arterial vascular procedures.

VAS 150 - Advanced Cerebrovascular **2-3-3**
Prerequisites: VAS 141. Corequisite: VAS 144. This course provides a thorough understanding of the cerebrovascular anatomy, physiology, and pathology. The clinical assessment of patients for cerebrovascular disease is discussed, including normal and abnormal anatomy. Patient factors and patient histories are described. Topics include: cerebrovascular anatomy, invasive cerebrovascular tests, physical examination, noninvasive cerebrovascular exams, cerebral artery disease, TCDs, and carotid artery studies.

VAS 152 - Arterial Duplex **2-3-3**
Prerequisites: VAS 140, VAS 143. Corequisite: VAS 144. The course will provide a thorough understanding of the anatomy, physiology and pathology of extremity arterial vascular procedures. The clinical assessment of patients with acute and chronic arterial disease will be discussed. A description of noninvasive tests used to evaluate extremity arterial vascular examinations. Topics include: anatomy, physical examination, noninvasive physiologic testing of extremity, patient history, arterial vascular procedures, contributing diseases, risk factors and test validation.

VAS 206 - Therapeutic and Interventional **2-2-3**
Prerequisites: AHS 104, CVT 111, DMS 133, DMS 136, DMS 202, VAS 144, VAS 245. This course includes a description and explanation of therapeutic intervention and other diagnostic tests that may be performed at locations other than a vascular lab to diagnosis venous, cerebral and arterial diseases. Topics include: therapeutic intervention, compression therapy, medical therapy, invasive diagnostic tests, surgical therapy, noninvasive diagnostic tests, and nonsurgical intervention.

VAS 215 - Comprehensive Physics Registry Review **2-0-2**
Prerequisites: DMS 136, DMS 202. Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include physics, patient care, equipment/image manipulation, scanning procedures, bioeffects and safety. Emphasis will be placed on those items/issues/topics which are part of the certification examination. Topics include: propagation of ultrasound through tissues, principles of pulse echo imaging, quality assurance of ultrasound instruments, elementary principles, bioeffects and safety , ultrasound transducers and pulse echo instruments.

VAS 220 - Comprehensive Vascular Ultrasound Technology Registry Review **2-0-2**
This course will be an overall review of Vascular Ultrasound Technology to include demonstration of normal and abnormal vascular anatomy, vascular physiology, pathophysiology and hemodynamics/physics in the different types of vascular disease/dysfunctions. Also included will be a review of clinical vascular diagnostic procedures, laboratory values, pharmacology and test validation and measurements.

VAS 242 - Abdominal Vascular **3-3-4**
Prerequisites: CVT 110, DMS 133, DMS 136, DMS 202, VAS 144. Lecture and laboratory course provides instruction in abdominal and visceral vascular anatomy and physiology. This includes the sonographic appearance, testing modalities, and test results in normal and abnormal body systems using duplex imaging. Topics include: patient history, laboratory results, duplex imaging, risk factors and contributing diseases, mechanisms of disease, anatomy, physical examination, and pathology.

VAS 245 - Vascular Clinical III **0-24-8**
Prerequisite: VAS 144. This course provides opportunities for the student to participate in and perform with assistance procedures performed in noninvasive vascular laboratories, radiology departments, imaging centers, and surgical departments. Continued participation by the student will progressively lead to the unassisted performance of diagnostic procedures under the supervision of an appropriately credentialed technologist. Emphasis is placed on medical therapy, surgical therapy, and other diagnostic tests performed in settings other than vascular laboratories. Topics include: equipment utilization; patient history; procedural skills and patient care; cerebrovascular procedures; therapeutic intervention; diagnostic tests for vascular diseases; carotid, arterial, venous, limited TCD, and limited abdominal duplex; and imaging and measuring abdominal organs and recognizing normal and abnormal echo patterns.

VAS 246 - Vascular Clinical IV **0-31-10**
Prerequisite: VAS 245. The student will perform all noninvasive vascular procedures independently with the supervision of an appropriately credentialed technologists in a variety of settings. This course provides a culminating clinical setting experience, which allows the students to synthesize information and procedural instruction provided throughout the program. The student will participate in procedures such as abdominal & visceral, extremity venous, extremity arterial, and cerebrovascular procedures. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses.

WLD 100 - Introduction to Welding Technology **4-4-6**
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards

WLD 101 - Oxyfuel Cutting **2-6-4**
Prerequisite: WLD 100. Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 102 - Oxyacetylene Welding **1-2-1**
Prerequisite: WLD 100. Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; safety procedures and practices; proper use of gas cylinders, regulators, torches, tips, and other oxyacetylene welding apparatus; welding without filler rods; running beads with filler rods; joint design and making butt, lap, and open butt joints; and brazing and soldering. Practice in the laboratory is provided.

WLD 103 - Blueprint Reading I **1-4-3**
Prerequisite: MAT 101. Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

WLD 104 - Shielded Metal Arc Welding I **3-7-6**
Prerequisite: WLD 100. Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices, fundamental SMAW theory, basic electrical principles, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

WLD 105 - Shielded Metal Arc Welding II **3-7-6**
Prerequisite: WLD 104. Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WLD 106 - Shielded Metal Arc Welding III **3-7-6**
Prerequisite: WLD 104. Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WLD 107 - Shielded Metal Arc Welding IV **3-7-6**
Prerequisite: WLD 104. Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WLD 108 - Blueprint Reading II **1-4-3**
Prerequisite: WLD 103. Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design.

WLD 109 - Gas Metal Arc Welding (GMAW/MIG) **3-7-6**
Prerequisite: WLD 100. Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WLD 110 - Gas Tungsten Arc Welding (GTAW/TIG) **2-5-4**
Prerequisite: WLD 100. Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WLD 112 - Preparation for Industrial Qualification **2-6-4**
Prerequisite: WLD 101, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110. Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WLD 133 - Metal Welding & Cutting Techniques **2-3-3**
Provides instruction in the fundamental use of the electric arc welder and the oxyacetylene cutting outfit. Emphasis is placed on safe setup and use of equipment. Topics include: arc welding, flame cutting, safety practices, oxyfuel welding, and brazing.

WLD 150 - Advanced Gas Tungsten Arc Welding **2-8-5**
Prerequisite: WLD 110. Provides advanced knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making advanced industrial standard welds. Topics include: safety and health practices; metals weldable using GTAW; shielding gases; metal cleaning procedures; GTAW machines and equipment set-up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints in all positions.

WLD 151 - Fabrication Practices **4-2-5**
Prerequisite: WLD 107, WLD 108, WLD 109. Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WLD 152 - Pipe Welding **2-8-5**
Prerequisite: WLD 107, WLD 108. Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WLD 153 - Flux Cored Arc Welding **2-8-5**
Prerequisite: WLD 100. Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

WLD 154 - Plasma Cutting **4-3-5**
Prerequisite: WLD 100, WLD 101. Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WLD 160 - Welding and Jointing Half-Time Internship **0-15-5**
Prerequisite: Completion of two full quarters with a GPA of 3.0 or better. Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a "hands on" situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

***IC Institutional Credits - These credits do not apply toward total credits required for program completion.**

CVTC Faculty

FULL-TIME FACULTY

Andrews, Donna-Instructor, Health Technologies and Biology; M.Ed. and B.S.Ed., Jacksonville State University

Baldridge, Elice-Instructor, Practical Nursing; M.S.N., Medical College of Georgia, B.S.N., Georgia State University, B.S., Berry College

Barnor, Nee Q.-Clinical Coordinator, Ultrasound Programs; M.S., University of London, B.S., University of Science and Technology, Diploma, Montgomery College

Bentley, Bill-Instructor, Automotive Technology; B.S., Covenant College; A.S., Floyd College; Chevron Training Center, Master GM Technician, Nissan Specialist, A.S.E. Master Automotive Technician

Blalock, Charles-Instructor, General Education/Learning Support; D.Min., Covington Theological Seminary, Ed.S. and M.Ed. University of Georgia, B.S., Berry College

Bojo, Thomas V.-Instructor, Criminal Justice; M.P.A., Jacksonville State University, B.S., Jackson State University, A.S., Floyd College

Brooks, Coleen-Instructor, Adult Literacy; B.S. Caron-Newman College

Broom, Dana Michelle (Shelly)-Instructor, English; M.A., (Major: Secondary Education) University of Alabama; B.S., Language Arts, Jacksonville State University

Burrage III, Joseph L.-Instructor, Welding and Joining Technology; A.A.T., Gwinnett Technical College; Diploma, Welding and Joining Technology, Coosa Valley Technical College

Byrd, Jon-Program Director and Instructor, Aviation Programs; A.A.S., Georgia Military College, F.A.A. Inspection Authorization (IA); F.A.A. Mechanic with Airframe and Powerplant Ratings (A&P); F.A.A. Certified Pilot; F.C.C. General Radiotelephone Operators License (GROL)

Cantrell, Anthony R.-Instructor, Business Office Technology; M.S.C.I.T., Regis University, B.S., Covenant College, A.A.S., Floyd College, Diploma, Coosa Valley Technical College

Carney, Janice-Instructor, Computer Information Systems; M.S.C.I.T., Regis University, B.S., Georgia State University. A.S., Floyd College

Carr, Sheila-Clinical Coordinator/Instructor, Radiation Therapy; B.S. Clayton College

Carter, Jennifer-Instructor, General Education; M.Ed., State University of West Georgia, B.S., Berry College

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

Cochran, Cinda G.-Instructor, Surgical Technology; Certificate, Surgical Technology, Coosa Valley Technical College

Cochran, Kathy-Program Director and Instructor, Practical Nursing; M.S.N., Jacksonville State University; B.S.N., State University of West Georgia, Diploma Piedmont Hospital School of Nursing

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

Elrod, Diane-Instructor, Adult Literacy; B.S. Berry College

Ferry, Shannen-Program Director and Instructor, Environmental Horticulture; M.S., Colorado State University; B.S.A., University of Georgia

Fluharty, Karen-Instructor, Nuclear Medicine; A.A.S., Sandhills Community College, Diploma, Nuclear Medicine Ohio State University

Forrester, Ben-Instructor, General Education/Learning Support; M.S., Auburn University, B.S., North Georgia College and State University

Hall, Jan-Instructor, Computer Information Systems; M.S.C.I.T., Regis University, B.S., Covenant College, A.A., Floyd College, Coosa Valley Technical College

Haley, Tonya-Instructor, Business Office Technology; B.S., Covenant College, A.A.S., Floyd College, Diploma, BOT, Coosa Valley Technical College

Henderson, Gail-Instructor, Cosmetology; A.A.T., Chattahoochee Technical Institute

Holmes, Donald (Donny)-Instructor, Construction Management; B.S., Southern Polytechnic State University; A.A.S., Dalton State College

Howard, Donna-Instructor, General Education; M.Ed., University of Alabama, B.S., Jacksonville State University

Hughes, Celeste-Instructor, Nursing; B.S.N., University of Phoenix, A.A.S., Floyd College

Irwin, Dawn-Instructor, Echocardiography; A.A.S., McComb College

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

Joubert, Pierre-Instructor, Industrial Systems; B.S., University of Cape Town

Kelley, Charles- Instructor, Auto Collision; A.A.T., Gwinnett Technical College, ASE Certification, ADP Estimating Certification, Dupont Chroma System, SEM Plastic Certification, I-Car Certifications, Zolatone Certification Tech, ADP Shop Link Certification, 3M Automotive Training, CCC Certification

Kizziah, Pam-Instructor, Business Office Technology; M.Ed., University of Georgia, B.S., Berry College

Lanham, Susan-Instructor and Program Director, Radiation Therapy; M.S., Clayton College, B.S., Clayton College

Layne, Mark-Instructor and Program Director, Radiologic Technology; M.Ed., Berry College, B.A., Ottawa University, A.A.S., Floyd College, Diploma, Coosa Valley Technical Institute

Lewis, Bobby-Instructor and Program Director, Neuromuscular Therapy; M.A., The Southern Baptist Theological Seminary, B.S., Shorter College, CMT New Life Institute, NMT, NMT Center

Lewis, Darice-Instructor, Computer Information Systems; M.S.C.I.T., Regis University, B.B.A., Shorter College

Lovell, Brenda-Instructor, Business Office Technology; M.S., Mercer University, B.B.A., West Georgia College

Mitchell, Linda-Instructor, General Education/Learning Support, Reading and English; M.Ed., University of West Georgia; B.A., Berry College

McCurdy-Jennings, Tonja-Instructor, English; M.A., Jacksonville State University, B.A., Jacksonville State University

McFry, Gerald-Instructor, Management / Supervisory Development; B.S., Georgia Institute of Technology

Nance, Diane-Instructor, Radiologic Technology; B.A. (A&S), Capital University, A.A.S., Sinclair Community College

Padgett, Beverly-Instructor, Economic Development; M.C., Georgia State University, A.B., West Georgia College

Pharr, Barbara-Instructor, Business Office Technology; M.Ed., University of Georgia, B.A., Winthrop College

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

Penrose, Leif-Instructor and Program Director, Diagnostic Medical Sonography and Vascular Technology; B.A., Ottawa University

Peters, Angela-Instructor, Mathematics; M.Ed., West Georgia College, B.S., Georgia State College

Pierson, Randy-Instructor, EMT, EMT/Paramedic; Diploma, Coosa Valley Technical College, Certified BLS, ACLS, PALS, BTLS, First Responder

Porter, Edward L. (Ted)-Instructor, Respiratory Care; B.S., University of Central Florida

Porter, Joe-Instructor, Commercial Truck Driving; B.B.A., Kennesaw State University

Scoggin, Bill-Instructor, Automated Manufacturing; M.S.A., Central Michigan University, B.S./E.E.T., Southern College of Technology

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

Stephens, Lugina-Instructor, Business Office Technology; A.S., Floyd College, Diploma, Coosa Valley Technical College

Stephens, Susan-Instructor, Cosmetology; A.A.T., Gwinnett Technical College, Licensure: Master Cosmetologist and Manicurist, Coosa Valley Technical College

Stephenson, Jennifer-Instructor, Medical Assisting; M.P.H., University of North Carolina at Greensboro, B.S.N., Grand Valley State University

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Tolbert, Nicole-Instructor, Patient Care Assisting; B.S., Samford University

Trapp, Tonya-Instructor, Drafting; B.S., Southern Polytechnic University, A.S., Floyd College

Turner, Ronald-Instructor, Electronics; B.S., Kennesaw State University, Diploma, Electronics, Coosa Valley Technical College; Electrical Contractors License, Non-Restricted

Tucker, Gordon R.-Instructor, Fire Science Technology; B.S., Shorter College, A.A., DeKalb College

Upton, Mark- Instructor, Marketing and Management; B.S., Jacksonville State University

Vaughan, Sharon-Instructor, Medical Assisting; A.S.N., Floyd College

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Webb, Barry- Instructor, Carpentry; B.A., Berry College

West, Susan-Instructor, Radiologic Technology; A.A.T., Coosa Valley Technical College, Diploma, Coosa Valley Technical College

Wheat, Chad-Instructor, Air Conditioning Technology; A.S., Shorter College, Diploma, Coosa Valley Technical College

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

PART TIME FACULTY

Agan, Joshua L.-Instructor, Mathematics; M.Ed., Jacksonville State University, B.S., Shorter College

Anderson, Margaret-Instructor, Business Technologies; M.A., Pacific Union College, B.A., Pacific Union College, A.S., Pacific Union College

Ball, Ethel-Instructor, Business Technologies; A.A.S., Floyd College, Diploma, BOT, Coosa Valley Technical College

Barton, Lori-Instructor, General Education and Certified Customer Service Specialist; M.A., University of Georgia, B.S., University of Tennessee at Chattanooga

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Harbin, Ben-Instructor, Fire Science; A.A.S., Asheville-Buncombe Technical College

Hawkins, David-Instructor, Fire Science; M.S., University of Sarasota, B.A., Eckerd College, A.S., St. Petersburg College

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Hughes, Jacob-Instructor, Public Works Civil Technician; B.S., Southern Polytechnic State University

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Ikwuezunma, Manly-Instructor, Chemistry; Ph.D., Clemson University, M.S. and B.S., North Carolina State University

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Kitson, Teresa-Instructor, Criminal Justice; B.S., Jacksonville State University, A.A., Floyd Junior College, FBI Academy, Washington, DC

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Lucas, Hughie-Instructor, Health Technologies; M.S., Pepperdine University, B.S., Southern Illinois University, A.S., George Washington University

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McCary, Robin-Instructor, Business Technologies; B.S., Covenant College, A.A.S., Floyd College

McCormick, Christy-Instructor, General Education; M.A., Piedmont College, B.A., Berry College

McIntosh, Wayne-Instructor, Certified Manufacturing Specialist, Certified Warehousing and Distribution Specialist; B.S., Campbellsville College

Millsap, Misty-Instructor, Early Childhood Education; Ed.S., Jacksonville State University, M.S., Jacksonville State University, B.S., Berry College

Millsap, Craig-Instructor, Fire Science; M.S., Jacksonville State University, B.S., Excelsior College, A.A.S., Georgia Highlands College, A.A.S., Clackamas Community College

Moorehead, Marty-Instructor, Computer Information Systems, Tutoring Coordinator; A.A.S., Floyd College, Diploma, Coosa Valley Technical College

Moss, Jennifer-Instructor, Early Childhood Education; M.Ed., Georgia Southwestern State University, B.S.Ed., Georgia Southwestern University, A.S., Abraham Baldwin Agricultural College

Moss, Lorie-Instructor, Criminal Justice; J.D., Thomas Cooley Law School, B.S., Florida State University, B.A., University of Central Florida, A.A., Gulf Coast Community College

Murphy, Audey-Instructor, Criminal Justice; B.S., Jacksonville State University

Oliver, Walter-Instructor, Accounting; B.B.A., Georgia Southwestern College, A.S., Abraham Baldwin College

Parker, Sheila-Instructor, Business Office Technology; M.R.C., University of Kentucky, B.S., Covenant College, A.S., Floyd College, MOUS Certification, Coosa Valley Technical College

Perry, Adeline-Instructor, Early Childhood Education; M.Ed., West Georgia College, B.S., West Georgia College

Poe, Anne-Instructor, General Education; M.Ed. State University of West Georgia, B.S., Shorter College

Puckett, Jody-Instructor, Health Technologies; M.Ed., West Georgia College, B.A., Berry College, A.S., Floyd College

McWhorter, Robert-Instructor, General Education; B.S., Berry College

Ray, David-Instructor, Public Works Civil Technician; B.S., Southern Polytechnic State University

Ray, Edward-Instructor, Finance; M.B.A.-Kennesaw State University, B.S.M.E., Indiana Institute of Technology

Richardson, William-Instructor, Business Technologies; B.S., Berry College

Riddle, Angela-B.S., Medical College of Georgia

Robertson, Jeffrey-Instructor, Industrial Electrical; B.S., Auburn University

Robinson, Laura-Instructor, Computer Information Systems; M.B.A., University of Georgia, B.A., American University

Roseman, Gary-Instructor, Economics; Ph.D., Emory University, M.S., Texas A.M. University, B.B.A., University of Georgia

Sanders, Kimberly-Instructor, General Education; M.A., Piedmont College, B.S.Ed., Jacksonville State University

Savage, David-Instructor, Electrical Construction and Maintenance; B.S., Shorter College

Savage, Scott-Instructor, General Education, M.B.A, University of Kansas, B.A., Benedictine College

Shahan, Kay-Instructor, Business Office Technology; Ed.S., West Georgia College, M.Ed., Middle Tennessee State, B.S., Berry College

Shepherd, Luz-Instructor, Spanish; M.A., Piedmont College, Ed.S., Lincoln Memorial University, B.A., University of West Georgia

Smith, Bill-Instructor, General Education; Ed.S., West Georgia College, M.Ed., University of Chattanooga, Ed.S., West Georgia College

Smith, David-Instructor, General Education; M.S., Georgia State University, B.S., Troy State University

Stamper, Marcie-Instructor, Business Office Technology; B.S., Covenant College, A.A.S., Floyd College, Diploma, Coosa Valley Technical College

Stevenson, Steve-Instructor, General Education; B.I.E. The Georgia Institute of Technology

Stone, Clyde R. (Randy)-Instructor, Business Office Technology; Computer Information Systems, Accounting, B.B.A, Kennesaw State University, A.A., Floyd College

Stone, Chandra-Instructor, EMP 100; B.S., Shorter College, A.A., Floyd College

Stone, Dixie-Instructor, Cosmetology; Diploma, Coosa Valley Technical College, Master Cosmetology License

Tolbert, Sonya Nicole-Instructor, Health Technologies; B.S.N., Samford University

Toler, Morris (Toby)-Instructor, Machine Tool Technology; A.A., Kennesaw State College, Diploma, Machine Tool Technology, Coosa Valley Technical College

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Waddell, Carol-Instructor, Business Technology; M.S., University of Georgia, B.S., Berry College, Diploma, Business Office Technology, Coosa Valley Technical College

Warner, Teri-Instructor, Business Office Technology; M.B.A., Troy State University, B.S., Shorter College, Diploma, American Institute of Banking

Warriner, David-Instructor, General Education; M.B.A., Mississippi College, B.S., Mississippi College

Watkins, Tracie-Instructor, Business Spanish; B.A., Berry College

Wetherington, KayAnn-Instructor, Criminal Justice; Juris Doctor, Pace University, B.A., New York University

Wheeler, Kim-Instructor, Early Childhood Care and Education; M.Ed., Walden University, B.S., State University of West Georgia

White, Holly-Instructor, Health Technologies; A.A.T., Coosa Valley Technical College

Willoughby, Eric-Instructor, Psychology; M.A., West Georgia College, M.Ed., West Georgia College, B.S., Berry College

Wright, Barry W.-Instructor, Mathematics; M.Ed., West Georgia College, B.S., Berry College

Wright, Edna-Instructor, General Education; M.Ed., West Georgia College, B.S., West Georgia College, A.A., Reinhardt College

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Heidi Popham, Executive Assistant
Dr. Steve Bradshaw, Vice President of Student Services
Pete McDonald, Vice President of Economic Development
Dr. Dottie Gregg, Interim Vice President of Academic Affairs
Terry Williamson, Vice President of Administrative Services
Cathy Smith, Facilities Coordinator
Amber Jordan, Director of Marketing and Public Relations
Kristen Kinsey, Assistant Director of Marketing and Public Relations

ADMINISTRATIVE SERVICES STAFF

Floyd County Campus
Terry Williamson, Vice President of Administrative Services
Bill Byars, Director of Campus Safety and Security
Kelly Barnes, Director of Accounting
Donna Hicks, Accounting Coordinator
Liz Shields, Accounting Technician
Jackie Cantrell, Accounting Technician
Rita Bishop, Accounting Technician
Brad Jones, Accounting Technician
Ethel Ball, Accounting Technician
Johnny Trotter, Director of Facilities
Ken Roberts, Maintenance
Mike Hopkins, Supervisor of Maintenance
Mike Simpson, Groundskeeper
Charles Abrams, Maintenance
Brenda Maddox, Custodian
Jerry Green, Groundskeeper
Mark Williams, Maintenance
Wayne Randall, Maintenance Technician
James Pilgrim, Custodian
Jim Wilson, Maintenance
Wesley Willis, Maintenance
Debra Godfrey, Custodian
Susan Sanzone, Food Service Worker
Regina Spivey, Food Service Manager

Gordon County Campus
Deborah Tomlinson, Secretary
Keith Parker, Supervisor of Maintenance
Bud Clance, Groundskeeper
Kenneth Thomason, Maintenance

Polk County Campus
Phil Frazier, Supervisor of Maintenance

STUDENT SERVICES STAFF

Floyd County Campus
Dr. Steve Bradshaw, Vice President of Student Services
David McBurnett, Director of Student Services

Karen Teems, Counselor
Robin McCary, Systems Analyst
Kay Chandler, Data Clerk
Arlette Harrell, Student Services Assistant
Carol Dugger, Tech Prep Coordinator
Lynn Gore, Financial Aid Assistant
Mary Bramblett, Financial Aid Assistant
LaTrenda Leaks, Coordinator of New Connections to Work
Jan Whatley, Counselor
Lisa DiPrima, Career Transition Specialist
Johna Jenkins, Career Transition Specialist
Dana Walker, Career Transition Specialist
Larry Parker, Career Transition Specialist
April Welch, Career Transition Specialist
Lucy Hale, WIA Coordinator
Robbie Johnson, Georgia Fatherhood Assistant
Sonya Wallace, Career Transition Specialist
Darrell Pauldo, Fatherhood Initiative Program

Gordon County Campus
Stuart Phillips, Director of Student Services
Sherry Lusk, Secretary
Jim Bowers, Financial Aid Assistant
Jeannie Lofton, Georgia Fatherhood Program Specialist
Amy Brafford, Receptionist

Polk County Campus
Donna Hopper, Secretary

ECONOMIC DEVELOPMENT STAFF

Pete McDonald, Vice President of Economic Development
Beverly Padgett, Director Service Industry Academy
Jim Powell, Director of Business and Industry Training
Tim Hart, Director of Business and Industry Training
Gail Johnson, Director of Continuing Education
Elaine Johnston, Secretary
Jackie Hardy, Administrative Assistant
Susan Hackney, Director Adult Education and Literacy Services
Lynn Holbrooks, Secretary Adult Education and Literacy Services

ACADEMIC AFFAIRS STAFF

Floyd County Campus
Dr. Dottie Gregg, Interim, Vice President of Academic Affairs
Paul Carter, Dean of Academic Affairs
Frank Pharr, Dean of Academic Affairs
Barry Williams, Dean of Academic Affairs
Diane Blair, Director Institutional Effectiveness/CVTC Foundation
Rodney Tyler, Director of Technology Services
Linda Floyd, Director of Library Services
Stephen Meeks, Librarian
Bonnie Streetman, Library Technician
Mardi Jackson, Coordinator of Graduation Services

John Gentry, Graduation Specialist
Dan Roebuck, Graduation Specialist
Nina Lovel, Webmaster and Data Management Coordinator
Sheila Parker, ADA Coordinator/Interpreter
Justin VanNest, Technology Services Technician
Barbara Pittman, Support Secretary
Charlotte Penney, Support Secretary
Vicki Ely, Secretary, Office Manager
Debbie Holder, Support Secretary
Patti Oliver, Program Assistant, Health
Ron Vick, Network Administrator

Gordon County Campus
Cathy Vann, Dean of Academic Affairs/Campus Manager
Faith Miller, Support Secretary
Alan McDougle, Technology Services Technician
Melinda Sams, Campus Library Coordinator

Polk County Campus
Ed Hawkins, Dean of Academic Affairs/Campus Manager
Rhonda Sosebee, Secretary
Robert Hutcheson, Technology Services Technician

CVTC Student Handbook

CVTC's Student Handbook is presented to each new student at registration to inform the student of the college's objectives, services, policies, and regulations. Each department or program has its own orientation to specific work rules and regulations pertaining to that department or program. Individual teachers and staff members orient all new students at the beginning of each quarter to the general policies and rules of their programs.

Warranty

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from programs offering a degree, diploma, or certificate.

1. This warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standards and Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instructional fees.

2 Any claim against the warranty will be based upon an agreement between the employer and the technical college graduate that the individual cannot perform one or more of the competencies contained in the industry-validated Standards and Program Guide.

3. This warranty is included as a part of the original tuition at all state colleges in Georgia and is applicable to graduates of any degree, diploma, or certificate program who entered the program subsequent to the mandated standards implementation date.

4. The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state college which offers the same program.

5. This warranty shall be issued in writing to each graduate who enters a program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

Student Records

A permanent record of course work attempted by students is maintained by the Office of Student Services. A transcript of this record will be provided to others upon the student's request. The first transcript is free but all subsequent requests for transcripts must be accompanied by a $2.00 fee.

Access to Student Records - Student records will not be made available to others except where permitted by law or upon the written request of the student (or parent or guardian when the student is less than 18 years of age).

Records Classified As Directory Information - Coosa Valley Technical College classifies certain items of a student's record as directory information. These items of information may be released to any third party at the discretion of the college.

The following directory information may be released without the consent of the student:

Name and/or Address
Program of Study
Date of Birth
Dates of Attendance

Any student or parent who objects to the release of directory information may file an objection, in writing, with the Office of Student Services.

Upon written request, any presently enrolled or former student may inspect his or her personal educational records and may request a hearing to challenge any information deemed to be misleading or inaccurate.

CLASS SCHEDULES - *Rules and Regulations*

Advisement - New students and transfer students are advised through services provided in the Student Success Centers. During advisement, students are assisted with course selection and program planning. A 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 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 the student's advisor/instructor, properly recorded, and approved by Student Services.

No Show Policy - Any student who does not attend any class meetings for a course during the first seven calendar days of the quarter will be administratively withdrawn from that class. Any student who does not sign on to Blackboard for an online course for the first seven calendar days of the quarter will be administratively withdrawn from that class. Students who are administratively withdrawn must follow the drop-add procedure to add the class back to their schedule.

Abandoning Course Work - A student who discontinues attendance 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 the student's record:

WP - Withdrew Passing
WF - Withdrew Failing
W - Withdrew on or before midpoint of the quarter

See Satisfactory Progress in the Student Financial Aid section of the CVTC Catalog to discover how these symbols will affect your grade average. See Veterans Attendance in the Student Financial Aid section of the CVTC Catalog 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 in the CVTC Catalog.

Program Transfers-Students who wish to transfer to another program at Coosa Valley Technical College must complete a *Request for Transfer* form and have it approved by the proper school personnel. Transfer forms may be obtained in the Office of Student Services.

Change From Day Class to Night Class-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.

Change In Name Or Address-Any student who has a change of name or address should notify the Office of Student Services promptly so that accurate student records may be maintained.

Student Identification Cards-All students are required to have a valid identification card. ID cards must be presented to check out books from the library, to have access to computer labs, and to gain admission to various student activities. New students receive an ID card free of charge. ID cards are issued in Library Services on each campus. Schedules will be posted on each campus quarterly. Students receive one card annually; replacement cards cost $5.00.

Orientation-Orientation acquaints students with Coosa Valley Technical College, its policies, and its services. Orientation for new students and transfer students is provided by Student Services and is conducted as part of the advisement process in the Student Success Center. Additional orientation information is provided by instructors in each of the college's programs of study. The Student Handbook is provided to each student to further acquaint him/her with policies and services provided by the school.

Graduation-To graduate from Coosa Valley Technical College, a student must pass all required courses with an overall GPA of 2.0 or higher. Graduation exercises will be held after the summer and winter quarters. In order to participate in the graduation exercise, all graduation requirements must first be completed. Students with a 3.50 cumulative GPA or higher will be recognized as honor graduates and will wear a silver cord during the graduation ceremony. Students with a 4.00 cumulative GPA will be recognized as high honor graduates and will wear a gold cord during the graduation ceremony.

Prior To Graduation:

1. Students must earn a passing grade in all required courses and have an overall GPA

of 2.0 or higher.

2. Students will file an *Application for Graduation Form* with the Graduation Services Office during the quarter in which all graduation requirements will be met. This application must be filed on or before the designated last day to apply for graduation as listed in the academic calendar. Coosa Valley Technical College will not be responsible for any student who does not submit an application. The *Application for Graduation Form* should be completed with the assistance of the advisor, and must also include advisor's signature, employment information or request for job placement assistance.

3. Evidence of graduation from an accredited high school or GED completion must be submitted with application.

4. Students must settle all financial obligations to Coosa Valley Technical College before a diploma or transcript will be issued.

5. Credit for prior training or examination may be applied toward graduation but should be requested no later than the first quarter of enrollment.

6. The advisor and the registrar will review the student's record and will approve the student for graduation if all academic and other requirements have been met.

Note: Prior to graduation all students must have graduated from high school or received a GED.

ACADEMIC INFORMATION

The Grading System

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

90-100	A	I	Incomplete
80-89	B	IP	Class in Progress
70-79	C	S	Satisfactory Progress
60-69	D	WP	Withdrew Passing
0-59	F	WF	Withdrew Failing
		W	Withdrew on or before midpoint of the quarter
		AU	Audited Course

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

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

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

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 one quarter 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 12 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 12 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 numerical grade but is recorded on the student's permanent grade record.*

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

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

A	4 points	IP	Not Computed
B	3 points	I	Not Computed
C	2 points	WP	Not Computed
D	1 points	W	Not Computed
F	0 points	WF	Computed as 0

An I 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-Course credit may be awarded for courses completed with a grade of "C" or higher from a college accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Full credit will be awarded for courses taken within the Georgia Department of Technical and Adult Education college system, subject to the receiving institution assuring that accreditation requirements are met.

High School Diploma/GED Graduation Policy-Students *will not* be allowed to graduate and receive a diploma from any credit program offered by Coosa Valley Technical College until they have first earned a high school diploma or GED certificate. This policy was approved by the CVTC Board of Directors effective July 1, 1989. In order to receive a CVTC diploma, a student cannot transfer more than twenty five percent (25%) of the required course work from another school. Students must have a high school diploma or GED prior to entering an associate of applied technology degree.

Attendance Policy-Students are expected and encouraged to attend each scheduled class. Requirements 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.

Use of Internet Policy-Computers and computer resources may be used to support educational activities in which students participate on CVTC campuses. The noneducational use of games, IRC, chat, e-mail, and the internet is not allowed. Workstations may not be used to access obscene, pornographic, offensive, or other inappropriate "adult-oriented" resources. Violators of this policy may be suspended from a class, the Library, or the college. See the Acceptable Computer Use and Internet Policy in the General Information of the CVTC Catalog for detailed information.

Use of Cell/Digital Phones and Pagers-In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in quiet mode while in class.

Intellectual Property-To further its goal of making education accessible to as many people as possible, Coosa Valley Technical College owns the intellectual property rights to any and all works produced by or for the college.

In order that Coosa Valley Technical College be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the college and anyone providing work for the college's use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm;
- Do not libel, defame, or invade the privacy of any person or firm.

The Department of Technical and Adult Education (DTAE) Commissioner may establish a committee to make recommendations concerning the development of intellectual property not exclusively owned by the Department (including its technical colleges).

Smoking Policy-Coosa Valley Technical College campus is smoke free except for areas designated as smoking areas. All who wish to smoke must smoke only in designated areas and deposit cigarette butts appropriately in conveniently placed receptacles. Con-

tinued smoking in non-smoking areas and tossing cigarette butts on campus grounds will result in disciplinary action including dismissal from Coosa Valley Technical College.

GENERAL INFORMATION

Student Activities-Student activities include professional student organizations, clubs, an annual field day celebration, quarterly special events, motivational speakers, an annual Job EXPO, quarterly Lunch and Learn sessions, and activities within the programs of study. There is also an annual competition to select an outstanding student who represents the school in the Georgia Occupational Award of Leadership program.

Student Activity Committee-The Student Activity Board is an organization composed of student representatives from each program of study. This student organization, along with advisors from the college, is responsible for all sanctioned activities. The board plans and organizes entertainment, educational, and civic minded activities for the benefit of the students, the college, and the community.

The GOAL Program-Held annually, the Georgia Occupational Award of Leadership features local competition, the selection of four school finalists, a local luncheon 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.

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.

Canceled Classes Due To Inclement Weather-In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a safety comfort problem, school may be closed for the day or delayed in opening. Radio stations in Rome, Calhoun, Cedartown, Rockmart and Centre, Alabama, will announce school closings or delayed openings. These stations will be notified by 6:00 a.m. if possible or the earliest possible time that a decision can be reached regarding a delay in opening or closing of school. All staff and students should listen to the radio when weather conditions are a factor. (If possible an announcement will be recorded on the CVTC telephone system.) It is the responsibility of each person to use best judgment to decide if it is safe to travel.

Student Rights, Responsibilities, and Conduct Code
Coosa Valley Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the college and each member of the college community

has reciprocal rights and obligations. It is the obligation of the college to insure orderly operation, to preserve academic freedom, to protect the rights of all members of the college community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to college disciplinary action where conduct adversely affects the college's pursuit of its educational objectives.

Membership in the college community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The college is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.

Student Rights

Students shall, upon their request, have a right, through Student Services, to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the college or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Activities Committee and all student organizations approved by the college administration may meet on college premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space.

Only the Student Activities Committee and student organizations approved by the college administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the college or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the college or to any person outside the college without the expressed written consent of the student involved, except under legal compulsion.

Students shall have the right to due process when accused of any violation of college regulations or conduct code as outlined in this Catalog-Handbook.

This right shall include the following:

1. Right to a notice in writing of any charges.
2. Right to admit the alleged violation, waive the appeal procedure, and accept the college action.
3. Right to admit or deny the alleged violation but follow the appeal procedure.
4. Right to a fair appeal before the individuals and boards listed in the appeal procedure, not including those who brought the charges.
5. Right to appear in person at an appeal procedure or not to appear with assurance that failure to appear shall not be construed as indicative of guilt.
6. Right to select an advisor of their choice to attend the appeal procedure with them.
7. Right to call witnesses and present evidence in their behalf.
8. Right upon request to a list of witnesses who will appear against them.
9. Right to confront and cross-examine witnesses and/or accusers.
10. Right to request a copy of the record of the appeal procedure if the offenses involve possible suspension or expulsion.

Student Conduct and Behavior

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

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

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

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

Disorderly Assembly

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

Disorderly Conduct

1. Behavior which disturbs the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited.

2a. No person shall push, strike, physically assault or threaten any member of the faculty, staff, student body, or any visitor. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental technique any other member of the CVTC community, individually or collectively.

2b. No member of the CVTC community may sexually harass another.

3. Drunken misbehavior on or in CVTC property or functions sponsored by CVTC or any recognized CVTC organization is prohibited.

Falsification of Records

1. Each person must complete any CVTC record honestly.

2. No person shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any record, form, or document used by Coosa Valley Technical College.

Children on Campus

Students with small children are expected to make provisions for off-campus child care. The following administrative procedure applies to students bringing children to the campus:

- Students may not bring children to class.
- Students may not leave children unattended in waiting automobiles, hallways, student centers, or outside the buildings.

Parking-Parking is provided to all students attending Coosa Valley Technical College. Students are expected to park in designated parking spaces. Students parking in handicapped spaces, on yellow curbs, in designated visitor parking, or other designated areas without permission will be subject to parking citations, disciplinary action and/or towing. Citations will also be issued to vehicles not following the speed limit, driving recklessly, or performing other actions deemed to be a safety risk for pedestrians.

Drugs-This statement is designed to emphasize, in fairness to all members of the CVTC community, the serious and/or dangerous consequences resulting from the illegal use, possession or distribution of marijuana, LSD or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates and tranquilizers, which are sometimes prescribed for medical purposes. While there is admittedly much controversy as to whether or not marijuana should be classified as a narcotic or dangerous drug, the fact remains that the possession or transfer (including gifts) of marijuana, LSD and other mind-altering drugs is illegal under both federal and state laws. And, although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration of two to 10 years, fines up to $2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony, punishable by imprisonment for a period of not less than ten years, with possible life sentence at the discretion of the judge. Furthermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed, the civil authorities shall handle the situation rather than the CVTC authorities. CVTC must and will fully cooperate and work with the civil authorities; technically the law would say that failure to do so would involve compounding a

felony. Recent state and federal legal action makes it clear that CVTC has an important role to play in creating a drug free campus. It is hoped that this statement will help our students and the entire CVTC community recognize the implications of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. CVTC, through its Office of Student Services and Office of Academic Affairs, is 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. See the Sexual (Gender) Harassment Policy in this CVTC Student Handbook for more information.

OFFICIAL CODE OF GEORGIA NOTICE

Possession of a Weapon on School Property or at School Functions. Georgia Law now provides that possession of a weapon on school property or at school functions can be a felony crime punishable by a fine up to $5,000, by imprisonment for not more than five years or not less than one year, or by both. A student shall be excluded from school for one year (exceptions limited on case-by-case basis) for possessing, on school grounds or at a school function, a firearm including a starter gun, any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such a weapon; any firearm muffler or silencer; or any destructive device.

GEORGIA GUN AND WEAPONS LAWS (GEORGIA CODE 16-11-127.1)

It shall be unlawful for any person to carry to or to possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall, upon conviction thereof, be punished by a fine of not more than $5,000; by imprisonment for not less than one nor more than five years; or both. For the purposes of this Code section, the term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any Dirk, bowie knife, switchblade knife, ballistic knife, and any other knife having a blade of two or more inches, straightedge razor, razor blades, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind. A student shall not possess, handle, transmit, threaten with or discharge/use any object that can reasonably be considered or converted to and/or be used as a weapon such as, but not limited to, knives; guns; pellet guns; brass knuckles; fireworks; lighters; tear gas; mace; explosives; pepper gas; bats (other than for athletics); clubs; sticks or other instruments of a bludgeoning type; Chinese stars; razors; projectiles; and the like.

Drugs, Alcohol, Tobacco and Narcotics
1. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on CVTC property or at CVTC sponsored events.

2. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or 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.

Disregard of Directions or Commands
A student shall not fail to comply with reasonable directions or commands of faculty, administrators, staff, or other authorized school personnel.

Indecency
A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of lewd exposure or lewd caress or indecent fondling/touching of the student's own body or of another person or any act of sexual intercourse.

Other Conduct Which is Subversive to Good Order
A student shall not perform any other act which is subversive to good order and discipline. This includes, but is not limited to, violation of local rules, violation of state and federal law, involvement in gang/hate related behavior, and providing false information to school personnel.

Student Identification Cards
a.) Lending, selling, or otherwise transferring a student identification card is prohibited.
b.) The use of a student identification card by anyone other than its original holder is prohibited.
c.) Obtaining a student identification card under false pretense is prohibited.

Unauthorized Entry or Use of Coosa Valley Technical College Facilities
a.) No student shall make unauthorized entry into any school building, office, or other facility; nor shall any person remain without authorization in any building after normal closing hours.
b.) No student shall make unauthorized use of any school facility or equipment.
c.) School equipment may not be used for personal gain.

The Student Right To Know – Campus Security Act
Public Law 101-542 is a consumer protection measure that requires the disclosure of certain campus statistics and security policies to students and employees. In compliance with this legislation, Georgia's technical colleges will provide:

1. Information on completion or graduation rates of diploma- and degree-seeking full-time students to current students and to prospective students enrolling or entering into any financial obligation at the college.
2. Statistics for all current and prospective students and employees concerning the occurrence of campus crime, including the following:
   A. Murder
   B. Rape
   C. Robbery
   D. Aggravated Assault

E. Burglary
F. Motor Vehicle Theft
G. Liquor Law Violations
H. Drug Abuse Violations
I. Weapons Possessions

All information is published by October 1 and may be obtained through the Office of Student Services.

Policy on Mandatory Reporting of Student Crimes

A. Any teacher or other Coosa Valley Technical College employee who has reasonable cause to believe that a student has committed any of the following acts upon school property or at any school function shall immediately report that act and the name of the student to the president or the designee: (State law 20-2-1184)

1. Aggravated battery (involves body dismemberment or disfiguration);
2. Sexual offenses (including rape, sodomy, assault, child molestation, statutory rape, public indecency, prostitution, pimping, pandering, or enticing a child for indecent purposes);
3. Carrying a deadly weapon at school or any school event (deadly weapons include but are not limited to, explosive compound, firearm, knife designed for the purpose of offense and defense);
4. Possession, manufacture, distribution, or use of controlled substances or marijuana except as legally authorized;
5. Threats to use fire or explosives and all attempts to use fire or explosives to harm persons or property;
6. Damage to school property in excess of $50.

B. The president or designee who receives a report made pursuant to paragraph A above, who has reasonable cause to believe that the report is valid shall make an oral report thereof as soon as possible by telephone or otherwise to the president and director of safety and security. If subsequent to review, the president has reasonable cause to believe that the report is valid, he shall immediately make a written and oral report to the appropriate police authority and district attorney.

C. Georgia law provides immunity from civil or criminal liability for those who make required reports in good faith and provides criminal sanctions for those who knowingly and willfully fail to make required reports.

COMPLAINT RESOLUTION

Coosa Valley Technical College is committed to ensuring an environment that is fair, humane, and respectful for all students, an environment that supports and rewards students on the basis of relevant considerations, and that is free from illegal or inappropriate conduct.

In an instance of perceived violation of college policies, standards of professional conduct or state or federal law, a student may file a complaint, which shall be resolved as addressed in these policies and procedures. Individuals may follow an informal and/or formal process to reach resolution of the complaint. (At no time will college policy contradict policy and procedure as determined by the Department of Adult Education

(DTAE) as listed in the DTAE Policy and Procedures at www.dtae.org. If a contradiction is realized, the DTAE Policy will prevail.)

Retaliation in any form against individuals bringing grievances is prohibited and will subject the individual to disciplinary action. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

The Informal Process

Complainants are encouraged to seek informal resolution of their grievances or concerns. This procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of different perspectives regarding the complaint. An individual is not required to seek resolution nor does the seeking of an informal resolution prohibit the individual from filing a formal grievance or complaint. Contacts for filing grievances or complaints are discussed below.

The Formal Process

If resolution is not satisfactory at the informal levels, or if a student does not wish to follow the informal process, a student may submit a formal complaint. A formal complaint must be in writing and must specifically state the basis for the complaint and the remedy that the student seeks. The procedures for formal complaint and the person to whom the student addresses a formal complaint may be different based on the type of formal complaint. Types of complaints and procedures for seeking resolution are addressed below.

Academic Complaint or Appeal

Any student who feels that he/she has an academic complaint may seek informal resolution with his/her instructor, the program chair/director or the department chair/director. The complaint must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action resulting in the complaint.

If resolution is not satisfactory at the informal levels, or if a student does not wish to follow the informal process, a student may file a formal complaint to one of the deans of academic affairs, listed below, by filing a written request for review. The formal request must state the basis for the complaint and the remedy that the Complainant seeks by the action. This request for review must be filed within four (4) weeks from the date the student learned or reasonably should have learned of the grade or other action resulting in the complaint.

CVTC Deans of Academic Affairs

Paul Carter, Dean of Academic Affairs
Floyd County Campus, Business Technologies and General Studies
Coosa Valley Technical College, Floyd County Campus, Springwood Center
One Maurice Culberson Drive, Rome GA 30161
706-295-6952

Frank Pharr, Dean of Academic Affairs
Floyd County Campus, Health Technologies
Coosa Valley Technical College, Floyd County Campus, Room H-113
One Maurice Culberson Drive, Rome GA 30161

706-295-6881

Barry Williams, Dean of Academic Affairs
Floyd County Campus, Industrial and Personal/Public Service Technologies
Coosa Valley Technical College, Floyd County Campus
One Maurice Culberson Drive, Rome GA 30161
706-295-6985

Cathy Vann, Dean of Academic Affairs/Campus Manager
Gordon County Campus, All Programs
Coosa Valley Technical College, Gordon County Campus
1151 Highway 53 Spur, Calhoun GA 30701
706-624-1118

Ed Hawkins, Dean of Academic Affairs/Campus Manager
Polk County Campus, All Programs
Coosa Valley Technical College, Polk County Campus
466 Brock Road, Rockmart GA 30153
770-684-5696

If resolution is not reached at this level, the student may appeal in writing to the Vice President of Academic Affairs. This request for review must be filed within six weeks from the date the student learned or reasonably should have learned of the grade or other action resulting in the complaint. The decision of the Vice President of Academic Affairs shall be final.

Non-Academic Complaint or Appeal

Equal Opportunity Statement Of Compliance
Non-Discrimination Statement - Coosa Valley Technical College is an Equal Opportunity The Department of Technical and Adult Education and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other department and technical college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. The department and technical colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Coosa Valley Technical College no discrimina basado en la raza, color, creencias, origin de nacionalidad, grupo etnico, sexo, religion incapacidades fisicas, edad, estado veterano, o estado ciudadano. Para mas informacion, comuniquese con la oficina de admisiones, One Maurice Culberson Drive, Rome GA 30161, 706-295-6963. Para Title IX comuniquese con Rosa Intelisano, Title VI & IX, Director of Human Resources, Room A-133, Floyd County Campus, 706-295-6592; para ADA y Seccion 504, comuniquese con Frank Pharr, Dean of Academic Affairs, Floyd County Campus, 706-295-6881. Coosa Valley Technical College esta acreditada por la Comision del Consejo de Educacion Ocupacional.

The individuals responsible for coordinating the College's implementation of Title VI,

Title IX, Section 504 and the ADA:

Implementation Coordinator of Title VI and Title IX:
LaTrenda Leaks , New Connections to Work Coordinator
Floyd County Campus Room A-126B
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6932

Implementation Coordinator of Section 504 and the ADA:
Sheila Parker, ADA Coordinator/Interpreter
Floyd County Campus Room A-119
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6517

Equal Opportunity Complaint or Appeal
Students of Coosa Valley Technical College should report any alleged discrimination on the basis of race, creed, color, national origin, handicap or disability or a report of alleged sexual harassment to the person designated below as the coordinator. The coordinator should complete the information process within 30 days of the complaint.

Report complaints concerning discrimination on the basis of race, color, creed, national or ethnic origin, gender, age or religion to:

LaTrenda Leaks, New Connections to Work Coordinator
Coosa Valley Technical College
Floyd County Campus, Room A-126B
One Maurice Culberson Drive
Rome GA 30161
706-295-6932

Report complaints concerning discrimination on the basis of disability to:

Sheila Parker, ADA Coordinator/Interpreter
Floyd County Campus Room A-119
One Maurice Culberson Drive
Rome, Georgia 30161
706-295-6517

If a complaint involving non-discrimination is not resolved in an informal setting, a formal appeal may be made following procedures under Procedure for Filing Formal, Non-Academic Complaint/Appeal, in the next section.

Appeals

Council on Occupational Education
If a complaint cannot be resolved at the local level, students may file a complaint with the Council on Occupational Education (COE) at the following address:

Dr. Gary Puckett, Executive Director/President
Council on Occupational Education
41 Perimeter Center East, N.E., Suite 640
Atlanta, GA 30346
770-396-3898 or 800-917-2081
FAX 770-396-3790
puckettg@council.org

Sexual Harassment Policy

Coosa Valley Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status. Sexual harassment is a form of gender discrimination and is a violation of state and federal law. Sexual harassment is defined as: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance, or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity.

All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly. Those who have been witness to sexual harassment or other improper harassment should report their observation to the Title IX Coordinator:

LaTrenda Leaks, New Connections to Work Coordinator
Coosa Valley Technical College
Floyd County Campus, Room A-126B
One Maurice Culberson Drive
Rome GA 30161
706-295-6932

Other violations of this policy include (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately, or delaying investigations of harassment allegations when responsibility or report and/or investigation harassment complaints comprises part of one's supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other improper harassment. However, failure to prove a claim of harassment does not constitute proof of a false accusation.

Students who engage in sexual or other improper harassment on college premises or off college premises at a college-sponsored activity will be subject to discipline. In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow.

Sexual Harassment Complaints
The following procedure is designed specifically for the reporting and processing of complaints of sexual harassment. Any student who alleges a violation of sexual harassment shall notify the Sexual Harassment (Title IX) Coordinator within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. The complaint shall contain a brief description of the alleged violation and relief requested. If the complaint is oral, the coordinator shall prepare a written record of the complaint and ask the complainant to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Within thirty (30) business days following the filing of a complaint, the Coordinator will conduct an investigation of the alleged incident. Within five (5) business days after

concluding the investigation, the coordinator will review the evidence gathered during the investigation and make a written report to the college president presenting findings of fact, investigative conclusions and recommendations as to any disciplinary action to be taken, if appropriate. A copy of this report shall be given to the complainant and accused offender. Upon reasonable request the president may grant the coordinator additional time for completing the investigation or written report.

The accused offender (respondent) or complaining party may respond to the report of the coordinator. Written responses must be submitted to the president within ten (10) business days from receipt of the coordinator's report. Requests to meet with the president shall be submitted in writing within five (5) days of the receipt of the report. The president shall meet with the complainant or the respondent within a reasonable time. This meeting may be informal and include other individuals at the discretion of the president.

Within a reasonable time the president shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the complainant and the respondent. Such decisions shall include a statement of the right to appeal the president's decision to the Office of Legal Services, Department of Technical and Adult Education. A total time period from receipt of complaint by the president, to the president's decision should not exceed thirty (30) business days.

An appeal of the final decision of the president may be submitted in writing to the Office of Legal Services indicating reasons for appeal and stating what relief is requested. This appeal to the Office of Legal Services must be submitted within fifteen (15) calendar days after receipt of the president's decision.

The Office of Legal Services may elect to consider the appeal or appoint an administrative hearing officer to hear the appeal and make appropriate recommendations. Absent extraordinary circumstances, no new or additional evidence will be acceptable for purposes of this appeal. The Office of Legal Services shall issue a decision within fifteen (15) business days following the receipt of the written appeal.

Other Non-Academic Complaint or Appeal

Informal Complaint
Any person with a complaint or appeal not addressing Equal Opportunity, Sexual Harassment, or Academics may seek informal resolution with a dean of academic affairs. All persons are encouraged to file their complaint as promptly as possible because the ability of the College to effectively respond may be compromised by the passage of time.

Formal Complaint
If the informal process does not result in resolution of the complaint, or if the complainant does not wish to follow the informal process, the complainant may file a formal complaint. The formal complaint must be in writing and must set forth a statement of the facts, the technical college policy, procedure, or law allegedly violated

and the specific remedy sought. Formal complaints should be addressed to:

Dr. Dottie Gregg, Interim Vice President of Academic Affairs
Coosa Valley Technical College, Floyd County Campus, Room A-117
One Maurice Culberson Drive, Rome GA 30161
706-295-6908
- or -
Terry Williamson, Vice President of Administrative Services
Coosa Valley Technical College, Floyd County Campus, Room A-136
One Maurice Culberson Drive, Rome GA 30161
706-295-6347

Procedure for Filing Formal Non-Academic Complaint/Appeal

(For formal complaint/appeal addressing equal opportunity, sexual harassment, or academics, see previous section.)

Step 1: The vice president to whom the complaint was forwarded shall, within five (5) business days, conduct a formal conference with the complainant, permitting him or her to provide any necessary information relevant to the complaint. The vice president shall also meet with the respondent and conduct such additional investigation as he or she deems necessary. A written recommendation shall be rendered within five (5) business days of the formal conference unless an extension is mutually agreed to by the parties. The recommendation shall be sent to the complainant and respondent. The written recommendation shall state the background information, the rationale for the recommendation, and the recommended remedy (if any). The vice president's response will address the ability of the grievant, if desired, to appeal the decision to the College President. No transcript or recording of the conference shall be made by either party. For monitoring purposes a copy of the report shall be kept by the technical college vice president who received the initial complaint.

Step 2: If the complaint is not resolved at Step 1, the complainant or respondent may, within ten (10) business days of receipt of the Step 1 recommendation, appeal to the college president.

The college president shall hold a hearing within fifteen (15) business days of receipt of the appeal or complaint. A written decision shall be rendered within ten (10) business days of such hearing. The complainant and the respondent shall be afforded the opportunity to testify, to call witnesses and to introduce documentary evidence. No transcript or recording shall be made of the hearing. For monitoring purposes a copy of the report shall be sent to the vice president who received the initial complaint. The report will discuss the ability of the complainant to appeal the president's decision to the local college board of directors.

The decision of the local college board of directors shall be final.

Mediation

At any point in the procedure, a grievance may be referred to mediation upon the concurrence of the parties involved. The Grievance Coordinator, Dr. Dottie Gregg or Terry Williamson, shall assist the parties in locating either an in-house or external mediator.

NOTE

Any complaint or grievance filed against a vice president should be made directly to the college president. Any complaint against a college president should be made directly to the DTAE Commissioner.

www.CoosaValleyTech.edu

Floyd County Campus
706-295-6963

Gordon County Campus
706-624-1100

Polk County Campus
770-684-5696

Coosa Valley Technical College is a unit of the Georgia Department of Technical and Adult Education and an Equal Opportunity Institute.