COOSA VALLEY TECHNICAL INSTITUTE

CATALOG
1990-1992

Industrial Electrical Technology

Will Replace RCW

COOSA VALLEY TECHNICAL INSTITUTE

General Catalog 1990-1992

Accredited by the Southern Association of Colleges and Schools

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Coosa Valley Technical Institute is a unit of
the Georgia Department of Technical and Adult Education

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The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between students and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Coosa Valley Technical Institute reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Student Services. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular diploma program.

Coosa Valley Technical Institute
112 Hemlock Street
Rome, Georgia 30161

Telephone 235-1142

Message From The President

Greetings,

Thank you for your interest in Coosa Valley Tech. This is the catalog of an excellent technical school with the reputation, resources, experience and the desire to help you achieve your goals as they relate to training for employment. As you examine the contents, I hope we can communicate to you our emphasis on quality of instruction and the excellence of our support services. Recognizing that it is sometimes difficult to adequately inform through the written word only, we would appreciate the opportunity to answer any questions you might have or explain in greater detail any material presented herein.

Coosa Valley Tech is part of a large and growing system of coordinating and cooperating institutions and agencies dedicated to serving the occupational training needs of individuals, businesses and industries. In exploring the wide range of training and services that are available, you can be sure we are appreciative of the opportunity to serve you and we will place at your disposal all available resources to help you achieve your goals.

Sincerely,

J. Derward Powell

J. Derward Powell, President

GENERAL INFORMATION

COOSA VALLEY
TECHNICAL INSTITUTE

Our Commitment To You

Coosa Valley Technical Institute is committed to providing excellence in both physical facilities designed for the learner and qualified faculty prepared to work with students. We believe in the partnership between faculty and student where each shares in the responsibility for learning.

History

Coosa Valley Technical Institute was established in 1962 through the joint efforts of the Rome-Floyd Chamber of Commerce, local business and industry, city and county boards of education, and city and county boards of commissioners. From an initial enrollment of 231 full- and part-time students, Coosa Valley Technical Institute has grown and now serves over 3,400 students annually through day, evening, and off-campus programs.

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

Location

Coosa Valley Technical Institute is located at 112 Hemlock Street, Rome, Georgia 30161. The school is accessible from Highway 27, South by way of the Darlington Drive/Old Lindale Road exit.

Philosophy and Purpose

The philosophy that forms the basis for Coosa Valley Technical Institute's programs is rooted in the belief that all education, to be acceptable, must be relevant. It also recognizes that the individual's ability to adapt to change is as important as initial preparation for employment. Further, the philosophy of the institution is that the needs and objectives of the individual should take precedence over those of the labor market.

The purpose of Coosa Valley Technical Institute is to provide all citizens with education and training that will enable them to compete successfully for employment in the business and industrial community. An expanded statement of philosophy and purpose is included in the Coosa Valley Technical Institute Policy Manual.

Accreditation

Coosa Valley Technical Institute is an accredited member of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools.

Advisory Committees

Advisory committees, composed of outstanding representatives from business and industry, meet with school personnel to make recommendations, offer suggestions, and assist in the evaluation of each training program. This input assures the use of state-of-the-art equipment and techniques in each occupational area.

Credentials Awarded

Coosa Valley Technical Institute awards a diploma upon the completion of the programs of study listed in this catalog. A certificate may be awarded upon completion of certain non-diploma courses.

Visitors

Visitors are always welcome at Coosa Valley Technical Institute. Visitors are requested to check with the appropriate office before visiting classes. Groups (high school classes, clubs, and organizations) wishing to visit the campus may call 235-1145 to make an appointment.

SCHOOL CALENDAR

SUMMER QUARTER - 1990

Orientation (No classes)	July 6, 1990
Beginning Date	July 9, 1990
Ending Date	September 20, 1990
Graduation (Evening)	September 20, 1990
Non-school Days	August 8-10, 1990
	September 21-28, 1990
Holiday	September 3, 1990

FALL QUARTER - 1990

Orientation (No classes)	September 28, 1990
Beginning Date	October 1. 1990
Ending Date	December 12, 1990
Non-school Days	November 21, 1990
	December 13-21 and 31, 1990
Holidays	November 22-23, 1990
	December 24-28, 1990
	January 1, 1991

WINTER QUARTER - 1991

Orientation	January 2, 1991
Beginning Date	January 3, 1991
Ending Date	March 14, 1991
Graduation (Evening)	March 14, 1991
Non-school Days	March 15-29, 1991
Holidays	January 21, 1991

SPRING QUARTER - 1991

Orientation	April 1, 1991
Beginning Date	April 2, 1991
Ending Date	June 11, 1991
Non-school Days	June 12-28, 1991
	July 1-3, 1991
Holidays	May 27, 1991
	July 4, 1991

SUMMER QUARTER - 1991

Orientation (No classes)	July 6, 1991
Beginning Date	July 8, 1991
Ending Date	September 19, 1991
Graduation (Evening)	September 19, 1991
Non-school Days	August 7 - 9, 1991
	September 20 - 28, 1991
Holiday	September 2, 1991

Speakers Bureau

Teachers, civic clubs, and others are encouraged to contact Coosa Valley Technical Institute to request a presentation be made to their membership. To schedule a member of the Coosa Valley Technical Institute faculty as a speaker for your group, call 235-1145 and speak with the Vice President for Student Services.

Emergency Closing

The President or designee is authorized to close the school if conditions exist that may threaten the health and safety of students and employees. The President or designee is also authorized to delay the opening hour of the school day and/or to release students and employees before the normal school day ends if hazardous conditions exist. School closings or delayed openings will be announced by area radio stations.

Safety

Good work habits, cleanliness, and safety precautions should be observed at all times while on the campus. The use of safety glasses, gloves, shoes, and other protective items are required of those students training in shops , labs, and other designated work sites.

Accidents

In the event of an accident or illness, the student should request assistance from the nearest instructor or other school personnel. The administration should be contacted in cases where ambulance or police services may be necessary.

Telephone

Pay telephones are available for student use. Office telephones are for business purposes only. Only emergency telephone messages will be forwarded to students.

Equal Opportunity Statement

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

Employees, students and the general public are hereby notified that Coosa Valley Technical Institute does not discriminate in any educational programs, activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school's efforts to implement this nondiscrimination policy: Title IX, Charles Rice; Section 504, Dottie Gregg. Inquiries concerning these laws should be addressed to the above individuals and mailed to 112 Hemlock Street, Rome, Georgia 30161.

Grievance Procedure for Resolving A Complaint Under Title IX and Section 504

Students or employees of Coosa Valley Technical Institute should report any incident where there is reason to believe that they are the objects of discrimination because of race, color, sex, age, national origin, or handicap. Students and employees should also report any incident of alleged sexual harassment that occurs on campus.

To report a complaint, file a written statement with Charles Rice, Title IX Coordinator and/or Dottie Gregg, Section 504 Coordinator. This statement must be as specific as possible concerning the (1) complaint and (2) corrective action requested. Unless both of these items are included, the Coordinator can take no further action.

Upon receipt of the specific complaint and action requested, a resolution committee will be formed within three school days to conduct a confidential investigation. Within three days of this committee's adjournment, the Coordinator will inform the inquirer of its findings.

If the inquirer is not satisfied with the committee report, he or she may appeal to the Vice President for Instructional Services. Further appeals may be made to the President of Coosa Valley Technical Institute, its Board of Directors, and to the State Board of Technical and Adult Education.

ADMISSIONS

COOSA VALLEY TECHNICAL INSTITUTE

Enrollment Categories

Diploma Credit Applicants
This category includes applicants to programs and courses of study listed in this catalog that lead to a diploma. Diploma programs and courses may be scheduled during day or evening hours.

Institutional Credit Applicants
This category includes applicants to classes or programs of study that award a certificate of completion. Generally, certificate curriculums offer a series of courses scheduled during day or evening hours and taught on- or off-campus.

Other Applicants
This category includes applicants to short-term public service courses, seminars, and workshops.

Admissions Policy

With the exception of medical programs, applicants are admitted on a first-to-qualify/space-available basis. Those who are not admitted must re-apply or up-date their application for admission by specifying a new entry date. Complete medical applications are reviewed by an admissions committee.

Admission Requirements For Diploma Applicants

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

Education: Non-high-school graduates are admitted to all diploma programs as either regular or provisional students. NOTE: Students *will not* be allowed to graduate and receive a diploma from any full-time instructional program offered by Coosa Valley Technical Institute until they have first earned a high school diploma or GED certificate. Medical Office Assistant applicants should have basic typing skills prior to entry. GED preparation and pre-admission typing classes are available at Coosa Valley Technical Institute.

Entrance Testing: All diploma program applicants must be tested to determine regular or provisional admission status. Applicants will not be refused admission based upon admission testing.

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

Admission Procedures for Diploma Programs

1. Submit an application for admission.
2. Report to the Admissions/Health Occupations building for testing if you are seeking to enter a diploma program. For test dates and times, call 235-1145 before 4:00 p.m.
3. A $15.00 application fee is due when an applicant is accepted.
4. A $5.00 registration fee is due at the time of registration. This fee is payable at the beginning of each quarter and is not refundable.

NOTE: Application to health occupations programs requires physical and dental reports and personal references. Forms are available from the Office of Student Services.

Admission Procedure Short-Term and Certificate Programs

1. Submit an application for admission.
2. Pay a $5 registration fee. This fee is payable at the beginning of each quarter and is not refundable.

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Credit For Previous Training or Experience

Credit for high school, college, or technical school courses may be granted by Coosa Valley Technical Institute following a review of an official transcript and/or performance testing by a member of the Coosa Valley Technical Institute faculty.

Admissions Appeal

Applicants who feel that they were unjustly denied admission to Coosa Valley Technical Institute may appeal to the President of the Institute. The appeal must be in writing and an appropriate period of time must be allowed for its review. The President will make a written report of findings upon concluding the review. Further appeal may be made to the Coosa Valley Technical Institute Board of Directors and to the State Board of Technical and Adult Education.

Full-Time Senior Program

High school seniors may attend Coosa Valley Technical Institute in lieu of returning to their regular high school during their senior year. With satisfactory progress, those participating in this program will earn a diploma from Coosa Valley Technical Institute in addition to their high school diploma. To qualify for the Full-Time Senior Program, one must have written certification of eligibility from the high school principal and parental permission. In most cases, students who have completed state and local required units and need only to earn elective credit for graduation are eligible.

Coosa Valley Technical Institute will report grades and attendance to the student's parent high school quarterly. The parent high school will determine the unit value of the credit earned toward the high school diploma.

Veterans Requirements and Procedures

Veterans and other eligible students receiving Veterans Administration educational entitlement are required to comply with the admissions, academic, and attendance regulations that have been established for all students at Coosa Valley Technical Institute. In addition, those receiving veterans administration benefits must:

1. Seek credit for all previous training or experience which could be applicable to their chosen program of study. VA regulation 14253 requires that all previous training be evaluated for possible credit. A transcript or other

documentation of training must be submitted with the individual's eligibility papers. Written notice will be given by the school granting or denying such credit.

2. Once admitted to Coosa Valley Technical Institute, recipients of VA benefits must comply with the school's attendance regulations and report any schedule changes that could affect their status with the Veterans Administration. Such changes include:

   a. Dropping or adding subjects.
   b. Transferring from full- to half-time status (or vice-versa).
   c. Withdrawing from school.

Any overpayment to a student receiving VA benefits that results from the student's failure to comply with these regulations will become the student's obligation for repayment.

Advanced Placement

Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a diploma program. Credit may also be allowed for certain vocational courses completed at the high school level. For more information, contact the Office of Student Services.

TUITION, FEES AND REGISTRATION INFORMATION

COOSA VALLEY TECHNICAL INSTITUTE

Tuition and Fees

The tuition and fees listed below are assessed according to the policies established for all technical institutes governed by the State Board of Technical and Adult Education. Tuition and fees are subject to change without notice.

Application Fee

This one-time, non-refundable fee is due when the applicant is accepted for a diploma credit program $15.00

Registration Fee

Both diploma and non-diploma applicants pay a registration fee at the beginning of each quarter. Initial payment is due at registration. This fee is not refundable . . . . . $ 5.00

Quarterly Tuition and Supply Fees

Full-time Accounting, Business, Marketing and Management, Health, and Cosmetology students enrolled for 12 or more credit hours on campus $144.00
(Less than 12 credit hours: $12.00 per credit hour)

Other full-time students (except those below)
enrolled for 12 or more credit hours on campus $150.00
(Less than 12 credit hours: $12.50 per credit hour)

Full-time Auto Collision Repair Technology and Machine Tool
Technology students (12 or more credit hours on campus) $168.00
(Less than 12 credit hours: $14.00 per credit hour)

Full-time Welding and Joining Technology students
enrolled for 12 or more credit hours on campus $192.00
(Less than 12 credit hours: $16.00 per credit hour)

Alabama Residents

Residents of Alabama are exempt from out-of-state fees and shall pay the same fees as residents of Georgia.

Non-Resident Fee

Non-residents (except Alabama) will be charged an additional quarterly tuition fee of $8.00 per credit hour for a total of $16 per credit hour. A non-resident is anyone who has not lived in Georgia continuously for the 12 months preceding registration for classes.

Georgia Residents 62 Years of Age and Older

Residents, 62 years of age and older, may take courses at Coosa Valley Technical Institute on a space-available basis at a reduced fee. Seminars and special courses are excluded. Space available will be determined on the first day of classes.

Refund of Tuition and Fees

Seventy-five percent (75%) of the tuition and supply fees will be refunded to the student who makes a written request for refund within the first fourteen (14) consecutive days, including holidays, following the beginning date of the quarter. To request a refund, contact the Business Office. No pro-rata refunds are allowed. Refunds are limited to tuition and supply fees. Requests for refunds will be processed after the student has formally withdrawn from class. Refunds are made by check and mailed within six weeks of withdrawal.

Insurance

Accident insurance is required. School policy dictates that at registration a student must either provide evidence of coverage, sign a release form, or purchase accident coverage. Coverage under the school policy is from fall quarter through summer quarter and must be renewed each fall.

Textbooks and Other Training Aids

The cost of first-quarter books, personal hand-tools, and/or safety equipment varies with the program of study. In general, these expenses are estimated to cost between $100.00 and $175.00.

Registration

Registration for classes is held several days before the beginning of each quarter. Students are notified of these dates. During the registration period students see their advisors or other school officials for assistance in completing class schedules.

After the class schedules are completed, students proceed to pay tuition and supply fees and to buy textbooks. New students are notified by mail to register on specific dates. For more information on registration, call 235-1142 or 235-1145.

Dropping or Adding Courses

Students who need to make changes in their schedules must do so within the first 5 days of class. To make a schedule change, contact the Office of Instructional Services and complete the necessary paperwork.

Change of Program

Students requesting a change of program must meet the admission requirements of the new program, complete a Class Transfer form, and have their request for transfer approved by the Office of Instructional Services.

Transcript Fee

The first transcript will be processed free. Thereafter, a fee of $2.00 will be charged for each copy processed. To request a transcript of your grades, contact the Office of Student Services.

Financial Obligation to the Institute

Failure to meet financial obligations to the institute may result in the student's disenrollment with no credit for the quarter. Additionally, such student may be denied enrollment in subsequent quarters. The institute will withhold copies of educational records of students who have outstanding debts to the institution.

STUDENT FINANCIAL AID

COOSA VALLEY TECHNICAL INSTITUTE

Qualifying for Financial Aid

Financial aid from federal, state, and local sources is available to qualified students. Most of the available aid is need-based. An application for financial aid should be filed prior to entry but can be filed at anytime.

Applicants for financial aid must be accepted for entry (or enrolled) in a diploma program and scheduled to attend on a one-half time or greater basis.

Application forms are available from the Office of Student Services or the Office of Instructional Services at Coosa Valley Technical Institute. Assistance in completing the application is available from the Office of Student Services. Call 235-1145 for an appointment with a financial aid officer.

Students receiving financial aid from any institutionally controlled or administered aid program must maintain satisfactory academic progress in order to maintain their eligibility for that assistance. See the section on Academic Information for the definition of academic progress. Additionally:

Students receiving financial aid from any Title IV program (Pell Grant, Stafford Loan) must satisfactorily complete at least 70% of the credit hours attempted during an academic year. Failures, incompletes, withdrawals, and course drops (indicated on the transcript by the grade symbols F, INC, W, or WF) are considered to be class work attempted but not satisfactorily completed.

Financial aid from a Title IV program is not available to students taking non-credit developmental or remedial courses unless they are also enrolled for credit classes.

Eligibility Requirements for Federal and State Grants

Pell Grant

$200 to $2250 per year payable in four installments. This aid program is available to students with demonstrated financial need who have not earned a Bachelor's Degree. The amount of aid depends upon the cost of the student's program and the results of an analysis of resources available to the student. Application can be made using the Application for Federal Student Aid (AFSA) or the Financial Aid Form (FAF). If approved without conditions, the cost of tuition and fees can be credited against an award during registration or on the first day of the quarter, and the remaining award (if any) made at a later date.

CSX = state, no cost

Student Incentive Grant

$150 to $450 per year. Available to Georgia residents who are full-time students with a demonstrated financial need. This grant is paid only during the fall, winter, and spring quarters. Application is made by completing the Financial Aid Form (FAF). The deadline for application is May 1 and early application is recommended. Payment is sent to the financial aid office for disbursement.

avoid this one, so won't have to pay money

NOTE: Grants usually do not require repayment when the student has attended class on a regular basis and maintained satisfactory academic progress.

Eligibility Requirements for Loans

Stafford Loan

$2,000 per year maximum. Program makes long-term, low-interest rate loans to students through participating lenders. Repayment of principal and interest is delayed until student leaves school. Loan applications are available at banks, saving and loan associations, and credit unions. The school must certify that the students have been accepted (or are presently enrolled) on a half-time or greater basis with an established financial need. The school requires completion of the Financial Aid Form (FAF) or (AFSA) to establish financial need. Payment is sent to the financial aid office for disbursement to the student. Processing time is eight to 12 weeks.

State Direct Student Loan

$1,500 per year maximum. Provides service-cancellable loan assistance to Georgia residents enrolled in career fields where personnel shortages exist. Programs offered by Coosa Valley Technical Institute that are on the approved list are Practical Nursing and Respiratory Therapy Technology. Application requires completion of the Financial Aid Form (FAF), the Georgia Loan application, and a Transmittal Letter. Processing time is about 12 weeks.

Servicable Cancel Loans from State
90-91 = out of money
need to apply early Spring

National Guard Loan

$800 per year maximum. Same as the State Direct Student Loan but the applicant must be a member in good standing of the Georgia National Guard.

Eligibility Requirements for Employment

Tuition/Cancellation Work Program

A campus-based work program. The tuition portion of quarterly expenses may be cancelled through work performed during the weeks prior to the beginning of the quarter for which it is due. Application requires the completion of a Student Aid Application and the approval of the financial aid committee.

Eligibility for Scholarships

Equity Scholarship

Pays tuition, fees, and books for persons entering a program that is not traditional for members of his/her sex. Applicant must be enrolling in a full-time program of study. Completion of a Pell Grant application may be required, but awarding of the scholarship is not necessarily based on financial need.

President's Scholarship

A campus-based aid source that can pay a sum equal to an applicant's first-quarter tuition, fees, and/or books for individuals enrolling in certain low-enrollment diploma programs. Applicant must have a demonstrated financial need, lack immediate access to other sources of aid, and have the approval of the financial aid committee. To apply, see the financial aid officer.

The Senior Scholarship

A campus-based scholarship program that recognizes outstanding high school seniors throughout the Northwest Georgia area. Students are nominated by area high schools based upon academic achievement and the intent to gain further skills training at Coosa Valley Technical Institute.

The Job Training Partnership Act (JTPA)

The JTPA program offers job training to Georgia residents who meet certain special needs and income requirements. Sponsorship by JTPA pays the entire cost for tuition, fees, books and other school expenses. Travel costs and child care expenses may also be provided to eligible students. Eligibility is determined using federal and state guidelines. For information and application assistance, contact the JTPA Counselor at Coosa Valley Technical Institute. Call: 235-1145 between 8:30 a.m. and 4:00 p.m.

Veterans and Eligible Dependents

Former service men, service women, their survivors, and dependents may be eligible for VA Educational Benefits. Coosa Valley Technical Institute offers programs that are approved for veterans and their eligible dependents. To determine your eligibility, contact the local or regional Veterans Administration Office.

ACADEMIC INFORMATION

COOSA VALLEY TECHNICAL INSTITUTE

Attendance

Students are expected and encouraged to attend each scheduled class. Absences and tardies will become a part of the student's record. 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 make-up 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 make-up work and/or reasons for excessive absenteeism.

Grade Point Average (GPA) Computation

The formula for computing a student's grade point average is as follows: Total grade points earned divided by total credit hours attempted equals GPA. Institutional credit (developmental studies) shall in no way affect the cumulative grade point average.

President's List

Students completing 12 or more credit hours of coursework are eligible for the President's List for any quarter in which they achieve a Grade Point Average of 3.5 or higher.

Grading System

Class participation, tests, and final examinations are the major factors contributing to a student's grade. The following grading system is used to report student progress in credit courses:

Letter Grade	Nature of Work	Quality Points
A (90-100)	Excellent	4.0
B (80-89)	Good	3.0
C (70-79)	Satisfactory	2.0
D (65-69)	Passing	1.0
F (0-64)	Failure	0
INC	Incomplete	Not computed
IP	In Progress	Not computed
S	Satisfactory Performance	Not computed
U	Unsatisfactory Performance	Not computed
WD	Withdrew (By mid-quarter)	Not computed
WP	Withdrew Passing	Not computed
WF	Withdrew Failing	0
EX	Credit Course Exempted	Not computed
TR	Credit Course Transferred	Not computed

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.

INC - This symbol indicates that a student who is performing satisfactory work is unable to meet full course requirements for nonacademic reasons. An INC 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 developmental studies course).

S - This symbol indicates satisfactory performance in a developmental studies or other institutional credit course.

U - This symbol indicates unsatisfactory performance in a developmental studies or other institutional credit course.

WD - This symbol indicates that a student was permitted to withdraw from a course without 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 past the midpoint of instruction without 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.

Academic Progress

Any student in a diploma program who fails to maintain a cumulative grade point average of 2.0 will be placed on academic probation during the next quarter.

Students on academic probation must earn a grade point average of 2.0 during the probationary quarter to be removed from academic probation.

Students who fail to earn a grade point average of 2.0 for the probationary quarter may be placed on academic suspension for one quarter. A student who is suspended may apply and be re-admitted to the school on academic probation following one quarter of suspension.

Graduation

Diplomas and certificates are awarded to those meeting the requirements of the institute in a graduation ceremony held at the end of the winter and summer quarters. Students who plan to graduate should complete an Application for Graduation form and have it signed by their advisors. This form is available from the Office of Instructional Services and is used to prepare the diploma. There is no charge for the diploma.

A student must complete the prescribed curriculum for a specific diploma or certificate with a cumulative grade point average of 2.0 or better on credit course work taken at Coosa Valley Technical Institute. Transfer credit from other institutions does not carry quality points and are not considered in computing a students grade point average for graduation purposes. All diploma candidates must show proof of high school diploma or GED certificate before a Coosa Valley Technical Institute diploma can be awarded.

Student Right to Appeal

Students have the right to appeal any action by the Institute that seeks to discipline their behavior or restrict their participation in ordinary school activities. All appeals must be in writing and must make reference to the specific action by the school that is being appealed. Appeals should be directed to the institute's President and the Board of Directors. Penalties imposed by the institute need not be postponed pending the appeal process.

STUDENT SERVICES

COOSA VALLEY
TECHNICAL INSTITUTE

Personnel from the Office of Student Services help to provide a successful learning environment for students at Coosa Valley Technical Institute. They support the total educational effort through services that include career exploration and evaluation, admissions, developmental studies, counseling, financial aid, job placement, student follow-up, GED testing, student records, and public relations.

The office is located in the Admissions/Health Occupations building and students are encouraged to speak with any of its staff about the following services:

Career Evaluation

Interest and abilities testing is available to help an applicant decide which program to enter. Testing may provide valuable information for use by counselors during career exploration sessions with potential students.

Counseling

A professional staff works closely with other faculty to provide counseling services that meet the needs of potential and currently enrolled students. These services include the following:

- Pre-enrollment career exploration counseling.
- Helping students to develop career plans and personal goals.
- Counseling students with school-related problems.
- Personal counseling on a confidential basis.
- Academic counseling and assistance in scheduling courses.

Developmental Studies

The Developmental Studies Program at Coosa Valley Technical Institute serves students who are in need of special counseling or academic assistance. It includes developmental courses designed to improve students' basic abilities in the areas of English composition, mathematics, and reading skills. These courses carry institutional credit and may be taken prior to enrollment in diploma credit courses or in combination with diploma credit courses.

Financial Aid Officer

Information, forms, and assistance for those seeking financial aid are provided by the Financial Aid Officer located in the Office of Student Services. Details on the types of financial aid available at Coosa Valley Technical Institute can be found in the financial aid section of this publication.

Placement and Follow-up

Coosa Valley Technical Institute assists students in locating appropriate employment upon completion of their programs of study. Some assistance in locating part-time work may be given to students during any phase of their enrollment at the institute. The placement office maintains contact with the instructional staff throughout the school and acts as a conduit for job referral. Students may list their employment needs with the placement office at any time during their enrollment or after leaving school.

Periodic follow-up surveys are conducted by the placement office to obtain data from former students. This data assists the institute as it seeks to meet its training objectives. When contacted, former students are urged to promptly return the follow-up survey form.

The Placement Office is located in the Admissions/Health Occupations building. Students who wish to confer with the placement officer are encouraged to make an appointment by calling 235-1145.

General Educational Development (GED) Testing

Coosa Valley Technical Institute has been designated as an official test center for administering the Test of General Educational Development (GED). Those making satisfactory scores on this test will receive a High School Equivalency Certificate from the Georgia Department of Technical and Adult Education. This certificate is widely accepted by government, business, industry, and other educational institutions.

Persons interested in taking the GED test may contact the Office of Student Services to discuss qualifications, pre-registration, or to obtain a list of future test dates.

Adult General Education

An adult education center is located on the campus of Coosa Valley Technical Institute. This center provides pre-testing and instruction to those planning to take the GED test. Morning and evening classes are generally available at no cost. Call 234-8384.

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.

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). Coosa Valley Technical Institute 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 institute.

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.

Orientation

Orientation acquaints students with Coosa Valley Technical Institute, its policies, and its services. Orientation for incoming diploma program students is conducted by the Office of Student Services on announced dates just prior to the beginning of each quarter.

Additional orientation information is provided by instructors in each of the institute's programs of study. The Student Handbook is provided to each student to further acquaint them with the policies and services provided by the school.

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 records may be maintained.

Housing

Coosa Valley Technical Institute does not provide housing for students attending the school; however, assistance will be provided to applicants planning to locate in the area.

STUDENT ORGANIZATIONS AND ACTIVITIES

COOSA VALLEY TECHNICAL INSTITUTE

Student activities include clubs, an annual fund-raising event, a field day celebration, 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.

GOAL - The Georgia Occupational Award of Leadership Program

The Georgia Occupational Award of Leadership is a recognition program designed to honor outstanding students in Georgia's post-secondary technical institutes. Competition begins at the local level with nominations of outstanding students by their instructors. A school winner is selected and finalists are honored at a banquet. The local winner advances to state-wide competition during an expense-paid week in Atlanta. The grand prize awarded to the state GOAL winner is a new automobile.

Penny Queen and King Fund-Raiser

During the spring, students in each program are given the opportunity to nominate a penny queen and king contestant. Class members then conduct a week of bake sales, raffles, and other fund-raising efforts in an attempt to raise the largest sum of money; thereby making their nominees school-wide queen and king. The proceeds of this fund-raising event support student organizations and the annual field day celebration.

Field Day

During the spring, a portion of a day is set aside for field day. Classes are suspended to allow students to enjoy games, contests, music, hot dogs, hamburgers, and soft drinks.

VICA - Vocational Industrial Clubs of America

Vocational Industrial Clubs of America (VICA) is a national organization for students in trade, industrial, technical, and health occupations programs. There are clubs in public high schools, technical schools, junior colleges, and universities. At Coosa Valley Technical Institute, VICA is the largest student organization with membership from most of the school's programs.

Students from the school's VICA club compete annually in regional skill olympics and usually send winners to state and/or national skill olympic competitions. Club members representing Coosa Valley Technical Institute have consistently won medals at all levels of competition.

Phi Beta Lambda (PBL)

Phi Beta Lambda is an educational association for postsecondary business and office technology or data processing students. The purpose of the organization is to develop competencies for business and office occupations and to unite business and education in a positive working relationship.

ECONOMIC DEVELOPMENT SERVICES

COOSA VALLEY TECHNICAL INSTITUTE

The Office of Economic Development offers two distinct services: Short-Term Programs for Business and Industry, and Quick Start Training Programs for new and expanding industries. Short-term programs, continuing education courses, and Quick Start projects may utilize on-campus facilities, be taught at the business or plant site, or be held at Coosa Valley Technical Institute's Industrial Training facility located in the Rome-Floyd County Center for Industry complex on Callahan Street in Rome.

Business and industry representatives are encouraged to contact the Office of Economic Development for a complete explanation of the services provided and training that is available. The telephone number is 235-6756.

Short-Term Programs For Business and Industry

Coosa Valley Technical Institute's short-term training effort encompasses almost any skill that is used in the workplace; however, employer demand has centered primarily on four areas. These are Supervision, Health, Safety, and Computer Utilization.

Supervisory Development

A thirty-hour course designed for front-line supervisors or mid-management personnel. Topics include the role of the supervisor, safety training, communications, and the new workforce. This course meets once a week for five weeks (30 clock-hours). The class may be scheduled at the plant site. Cost: $125.00 per participant with a minimum of 10 and a maximum of 16 required to operate the class.

Safety In The Workplace

A twenty-four hour course designed to provide employees with an overview of hazards found in the workplace. Although primarily designed for the manu-

facturing environment, the presentation may be effective for office, school, or hospital employees. The presentation utilizes video tape, lecture, manuals, handouts, and student participation. Topics include eye safety, hearing safety, electrical safety, hand safety, chemical safety, minimizing back strain, hand/power tool safety, recognizing medical/trauma emergencies, and cardiopulmonary resuscitation (CPR). Cost: $50 per student with a minimum of 10 and a maximum of 16 participants. Class location may be at your site or at one provided by Coosa Valley Technical Institute.

First Responder

A forty-hour course developed by the Department of Transportation. Topics included are CPR, shock, bleeding injuries to tissue and internal organs, injuries to and splinting of extremities, heart attack, stroke, diabetes, epilepsy, moving the patient, burns, vital signs, and patient assistance. The course is ideal for the manufacturing environment that does not have a full-time nurse. Course may be taught at the plant site. Cost: $88 per student with a minimum of 10 and a maximum of 15 participants. Fee includes textbook and supplies.

Computer And Software Training

These courses range from 6 to 24 clock-hours in length. Afternoon schedules are available in the Computer Center at Coosa Valley Technical Institute. Instruction is available for the following topics: Introduction to Microcomputers/DOS, Advance DOS, Introduction to Word Perfect (4.2 or 5.0), Introduction to Lotus 1-2-3, d-Base III, Lotus Graphics, Versacad Mechanical Software, Cadvance Architectural Software, PDS Data, Displaywright III, Appleworks Multimate, XL/NC, PMX, and various shareware programs. Cost: $25 per hour/per company. You may send from 1 to 12 students. Cost of off-campus instruction may be higher.

Quick Start

Coosa Valley Technical Institute, in conjunction with the State Quick Start program, offers many customized training services for new or expanding manufacturing firms. The purpose of Quick Start is to allow the industry to have a trained work force the very first day of the new or expanded operation. Our training specialist provides qualified industries with a total training package that is designed to make the industry self-sufficient for its future training needs. When possible, company employees are utilized as key persons in the training process.

Available are specific job training, management training, maintenance management training, instructor training, and training material development. During the past 20 years, Georgia's Quick Start program has trained more than 80,000 people for over 1,000 firms.

For additional information, contact Craig McDaniel, Vice President for Economic Development Services, Coosa Valley Technical Institute, 112 Hemlock Street, Rome, Georgia 30161; or Telephone: 235-6756.

DIPLOMA PROGRAMS

COOSA VALLEY
TECHNICAL INSTITUTE

Diploma Programs

Classes leading to a diploma are generally taught during the hours 8:00 a.m. to 2:30 p.m. or 6:30 to 10:30 p.m., but may be offered at other times throughout the day. Diploma programs are governed by standards that provide uniform admission and curricular requirements for all such programs offered by technical institutes operated by the Georgia Department of Technical and Adult Education. Satisfactory completion of course work carries diploma credit.

Diploma credit is transferrable to other technical institutes within the system operated by the Department of Technical and Adult Education.

Consumer and Family Life Skills

Coosa Valley Tech offers a variety of community-service classes through workshops and seminars that deal with consumer education, clothing and textiles, crafts, and job-seeking skills.

The focus of Consumer and Family Life Skills classes is on ways to cope with consumer problems. Other workshops and seminars offer instruction in a variety of creative activities. Call at 235-1142 for more information.

Single Parent Classes

Single parents with minor children may get the employability skills they need to enter and succeed in the workplace through this unique program that offers financial support and individualized training. Known as CHIPS (Career Happenings for Interested Parents who are Single), the program is five weeks in length and classes are from 9:00 a.m. to 12:00 noon, Monday through Friday.

The CHIPS program is open to unmarried, widowed, or divorced parents who have custody (or joint custody) of minor children and are either unemployed or greatly underemployed residents of Polk, Floyd, Gordon, or Bartow counties.

The CHIPS program is free to qualified applicants. To apply for the CHIPS program, call Emily Eidson at 235-1142.

The requirements for provisional admission to the Accounting program are:

Education: High school diploma or equivalent (GED) preferred but not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or equivalent (GED certificate)

Tests: 22 in reading, 19 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years or older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

ACCOUNTING CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 111 Business English	5	0	5
ENG 112 Business Communications	5	0	5
MAT 111 Business Math	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ACC 101 Principles of Accounting I	2	6	5
ACC 102 Principles of Accounting II	2	6	5
ACC 103 Principles of Accounting III	2	6	5
BUS 101 Keyboarding/Typewriting	1	9	5
BUS 102 Intermediate Typewriting	1	9	5
BUS 104 Information Processing I	2	6	5
ACC 104 Computerized Accounting	0	6	3
ACC 105 Management Systems I	0	6	3

ACCOUNTING

Program Description

The Accounting program prepares students for employment as accounting assistants. The courses of study included in the program cover both general business concepts and technical competencies needed by persons entering the field. Some of the topics covered by this program are personal and business accounting, the accounting cycle, corporate accounting, cost accounting, budgeting, computerized accounting, and the use of database management and electronic spreadsheet software.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 69 credit hours required for a diploma in Accounting in 4 quarters.

Employment Opportunities

Graduates find employment in banks, retail, wholesale, and manufacturing operations, and in government. Duties vary with the employer and include accounting assistant, balance clerk, clerk teller, payroll clerk, credit clerk, insurance clerk, bookkeeper 1 and 2, cost clerk, general ledger bookkeeper, billing-control clerk, and account-information clerk.

Entrance Dates

Spring and Fall entry dates are recommended because they provide the applicant with the best course scheduling sequence. Entry is possible in any quarter that offers a required or elective course that is open to a beginning student.

Entrance Requirements

The requirements for admission to the Accounting program are:

Education: High school diploma or equivalent (GED)

Tests: 26 in reading, 23 in English, and 20 in math

Age: 16 years or older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take developmental studies courses and/or certain occupational courses as designated by standards governing the Accounting program.

Tests: 22 in reading, 19 in English, and 14 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take developmental studies courses and/or certain occupational courses as designated by standards governing the program.

The requirements for provisional admission to the Air Conditioning Technology program are:

Education: The same as for regular admission

Tests: 18 in reading, 16 in English, and 10 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years or older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

AIR CONDITIONING TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ACT 100 Refrigeration Fundamentals	3	2	4
ACT 101 Principles & Practices of Refrigeration	4	6	7
ACT 102 Refrigeration Systems Components	4	6	7
ACT 103 Electrical Fundamentals	7	3	8

Required Courses	Class Hours	Lab Hours	Credit Hours
ACC 106 Management Systems II	0	6	3
and ACC 107 Full-time Accounting Internship	0	36	12
or			
ACC 108 Half-time Accounting Internship	0	18	6
XXX XXX Occupationally Related Electives	-	-	6
or			
XXX XXX Occupationally Related Electives	-	-	12
		Credits required for graduation:	69

AIR CONDITIONING-TECHNOLOGY

Program Description

Air Conditioning Technology offers a sequence of courses that prepare students for careers in the air conditioning, heating, and ventilation industry. Topics include: refrigeration; air conditioning; heating systems; electrical wiring, automatic controls, and electric motors; and troubleshooting heating and air conditioning systems.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 83 credit hours required for a diploma in 4 quarters.

Employment Opportunities

Graduates find employment as an air conditioning servicers/installers, furnace servicers/installers, refrigeration mechanics, and as general maintenance personnel.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Air Conditioning Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Entrance Requirements

The requirements for admission to the Auto Collision Repair Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math

Age: 16 years or older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take developmental studies courses and/or certain occupational courses as designated by standards governing the Auto Collision Repair Technology program.

The requirements for provisional admission to the Auto Collision Repair Technology program are:

Education: Same as for regular admission status

Tests: 18 in reading, 16 in English, and 10 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years or older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

Required Courses	Class Hours	Lab Hours	Credit Hours
ACT 104 Electric Motors	2	3	3
ACT 105 Electrical Components	2	6	5
ACT 106 Electric Control Systems & Installation	2	5	4
ACT 107 Air Conditioning Principles	5	3	6
ACT 108 Air Conditioning Systems & Installation	2	3	3
ACT 109 Troubleshooting Air Conditioning Systems	3	9	7
ACT 110 Gas Heating Systems	2	6	5
ACT 111 Electric Heating Systems	2	3	3
ACT 112 Heat Pumps	2	3	3
XXX XX Technical or Related Electives	-	-	5
		Credits required for graduation:	83

AUTO COLLISION REPAIR TECHNOLOGY

Program Description

Students of Auto Collision Repair Technology have both classroom and hands-on experiences with damaged cars and trucks. Their training includes techniques for straightening, repairing, replacing, and refinishing damaged vehicles. Coosa Valley Technical Institute provides fully equipped body repair and painting facilities.

Upon completion of the program's core curriculum, a student may take specialized courses to become either a Major Collision Repair Technician or a Paint and Refinishing Technician or both.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 64 quarter hours (minimum) required for a diploma in Auto Collision Repair Technology in 4 quarters (6 quarters if both areas of specialization are taken).

Employment Opportunities

Graduates find employment with automobile and truck dealerships and with repair shops that specialize in auto body repairs and painting. Duties vary with the employer and include body repair technician, frame technician, and spray painting technician.

Entrance Dates

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

AUTOMOTIVE TECHNOLOGY

Program Description

The Automotive Technology program prepares students for employment as service technicians. The curriculum includes both classroom and lab courses. Practical experience in vehicle servicing is gained in the lab under the supervision of an experienced service technician.

Coosa Valley Technical Institute provides an auto servicing facility that features modern computer-diagnostic equipment. Students are required to provide their own set of small hand tools.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 122 credit hours required for a diploma in Automotive Technology in 7 quarters.

Employment Opportunities

Graduates find employment with automobile and truck dealerships, repair shops, government, transportation systems, and utility motor pools.

Entrance Dates

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make it advisable to apply early.

Entrance Requirements

The requirements for admission to the Automotive Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Automotive Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 12 in reading, 13 in English, and 8 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

AUTO COLLISION REPAIR TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ACR 100 Safety	1	0	1
ACR 101 Automobile Components Identification	3	1	3
ACR 102 Equipment and Hand Tools Identification	1	1	1
ACR 104 Mechanical and Electrical Systems	1	3	2
ACR 105 Body Fiberglass, Plastic, and Rubber Repair Techniques	1	5	3
ACR 106 Welding and Cutting	1	5	3
ACR 107 Trim, Accessories, and Glass	1	3	2
ACR 109 Damage Identification and Assessment	2	2	3
ACR 110 Minor Collision Repair	1	5	2
and one of the following occupational specializations:			
Major Collision Repair			
ACR 120 Conventional Frame Repair	1	4	2
ACR 121 Unibody Identification/Damage Analysis	1	4	2
ACR 122 Unibody Measuring and Fixturing Systems	1	4	2
ACR 123 Unibody Straightening Systems/Techniques	1	9	4
ACR 124 Unibody Welding Techniques	1	6	3
ACR 125 Unibody Structural Panel Repair/Replace	1	8	4
ACR 126 Conventional Body Structural Panel Repair	1	4	2
ACR 127 Unibody Suspension and Steering Systems	1	2	1
ACR 128 Bolt-on Body Panel Removal/Replacement	2	6	3
XXK XXX Occupationally Related Electives	-	-	8
Credits required for graduation:			64
or			
Paint and Refinishing			
ACR 130 Sanding, Priming, and Paint Preparation	2	8	4
ACR 131 Acrylic Lacquer Refinishing Application	1	9	5
ACR 132 Special Refinishing Application	1	9	4
ACR 133 Acrylic Enamels Refinishing Application	1	9	5
ACR 134 Urethane Enamels Refinishing Application	1	9	5
ACR 135 Tint and Match Colors	2	8	6
XXX XXX Occupationally Related Electives	-	-	2
Credits required for graduation:			64

BUSINESS AND OFFICE TECHNOLOGY

Program Description

Business and Office Technology prepares students for employment in a variety of positions in today's automated office. Graduates of the program receive a Business and Office Technology diploma with a specialization in Medical Secretary.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 84 credit hours required for a diploma in Business and Office Technology in 5 quarters.

Employment Opportunities

Graduates find employment in both general and specialized medical office positions. Graduates may be employed as medical transcriptionists, receptionists, and general office clerks.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Business and Office Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 24 in reading, 21 in English, and 18 in math or minimum SAT scores of 350 verbal and 350 math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Business and Office Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 20 in reading, 17 in Engish, and 12 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

AUTOMOTIVE TECHOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
AUT 100 Introduction to Automotive Technology	3	2	3
AUT 101 Engine Theory, Diagnosis, and Repair	6	14	10
AUT 102 Brake Systems	4	6	6
AUT 103 Suspension and Steering	5	10	8
AUT 104 Automatic Transmissions/Transaxle I	2	3	3
AUT 105 Clutch Diagnosis and Repair	2	3	3
AUT 106 Intro. to Automotive Electrical Systems	4	6	6
AUT 107 Starting and Charging Systems	3	7	5
AUT 108 Ignition Systems	4	6	6
AUT 109 Electrical/Electronic Instrumentation	6	4	7
AUT 111 Fuel and Exhaust Systems	2	3	3
AUT 112 Emissions Control Systems	8	12	12
AUT 202 Automatic Transmission/Transaxle II	10	10	13
AUT 203 Manual Transmission/Transaxle	2	3	3
AUT 204 Drivelines	2	3	3
AUT 205 Four-Wheel Drive Components	2	3	3
AUT 206 Heating and Air Conditioning Systems	4	6	6
XXX XXX Occupationally Related Electives	-	-	9
or			
AUT 208 Automotive Tech Internship/PSY100 exempt	0	36	12
Credits required for graduation:			122

Required Courses	Class Hours	Lab Hours	Credit Hours
XXX XXX Occupationally Related Electives	-	-	3
or			
BUS 201 Advanced Word Processing	1	4	3
BUS 208 Office Accounting	3	2	4
BUS 211 Medical Terminology	3	2	4
BUS 212 Anatomy and Terminology	5	0	5
BUS 213 Medical Transcription I	1	4	3
BUS 214 Medical Transcription II	1	4	3
BUS 225 Office Simulation	0	24	8
XXX XXX Occupationally Related Electives	-	-	7
		Credits required for graduation:	84

CARPENTRY

Program Description

The Carpentry program provides classroom, lab, and live-work training designed to produce an entry-level residential carpenter. Coosa Valley Technical Institute provides major power tools for use by students during training. Students are required to provide personal hand-tools. A diploma in Carpentry with residential specialization is awarded upon completion of the program.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 71 credit hours required for a diploma in Carpentry in 4 quarters.

Employment Opportunities

Graduates are employable as carpenter apprentices, framing carpenters, form builders, roofers, and carpenter helpers. With experience, graduates may become finish carpenters, estimators, subcontractors, and contractors.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Carpentry program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

BUSINESS AND OFFICE TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 111 Business English	5	0	5
ENG 112 Business Communications	5	0	5
MAT 111 Business Math	5	0	5
PSY 100 Interpersonal Relations	3	0	3
BUS 101 Keyboarding/Typewriting	1	9	5
BUS 102 Intermediate Typewriting	1	9	5
BUS 103 Advanced Typewriting	1	7	4
BUS 104 Information Processing I	2	6	5
BUS 106 Office Procedures	1	4	3
BUS 107 Machine Transcription	0	6	2
BUS 108 Word Processing	0	10	5
and the following occupational specialization:			
Medical Secretary			
BUS 201 Advanced Word Processing	1	4	3
BUS 208 Office Accounting	3	2	4
BUS 211 Medical Terminology	3	2	4
BUS 212 Anatomy and Terminology	5	0	5
BUS 213 Medical Transcription I	1	4	3
BUS 214 Medical Transcription II	1	4	3
BUS 215 Medical Secretary Internship	0	36	12

Required Courses	Class Hours	Lab Hours	Credit Hours
CAR 111 Wall Framing	2	3	3
CAR 112 Ceiling Framing	1	2	1
CAR 113 Roof Framing	3	5	4
CAR 114 Roof Covering	1	2	1
CAR 115 Insulation	1	0	1
CAR 116 Interior Wall and Ceiling Coverings	2	3	3
CAR 117 Interior Trim	1	4	2
CAR 118 Exterior Finishes and Trim	2	8	5
and the following occupational specialization:			
Residential Carpentry			
CAR 121 Cornice and Soffit	1	2	1
CAR 123 Finish Floors	2	3	3
CAR 125 Interior Doors	1	4	2
CAR 126 Stairs	2	3	3
XXX XXX Occupationally Related Electives	-	-	7
		Credits required for graduation:	71

COMPUTER OPERATIONS

Program Description

The Computer Operations program prepares students for jobs using computer terminals and other data-entry equipment commonly found in computer centers. Instruction includes the operation of both mainframe and desk-top computer systems.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 63 credit hours required for a diploma in Computer Operations in 3 or 4 quarters.

Employment Opportunities

Graduates may find employment as data entry persons, console operators, data control technicians, data librarians, and as computer operators with banks, insurance companies, retail, wholesale, and manufacturing operations, and with government agencies.

Entrance Date

Fall and Spring offer the best course scheduling sequence. Entry is possible in any quarter that offers required or elective courses for beginning students.

Tests: 20 in reading, 17 in English, and 14 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Carpentry program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 15 in reading, 14 in English, and 10 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

CARPENTRY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 100 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
CAR 101 Safe Use of Hand and Power Tools	3	7	5
CAR 103 Materials	5	0	5
CAR 105 Print Reading	5	0	5
CAR 107 Site Layout and Footings	1	4	2
CAR 109 Foundations	1	4	2
CAR 110 Floor Framing	2	3	3

Required Courses	Class Hours	Lab Hours	Credit Hours
MAT 111 Business Math	5	0	5
PSY 100 Interpersonal Relations	3	0	3
CIS 101 Keyboarding	1	4	3
CIS 102 Introduction to Computers	3	4	5
CIS 103 Operating Systems Concepts	5	3	6
CIS 104 Advanced Operating Systems Concepts	1	4	3
CIS 111 Computer Center Operations	4	8	8
CIS 123 Microcomputer Productivity Tools	6	4	8
CIS 126 Computer Operations Internship	0	30	10
CIS 252 Data Entry Operations	1	4	2
		Credits required for graduation:	63

COMPUTER PROGRAMMING

Program Description

Computer Programming students learn the concepts, principles, and techniques of writing computer software for business applications. Students use a main-frame data processing system to test their programs, solve problems, maintain records, and store data.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 114 credit hours required for a diploma in Computer Programming in 5 quarters.

Employment Opportunities

Graduates are qualified for jobs as entry-level business computer programmers and computer support personnel with financial institutions, hospitals, insurance companies, manufacturers, government, agencies, and educational institutions.

Entrance Date

Fall and Spring entry dates are recommended because they provide the applicant with the best course scheduling sequence. Entry is possible in any quarter offering required or elective courses that accept beginning students.

Entrance Requirements

The requirements for admission to the Computer Programming program are:

Education: High school diploma or equivalent (GED)

Entrance Requirements

The requirements for admission to the Computer Operations program are:

Education: High school diploma or equivalent

Tests: 28 in reading, 25 in Engish, and 22 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Computer Operations program.

The requirements for provisional admission are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

COMPUTER OPERATIONS CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 111 Business English	5	0	5
ENG 112 Business Communications	5	0	5

Required Courses	Class Hours	Lab Hours	Credit Hours
CIS 101 Keyboarding	1	4	3
CIS 102 Introduction to Computers	3	4	5
CIS 103 Operating Systems Concepts	5	3	6
CIS 105 Program Design and Development	5	0	5
CIS 112 Systems Analysis and Design	4	3	5
CIS 113 COBOL I	6	4	8
CIS 114 COBOL II	6	4	8
CIS 123 Microcomputer Productivity Tools	6	4	8
CIS 214 Database Management	5	2	6
CIS 215 COBOL III	6	4	8
CIS 216 COBOL IV	6	4	8
CIS 250 RPG Programming I	6	4	8
CIS 253 BASIC Programming I	6	4	8
		Credits required for graduation:	114

COSMETOLOGY

Program Description

This program provides classroom and salon-based training that prepares students to successfully take the licensing examination given by the Georgia Board of Cosmetology. Students develop skills in haircutting, styling, waving, tinting, bleaching, safety, sanitation, and customer relations.

Program Length

The length of this program will depend upon the number of credit hours and the number of unit hours earned per quarter. Typically, a full-time student can complete the 63 credit hours and 1500 unit hours required for a diploma in Cosmetology in 4 quarters.

Employment Opportunities

Graduates find employment as cosmetology salespersons, cosmetologists, hair stylists, receptionists, salon managers, and as independent salon operators.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Tests: 28 in reading, 25 in English, and 22 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Computer Programming program.

The requirements for provisional admission are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

COMPUTER PROGRAMMING CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 111 Business English	5	0	5
ENG 112 Business Communications	5	0	5
MAT 111 Business Math	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ACC 101 Principles of Accounting I	2	6	5
ACC 102 Principles of Accounting II	2	6	5

COSMETOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 100 Basic Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
COS 100 Introduction to Cosmetology Theory	5	0	5
COS 101 Introduction to Permanent Waving/Relaxing	1	2	2
COS 102 Introduction to Hair Color	4	1	4
COS 103 Introduction to Skin, Scalp, and Hair	2	1	2
COS 104 Introduction to Manicuring & Pedicuring	1	1	1
COS 105 Introduction to Shampooing & Styling	2	4	3
COS 106 Introduction to Haircutting	1	2	2
COS 107 Haircutting Techniques	1	2	1
COS 108 Permanent Waving and Relaxing	1	4	2
COS 109 Hair Color	1	2	1
COS 110 Skin, Scalp, and Hair	1	2	1
COS 111 Styling	1	4	2
COS 112 Manicuring and Pedicuring	1	2	1
COS 113 Practicum I	0	12	4
COS 114 Practicum II	0	15	5
COS 115 Practicum/Internship I	0	12	4
COS 116 Practicum/Internship II	1	12	5
COS 117 Salon Management	3	2	4
XXX XXX Occupationally Related Electives	-	-	3
		Credits required for graduation:	63

DRAFTING

Program Description

This program prepares students for a career in the broad field of drafting. Instruction stresses the skills and techniques required to produce quality graphic documents used in engineering, architecture, and industry. Computer assisted drafting (CAD) equipment is an integral part of the program.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 68 credit hours required for a diploma in Drafting in 4 quarters.

Employment Opportunities

Graduates find employment with engineering firms, manufacturers, government agencies, planning commissions, and homebuilders.

Entrance Requirements

The requirements for admission to the Cosmetology program are:

Education: High school diploma or equivalent is not required for admission. Completion of the 9th grade is required and students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 10 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 18 in reading, 16 in English, and 8 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

DRAFTING CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
CMP 101 Introduction to Microcomputers	1	4	3
ENG 101 English	5	0	5
MAT 103 Algebraic Concepts	5	0	5
MAT 104 Geometry and Trigonometry	5	0	5
PSY 100 Interpersonal Relations	3	0	3
DDF 101 Introduction to Drafting	2	8	6
DDF 102 Size and Shape Description I	1	9	5
DDF 103 Size and Shape Description II	1	9	5
DDF 104 Pictorial Drawing	1	4	3
DDF 105 Auxiliary Views	1	4	3
DDF 106 Fasteners	1	4	3
DDF 107 Introduction to CAD	1	9	4
DDF 108 Intersections and Development	1	9	5
DDF 109 Assembly Drawings I	1	9	5
DDF 110 Assembly Drawings II	1	9	5
XXX XXX Technically Related Electives	-	-	3
		Credits required for graduation:	68

ADVANCED DRAFTING

Program Description

The Advanced Drafting program provides graduates of the Drafting curriculum and others with drafting experience the opportunity for further study and specialization. Graduates of the program receive an Advanced Drafting diploma with a specialization in architectural, civil, or mechanical drafting.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student who has graduated from the Drafting program can complete the additional 41 credit hours required for an Advanced Drafting diploma in 2 or 3 quarters.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Advanced Drafting program are the same as those for Drafting listed on page 57 plus completion of the Drafting curriculum or its equivalent.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Drafting program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 26 in reading, 23 in English, 20 in math, and 21 in algebra

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Drafting program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 22 in reading, 19 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

ADVANCED DRAFTING AND DESIGN

Program Description

The Advanced Drafting and Design program prepares students for employment in a variety of positions in the drafting field. The curriculum includes drafting and engineering technology courses and specialization in either architectural, civil, or mechanical drafting.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 145 credit hours required for a diploma in Advanced Drafting and Design in 7 quarters.

Employment Opportunities

Graduates may find employment with engineering firms, planning commissions, government agencies, manufacturers, architectural firms, and builders.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Advanced Drafting and Design program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 26 in reading, 23 in English, 20 in math, and 21 in algebra

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Advanced Drafting and Design program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 22 in reading, 19 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

ADVANCED DRAFTING CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
Architectural Specialization			
DDS 201 Strength of Materials	5	0	5
DDS 203 Surveying I	1	4	3
DDS 204 Estimating	2	3	3
DDS 205 Residential Architectural Drawing I	2	8	6
DDS 208 Residential Architectural Drawing II	2	8	6
DDS 209 Structural Steel Detailing	2	8	6
DDS 210 Commercial Architectural Drawing I	2	8	6
XXX XXX Technically Related Electives	-	-	6
Completion of the Drafting curriculum (page 57)	-	-	68
Credits required for graduation:			109
Civil Specialization			
DDS 203 Surveying I	1	4	3
DDS 215 Legal Principles of Surveying	5	0	5
DDS 216 Surveying II	4	6	7
DDS 217 Civil Drafting I	1	9	5
DDS 218 Civil Drafting II	2	8	6
DDS 219 Route Location and Design	4	6	7
ENG 102 Technical Writing	5	0	5
XXX XXX Technically Related Electives	-	-	3
Completion of the Drafting curriculum (page 57)	-	-	68
Credits required for graduation:			109
Mechanical Specialization			
DDS 201 Strength of Materials	5	0	5
DDS 226 Manufacturing Processes	4	1	4
DDS 229 Gears and Cams	3	7	6
DDS 230 Mechanisms I	4	6	7
DDS 232 Mechanical Power Transmission	2	8	6
DDS 239 Advanced Drafting Practicum	0	12	4
ENG 102 Technical Writing	5	0	5
XXX XXX Technically Related Electives	-	-	4
Completion of the Drafting curriculum (page 57)	-	-	68
Credits required for graduation:			109

Required Courses	Class Hours	Lab Hours	Credit Hours
DDS 206 Materials, Codes, and Specifications	8	2	9
DDS 207 Mechanical Systems for Architecture	1	4	3
DDS 208 Residential Architectural Drawing II	2	8	6
DDS 209 Structural Steel Detailing	2	8	6
DDS 210 Commercial Architectural Drawing I	2	8	6
DDS 211 Commercial Architectural Drawing II	2	8	6
XXX XXX Technically Related Electives	-	-	6
Credits required for graduation:			145

Civil Specialization

DDS 204 Estimating	2	3	3
DDS 209 Structural Steel Detailing	2	8	6
DDS 215 Legal Principles of Surveying	5	0	5
DDS 216 Surveying II	4	6	7
DDS 217 Civil Drafting I	1	9	5
DDS 218 Civil Drafting II	2	8	6
DDS 219 Route Location and Design	4	6	7
DDS 220 Concrete Design	2	8	6
XXX XXX Technically Related Electives	-	-	6
Credits required for graduation:			145

Mechanical Specialization

DDS 225 Principles of Metallurgy	4	1	4
DDS 226 Manufacturing Processes	4	1	4
DDS 227 Jig, Fixture, and Die Drawing	2	8	6
DDS 228 Jig, Fixture, and Die Design	1	9	5
DDS 229 Gears and Cams	3	7	6
DDS 230 Mechanisms I	4	6	7
DDS 231 Mechanisms II	4	6	7
DDS 232 Mechanical Power Transmission	2	8	6
XXX XXX Technically Related Electives	-	-	6
Credits required for graduation:			145

ELECTRONICS TECHNOLOGY

Program Description

This sequence of courses prepares students for careers in the Electronics Technology profession. Students discover the basic principles of electronics and utilize algebra to do lab projects involving electronic circuits, semiconductors, transistors, and other components of electronic systems.

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Qpportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements ave been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

ADVANCED DRAFTING AND DESIGN CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
CMP 101 Introduction to Microcomputers	1	4	3
ENG 101 English	5	0	5
ENG 102 Technical Writing	5	0	5
MAT 103 Algebraic Concepts	5	0	5
MAT 104 Geometry and Trigonometry	5	0	5
PHY 221 Physics I	5	0	5
PHY 222 Physics II	5	0	5
PSY 100 Interpersonal Relations	3	0	3
DDF 101 Introduction to Drafting	2	8	6
DDF 102 Size and Shape Description I	1	9	5
DDF 103 Size and Shape Description II	1	9	5
DDF 104 Pictorial Drawing	1	4	3
DDF 105 Auxiliary Views	1	4	3
DDF 106 Fasteners	1	4	3
DDF 107 Introduction to CAD	1	9	4
DDF 108 Intersections and Development	1	9	5
DDF 109 Assembly Drawings I	1	9	5
DDF 110 Assembly Drawings II	1	9	5
DDS 201 Strength of Materials	5	0	5
DDS 202 Advanced CAD	2	8	6
DDS 203 Surveying I	1	4	3
and completion of one specialization:			
Architectural Specialization			
DDS 204 Estimating	2	3	3
DDS 205 Residential Architectural Drawing I	2	8	6

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

ELECTRONICS TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 102 Technical Writing	5	0	5
MAT 103 Algebraic Concepts	5	0	5
MAT 104 Geometry and Trigonometry	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ELC 103 Electronic Fundamentals	2	1	2
ELC 104 Soldering Technology I	1	1	1
ELC 106 Direct Current Circuits I	3	2	4
ELC 108 Direct Current Circuits II	4	6	7
ELC 109 Alternating Current I	4	6	7
ELC 110 Alternating Current II	4	6	7
ELC 111 Electronics Microcomputer Applications I	1	4	3
ELC 112 Electronics Microcomputer Applications II	1	4	3
ELC 114 Solid State Devices I	4	6	7
ELC 115 Solid State Devices II	3	2	4
ELC 116 Soldering Technology II	1	1	1
ELC 117 Linear Integrated Circuits	4	6	7
ELC 118 Digital Electronics I	4	6	7
ELC 119 Digital Electronics II	5	5	7
ELC 120 Microprocessor I	5	5	7
ELC 121 Microprocessor II	3	2	4
ELC 122 Microprocessor Interfacing	4	6	7
ELC 123 Communications Electronics Survey	4	6	7
ELC 124 Industrial Electronics Survey	2	3	4
XXX XXX Technical or Related Electives	-	-	9
Credits required for graduation:			123

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 123 credit hours required for a diploma in Electronics Technology in 8 quarters.

Employment Opportunities

Electronic technician, test technician, instrumentation technician, assembly technician, electronic assembler, maintenance mechanic, robotics technician, field technician, and quality control technician.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Electronics Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 30 in reading, 27 in English, 20 in math, and 21 in algebra

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 22 in reading, 19 in English, and 14 in math or the recommendation of program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

ADVANCED ELECTRONICS TECHNOLOGY SPECIALIZATIONS

Required Courses	Class Hours	Lab Hours	Credit Hours
Computer Electronics Technology Specialization			
ELC 200 Introduction to Computer Architecture	3	2	4
ELC 201 Computer Peripherals	3	3	4
ELC 202 Networking I	2	3	3
ELC 203 Operating Systems I	2	3	3
ELC 204 Compiled High Level Language	2	3	3
ELC 205 Data Communications	2	1	2
ELC 206 Networking II	2	3	3
ELC 207 Operating Systems II	2	3	3
ELC 208 Computer System Trouble Shooting	2	3	3
XXX XXX Technical or Tech. Related Electives	-	-	17
Electronics Technology course work or equivalent	-	-	114
Credits Required for Graduation			159
Industrial Electronics Technology Specialization			
ELC 211 Process Control	4	6	7
ELC 212 Motor Controls	4	6	7
ELC 213 Programmed Controls	4	6	7
ELC 214 Indust. Electronics Mechanical Drives	2	3	3
ELC 215 Fluid Power for Industrial Electronics	2	3	3
ELC 216 Industrial Robotics	2	3	3
XXX XXX Technical or Tech. Related Electives	-	-	15
Electronics Technology course work or equivalent	-	-	114
Credits Required for Graduation			159
Communications Electronics Technology Specialization			
ELC 220 AM and SSB Circuit Analysis	4	6	7
ELC 221 FM Circuit Analysis	3	2	4
ELC 222 Advanced Modulation Techniques	3	2	4
ELC 223 Antennae and Transmission Lines	4	6	7
ELC 224 Microwave Communications and Radar	4	6	7
ELC 225 Optical Communications Techniques	4	6	7
XXX XXX Technical or Tech. Related Electives	-	-	9
Electronics Technology course work or equivalent	-	-	114
Credits Required for Graduation			159

ADVANCED ELECTRONICS TECHNOLOGY

Program Description

This sequence of courses allows those who have completed the course work required for a diploma in Electronics Technology to continue their studies. A diploma in Advanced Electronic Technology may be earned by completing the Electronics Technology program and one Advanced Electronics Technology specialization. Students may choose to specialize in Computer Electronics Technology, Industrial Electronics Technology, or Communications Electronics Technology.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student who has the 114 credit hours for required courses in Electronics Technology can complete the 45 additional credit hours required for a diploma in Advanced Electronics Technology in 2 quarters.

Employment Opportunities

Advanced electronic technician, test technician, instrumentation technician, assembly technician, electronic assembler, maintenance mechanic, robotics technician, field technician, and quality control technician.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Advanced Electronics Technology program are the same as those for Electronics Technology (see page 63) plus completion of the Electronics Technology curriculum or its equivalent.

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Basic EMT Program (220 Clock Hours)

The same basic education, test, and age requirements as above plus 3 letters of reference, a valid Georgia driver's license, no felony convictions, and not dependent on drugs/alcohol (statement required)

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 22 in reading, 19 in English, and 14 in math or the recommendation of program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 18 years and older

Other: Pass written and practical exam on Basic EMT skills
Recommendation from medical director where employed
3 letters of reference
Have a valid Georgia driver's license
No felony convictions
Not dependent on drugs/alcohol (statement required)

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 44 to 49 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

EMERGENCY MEDICAL SERVICES

Program Description

The Emergency Medical Services program prepares persons who have a minimum of six months experience working as basic-EMTs for certification as paramedics and appropriate employment in the health services field. Graduates of the program receive an Emergency Medical Services diploma and are eligible to sit for the paramedic certification test.

NOTE: Coosa Valley Technical Institute offers the Basic Emergency Medical Technician course required for entry into this program. For information on Basic-EMT training, call 235-6756.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 58 credit hours required for a diploma in Emergency Medical Services in 3 quarters.

Employment Opportunities

Graduates find employment with emergency medical services, hospital emergency rooms, the military, industry, clinics, and local fire and police services.

Entrance Date

Classes for Emergency Medical Services students begin in October. Persons who need the Basic EMT course may enter in January or July. Early application is encouraged.

Entrance Requirements

Education: High school diploma or equivalent (GED) and be currently certified as a Basic Emergency Technician and documentation of six months experience working as a basic-EMT

Tests: 24 in reading, 21 in English, and 18 in math

Age: 18 years and older (furnish birth certificate)

Other: Pass written and practical exam on Basic EMT skills
Recommendation from medical director where employed
3 letters of reference
Have a valid Georgia driver's license
No felony convictions
Not dependent on drugs/alcohol (statement required)

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Industrial Maintenance program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, 20 in math, and 21 in algebra or SAT scores of 350 verbal and 380 math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 18 in reading, 16 in English, and 14 in math or the recommendation of program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

EMERGENCY MEDICAL SERVICES CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 100 Basic Math	3	0	3
EMS 103 Intro. to the Paramedic Profession	1	0	1
EMS 104 Human Systems, Patient Assessment, and Initial Management	3	1	3
EMS 105 General Pharmacology	2	1	2
EMS 106 Fluids, Electrolytes, and Shock	2	1	2
EMS 107 Respiratory Function and Management	4	1	4
EMS 108 Cardiology	6	4	8
EMS 109 Trauma	4	2	5
EMS 111 Medical Emergencies I	3	0	3
EMS 112 Medical Emergencies II	3	0	3
EMS 113 Obstetrics/Gynecology	1	1	1
EMS 114 Pediatrics	2	1	2
EMS 116 Behavioral Emergencies	1	0	1
EMS 118 Clinical Applications of Advanced Emergency Care	0	36	12
XXX XXX Occupational Electives	-	-	3
Credits required for graduation:			58

INDUSTRIAL MAINTENANCE

Program Description

The Industrial Maintenance program prepares students for employment in a variety of positions in the industrial field of production equipment maintenance. Topics covered by the program generally address the maintenance needs of companies served by Coosa Valley Technical Institute.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a student can complete the 85 credit hours required for a diploma in 4 quarters.

Employment Opportunities

Graduates find employment as industrial maintenance trainees with local or regional businesses and industries.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Information and Office Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 24 in reading, 21 in English, and 18 in math *or* SAT scores of 350 verbal and 350 math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Information and Office Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 20 in reading, 17 in English, and 12 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

INDUSTRIAL MAINTENANCE CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 103 Algebraic Concepts	5	0	5
MAT 104 Geometry and Trigonometry	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ELC 106 Direct Current Circuits I	3	2	4
ELC 109 Alternating Current I	4	6	7
IMT 101 Industrial Maintenance Safety Procedures	3	2	4
IMT 102 Hand and Portable Power Tools	2	3	3
IMT 103 Blueprints and Schematics	3	2	4
IMT 104 Basic Trouble Shooting Techniques	3	2	4
IMT 106 Alternating Current Circuits	3	2	4
IMT 108 Elements of Mechanics	3	2	4
IMT 110 Applied Mechanics I	3	2	4
IMT 112 Mechanical Trouble Shooting I	0	5	1
IMT 113 Hydraulics I	3	2	4
IMT 115 Pneumatics I	3	2	4
IMT 118 Introductory DC and AC Motors	3	2	4
IMT 119 Motor Controls I	3	2	4
IMT 120 Motor Controls II	3	2	4
XXX XXX Technical or Tech. Related Electives	-	-	8
		Credits Required for Graduation:	85

INFORMATION AND OFFICE TECHNOLOGY

Program Description

The Information and Office Technology program prepares students for employment in a variety of positions in today's automated office. Graduates of the program have skills in typing, word processing, information processing, and communications. An Information and Office Technology diploma with specialization in either Information Processing Specialist or Secretary is awarded.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 67 credit hours required for a diploma in Information and Office Technology in 4 quarters.

Employment Opportunities

Graduates find employment as receptionists, typists, general office clerks, stenographers, terminal system operators, secretaries, and information processing specialists.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 88 credit hours required for a diploma in Machine Tool Technology in 4 quarters.

Employment Opportunities

Graduates of the Machine Tool Technology program are qualified to work as grinder operators, milling machine operators, lathe operators, drill press operators, and as machinist/CNC operators.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Machine Tool Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Machine Tool Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 12 in reading, 13 in English, and 8 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

INFORMATION AND OFFICE TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 111 Business English	5	0	5
ENG 112 Business Communications	5	0	5
MAT 111 Business Math	5	0	5
PSY 100 Interpersonal Relations	3	0	3
BUS 101 Keyboarding/Typewriting	1	9	5
BUS 102 Intermediate Typewriting	1	9	5
BUS 103 Advanced Typewriting	1	7	4
BUS 104 Information Processing I	2	6	5
BUS 106 Office Procedures	1	4	3
BUS 107 Machine Transcription	0	6	2
BUS 108 Word Processing	0	10	5
and completion of one of the following:			
Information Processing Specialist			
BUS 105 Information Processing II	1	4	3
BUS 201 Advanced Word Processing	1	4	3
BUS 202 Information Processing III	1	4	3
XXX XXX Occupationally Related Electives	-	-	5
BUS 204 Information Processing Specialist Internship or Occupational Electives	-	(18)	6
Credits required for graduation:			67
Secretary			
BUS 201 Advanced Word Processing	1	4	3
BUS 203 Office Management	4	0	4
BUS 208 Office Accounting	3	2	4
XXX XXX Occupationally Related Electives	-	-	3
BUS 221 Secretary Internship or Occupationally Related Electives	-	(18)	6
Credits required for graduation:			67

MACHINE TOOL TECHNOLOGY

Program Description

The Machine Tool Technology program is a sequence of class and lab courses that provide students with the skills necessary for employment as machinists. The program covers the operation and set-up of general machine shop equipment, characteristics of metals, and computer/CNC literacy.

Elective credit earned by Machine Tool Technology graduates can be applied to the requirements for any of the following Advanced Machine Tool Technology specializations.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student who has earned a Machine Tool Technology diploma can complete the 38 credit hours required for an Advanced Machine Tool Technology diploma in 3 quarters.

Employment Opportunities

Depending upon area(s) of specialization, a graduate may be employed as a machinist, CNC operator, CNC programmer, or tool & die maker.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Advanced Machine Tool Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Advanced Machine Tool Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 12 in reading, 13 in English, and 8 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

MACHINE TOOL TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
MCH 101 Introduction to Machine Tool	4	6	7
MCH 102 Blueprint Reading for Machine Tool	5	0	5
MCH 103 Applied Measurement	1	2	2
MCH 104 Machine Tool Math I	5	0	5
MCH 105 Machine Tool Math II	5	0	5
MCH 106 Welding for Machine Tool	0	2	1
MCH 107 Characteristics of Metal/Heat Treat.	4	2	5
MCH 109 Sawing and Drilling	1	2	2
MCH 110 Lathe Operations	5	12	11
MCH 111 Vertical Mill Operations	5	10	10
MCH 112 Surface Grinder Operations	2	2	3
MCH 113 Horizontal Mill Operations	5	8	9
MCH 118 Computer/CNC Literacy	5	0	5
XXX XXX Electives	-	-	5
		Credits required for graduation:	88

ADVANCED MACHINE TOOL TECHNOLOGY

Program Description

The Advanced Machine Tool Technology program provides graduates of the Machine Tool Technology program and others with the opportunity to continue training in one or more areas of specialization. A student may earn an Advanced Machine Tool Technology diploma with specialization as Advanced General Machinist, CNC Specialist, and/or Tool & Die Specialist.

MARKETING MANAGEMENT

Program Description

The Marketing Management program prepares students for employment in a variety of positions with department and specialty stores, and in general sales. Topics covered include buying, merchandising, sales promotion, customer service, management and supervision, and entrepreneurship.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 88 credit hours required for a Marketing Management diploma in 4 quarters.

Employment Opportunities

Employment may be as a store manager, buyer, manager trainee, sales representative, merchandise manager, customer service representative, or display advertiser.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Marketing Management program are:

Education: High school diploma or equivalent (GED)

Tests: 24 in reading, 21 in English, and 18 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Marketing Management program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 20 in reading, 17 in English, and 12 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

ADVANCED MACHINE TOOL TECHNOLOGY SPECIALIZATIONS

Required Courses	Class Hours	Lab Hours	Credit Hours
Advanced General Machinist			
MCA 201 Advanced Milling I	2	8	5
MCA 203 Advanced Milling II	2	8	5
MCA 205 Advanced Lathe Operations I	2	8	5
MCA 207 Advanced Lathe Operations II	2	8	5
MCA 208 Advanced Grinding I	1	3	3
MCA 209 Advanced Grinding II	2	3	3
XXX XXX Electives	-	-	12
Completion of Machine Tool Technology program			88
Credits required for graduation:			126
CNC Specialist			
MCA 211 CNC Fundamentals	6	4	7
MCA 213 CNC Mill Manual Programming	5	5	6
MCA 215 CNC Lathe Manual Programming	5	5	6
MCA 217 CNC Practical Applications	4	6	6
MCA 219 CAD/CAM Programming	5	5	6
XXX XXX Electives	-	-	7
Completion of Machine Tool Technology program			88
Credits required for graduation:			126
Tool and Die Specialist			
MCA 220 Die Design I	5	5	6
MCA 221 Die Construction I	0	10	3
MCA 223 Die Design II	5	5	6
MCA 224 Die Construction II	0	10	3
MCA 226 Machining Math II	5	0	5
MCA 228 Characteristics of Metal/Heat Treat. II	4	1	4
XXX XXX Electives	-	-	11
Completion of Machine Tool Technology program			88
Credits required for graduation:			126

MASONRY

Program Description

The Masonry program prepares students for employment as brick and block masons. The program consists of class and lab courses plus off-campus live-work projects that offer practice in the art of masonry construction. Students build fireplaces, chimneys, patios, foundations, walls, and other structures.

Program Length

The length of this program will depend upon the number of credit hours eared per quarter. Typically, a full-time student can complete the 56 credit hours required for a Masonry diploma in 4 quarters.

Employment Opportunities

Graduates are employed by masonry contractors, general contractors, and often enter self-employment. The current nationwide shortage of qualified masons makes this a particularly good career opportunity.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Masonry program are:

Education: High school diploma or equivalent (GED)

Tests: 18 in reading, 16 in English, and 10 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Masonry program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 12 in reading, 13 in English, and 8 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 17 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

MASONRY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 100 English	5	0	5
MAT 100 Basic Mathematics	3	0	3
PSY 100 Interpersonal Relations	3	0	3
MSN 100 Introduction to Masonry	2	3	3
MSN 101 Basic Bricklaying	1	9	4
MSN 103 Masonry Bonds and Patterns	1	9	4
MSN 104 Corners and Leads	0	7	2
MSN 105 Laying Units to the Line	1	13	5
MSN 106 Pointing, Cleaning, Caulking	1	2	1
MSN 108 Blueprint Reading and Estimating	3	7	5
MSN 109 Footings, Foundations, Columns, & Piers	1	7	4
MSN 111 Wall Construction	2	6	4
MSN 113 Fireplaces and Chimneys	1	7	3
MSN 114 Ornamental Masonry	1	4	2
MSN 115 Masonry Internship	0	12	4
XXX XXX Occupationally Related Electives	-	-	3
		Credits required for graduation:	56

MEDICAL ASSISTING

Program Description

The Medical Assisting program combines business and medical courses to prepare individuals for employment in a physician's office or other health

care facility. The business subjects cover typing, basic accounting, filing, receptionist duties, insurance, and related skills needed for the administrative activities of a physician's office. The medical courses cover medical terminology, anatomy, pharmacology, lab techniques, EKG, CPR, injections, vital signs, and techniques for assisting the physician in patient care.

Program Length

The length of this program will depend upon the number of credit hours eared per quarter. Typically, a full-time student can complete the 76 credit hours required for a diploma in Medical Assisting in 4 quarters.

Employment Opportunities

Graduates find employment in private physician's offices, clinics, emergency care facilities, hospitals, and with other health care organizations.

Entrance Date

Fall entry is possible. Applicants are encouraged to enter business classes in the Spring or Summer for typing or other credit courses. Limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Medical Assisting program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 30 in reading, 27 in English, and 20 in math

Age: 17 years and older

Other: Medical and dental exam, personal references.

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Medical Assisting program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 26 in reading, 23 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 17 years and older

Other: The same as for regular admission status

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

MEDICAL ASSISTING CURRICULUM
(Effective Fall, 1991)

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 100 Basic Mathematics	3	0	3
PSY 101 Psychology	5	0	5
AHS 101 Anatomy and Physiology	5	0	5
BUS 101 Keyboarding/Typewriting	1	9	5
MAS 101 Medical Law and Ethics	2	0	2
MAS 102 Medical Terminology for Med. Assistants	5	0	5
MAS 103 Pharmacology	2	2	3
MAS 104 Medical Administrative Procedures I	2	8	5
MAS 105 Medical Administrative Procedures II	2	8	5
MAS 108 Medical Assisting Skills I	2	8	5
MAS 109 Medical Assisting Skills II	2	8	5
MAS 112 Human Diseases	5	0	5
MAS 113 Maternal and Child Care	5	0	5
MAS 117 Medical Assisting Externship	0	20	6
MAS 118 Medical Assisting Seminar	4	0	4
XXX XXX Occupationally Related Electives	-	-	3
		Credits required for graduation:	76

MICROCOMPUTER SPECIALIST

Program Description

The Microomputer Specialist program is designed to prepare students for entry-level jobs using microcomputers, terminals, and data-entry systems. Business applications utilizing spreadsheet, database, and word processing software is included.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 103 credit hours required for a diploma in Microcomputer Specialist in 5 quarters.

Employment Opportunities

Graduates may find employment in data entry, computer sales, and as computer support personnel.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Microcomputer Specialist program are:

Education: High school diploma or equivalent (GED)

Tests: 28 in reading, 25 in English, and 22 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Microcomputer Specialist program.

The requirements for provisional admission are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diplomaand the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

MICROCOMPUTER SPECIALIST CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 111 Business English	5	0	5
ENG 112 Business Communications	5	0	5
MAT 111 Business Math	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ACC 101 Principles of Accounting I	2	6	5
ACC 102 Principles of Accounting II	2	6	5
CIS 101 Keyboarding	1	4	3
CIS 102 Introduction to Computers	3	4	5
CIS 103 Operating Systems Concepts	5	3	6
CIS 105 Program Design and Development	5	0	5
CIS 112 Systems Analysis and Design	4	3	5
CIS 113 COBOL I	6	4	8
CIS 114 COBOL II	6	4	8
CIS 122 Microcomputer Installation/Maintenance	2	3	3
CIS 123 Microcomputer Productivity Tools	6	4	8
CIS 124 Microcomputer Database Programming	6	4	8
CIS 253 BASIC Programming I	6	4	8
CIS 254 BASIC Programming II	6	4	8
Credits required for graduation:			103

PRACTICAL NURSING

Program Description

The Practical Nursing program is designed to prepare students to write the State Board Examination in Georgia for licensure as practical nurses. It consists of a series of theory courses and supervised clinical experiences; some of which are conducted in local health care centers. The goal of the Practical Nursing program is to prepare graduates to give safe and competent nursing care.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 94 credit hours required for a diploma in Practical Nursing in 5 quarters.

Employment Opportunities

Graduates find employment in hospitals, clinics, nursing homes, and other health care centers.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable. During summer quarter only a partial schedule will be offered.

Entrance Requirements

The requirements for admission to the Practical Nursing program are:

Education: High school diploma or equivalent (GED) documentation

Tests: 26 in reading, 23 in English, and 20 in math or a SAT score of 350 math and 350 verbal

Age: 17 years and older

Other: Physical and dental report
Two personal references

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Practical Nursing program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 20 in reading, 17 in English, and 12 in math or a SAT score of 300 math and 300 verbal or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 17 years and older

Other: The same as for regular admission

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Qpportunity

Graduates of the Practical Nursing program are given advanced standing in the Associate of Science in Nursing degree program at Floyd College upon completion of one year of successful employment and passing an advanced placement examination.

PRACTICAL NURSING CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 101 Psychology	5	0	5
AHS 101 Anatomy and Physiology	5	0	5
AHS 102 Drug Calculation and Administration	2	2	3
AHS 103 Nutrition and Diet Therapy	2	0	2
NSG 111 Nursing Process I	7	15	12
NPT 112 Nursing Process II (Practicum)	0	24	8
NPT 113 Nursing Process III (Practicum)	0	24	8
NPT 214 Nursing Process IV (Practicum)	0	15	5
NPT 215 Nursing Process V (Practicum)	0	9	3
NSG 112 Nursing Process II	8	2	9
NSG 113 Nursing Process III	8	2	9
NSG 214 Nursing Process IV	10	0	10
NSG 215 Nursing Process V	2	0	2
XXX XXX Occupationally Related Electives	-	-	3
		Credits required for graduation:	94

RESIDENTIAL/COMMERCIAL WIRING

Program Description

The Residential/Commercial Wiring program consists of classroom and lab training in residential wiring, motor controls and control systems, electrical code requirements, and the maintenance of electrical equipment. Special emphasis is placed on the installation, programming, and use of programmable logic controllers.

Program Length

hours earned per quarter. Typically, a full-time student can complete the 77 credit hours required for a Residential/Commercial Wiring diploma in 4 quarters.

Employment Opportunities

Graduates find employment with electrical contractors, the maintenance departments of area industries, with government agencies, and with various businesses that install electrical devices.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

The requirements for admission to the Residential/Commercial Wiring program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 22 in reading, 19 in English, and 14 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 18 in reading, 16 in English, and 10 in math or be recommended by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

RESIDENTIAL/COMMERCIAL WIRING CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 101 General Mathematics	5	0	5
PSY 100 Interpersonal Relations	3	0	3
ELT 101 Safety	2	1	2
ELT 102 Electricity Principles	8	6	9
ELT 103 Residential Wiring I	4	3	4
ELT 104 Residential Wiring II	3	5	4
ELT 105 Residential Wiring III	2	5	3
ELT 106 Electrical Prints, Schematics, Symbols	3	1	3
ELT 107 Commercial Wiring I	4	3	4
ELT 108 Commercial Wiring II	4	3	4
ELT 109 Commercial Wiring III	4	3	4
ELI 111 Single Phase and Three Phase Motors	5	1	5
ELT 112 Variable Speed Controls	6	3	7
ELT 118 Electrical Controls	6	6	7
ELT 113 Programmable Logic Control I	4	2	4
ELT 114 Programmable Logic Control II	1	5	2
ELI 115 Diagnostic Trouble Shooting	1	5	2
		Credits required for graduation:	77

RESPIRATORY THERAPY TECHNOLOGY

Program Description

Respiratory Therapy Technology provides students with instruction in the diagnostic and treatment procedures used for patients with respiratory conditions. The program includes mechanical ventilation, CPR, chest physical therapy, oxygen and humidity therapy, and pulmonary function testing.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 96 credit hours required for a diploma in Respiratory Therapy in 5 quarters.

Employment Opportunities

Graduates find employment in general hospitals, VA hospitals, and clinics.

Entrance Date

Fall entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Respiratory Therapy Technology program are:

Education: High school diploma or equivalent (GED) documentation

Tests: 30 in reading, 27 in English, 24 in math, and 23 in algebra or minimum SAT scores of 400 verbal and 400 math

Age: 17 years and older

Other: Documentation of a physician's examination, submission of an immunization record, and completion of application and related procedures.

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Respiratory Therapy Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 26 in reading, 23 in English, and 20 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 17 years and older

Other: Completion of application and related procedures.

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 49 to 54 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

RESPIRATORY THERAPY TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 101 English	5	0	5
MAT 103 Algebraic Concepts	5	0	5
AHS 101 Anatomy and Physiology	5	0	5
AHS 109 Medical Terminology	3	0	3
RES 101 Introduction to Respiratory Therapy	5	0	5
RES 102 Foundations of Respiratory Therapy	5	0	5
RES 103 Respiratory Therapy Equipment	3	5	5
RES 104 Cardiopulmonary Anatomy and Physiology	5	0	5
RES 106 Pharmacology	5	0	5
RES 107 Patient Assessment	2	1	2
RES 108 Patient Monitoring	2	1	2
RES 109 Airway Management	2	1	2
RES 110 Microbiology	3	0	3
RES 111 Pathophysiology	6	0	6
RES 113 Mechanical Ventilation	4	0	4
RES 114 Mechanical Ventilators	0	6	3
RES 115 Intro. to Pulmonary Function Testing	1	1	1
RES 116 Neonatal/Pediatric Respiratory Care	4	0	4
RES 117 Pulmonary Rehabilitation	1	1	1
RES 120 Respiratory Therapy Seminar	1	0	1
RES 121 Respiratory Clinical Orientation	0	8	2
RES 122 Respiratory Care I	0	8	2
RES 123 Respiratory Care II	0	8	2

Required Courses	Class Hours	Lab Hours	Credit Hours
RES 124 Respiratory Critical Care I	0	16	5
RES 125 Respiratory Critical Care II	0	32	10
XXX XXX Elective	-	-	3
	Credits required for graduation:		96

WELDING AND JOINING TECHNOLOGY

Program Description

The Welding and Joining Technology program is designed to produce skilled welders. Some classroom training is involved, but the major emphasis of the program is development of welding skills through actual hands-on practice.

Program Length

The length of this program will depend upon the number of credit hours earned per quarter. Typically, a full-time student can complete the 71 credit hours required for a diploma Welding in 4 quarters.

Employment Opportunities

Graduates are employed as high-paying construction welders, as MIG welders, TIG welders, and as production welders.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Entrance Requirements

The requirements for admission to the Welding and Joining Technology program are:

Education: High school diploma or equivalent is not required for admission; however, students will not be allowed to graduate and receive a diploma until they have first earned a high school diploma or GED certificate

Tests: 18 in reading, 16 in English, and 10 in math

Age: 16 years and older

Provisional admission is afforded to applicants who do not meet program admission standards. Provisionally admitted students are allowed to take certain developmental studies courses and/or occupational courses as designated by standards governing the Welding and Joining Technology program.

The requirements for provisional admission are:

Education: The same as for regular admission status

Tests: 12 in reading, 13 in English, and 8 in math or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential

Age: 16 years and older

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete an additional 36 to 41 quarter hours of academic course work at Floyd College. Students at Coosa Valley Technical Institute may begin working toward the associate degree while presently enrolled or following their graduation from this program. When all requirements have been satisfactorily completed at both schools, Coosa Valley Tech will have awarded a diploma and the college will award the associate degree. For your convenience, this catalog includes a section which lists the courses required by Floyd College. This section begins on page 99.

WELDING AND JOINING TECHNOLOGY CURRICULUM

Required Courses	Class Hours	Lab Hours	Credit Hours
ENG 100 English	5	0	5
MAT 100 Basic Mathematics	3	0	3
PSY 100 Interpersonal Relations	3	0	3
WLD 100 Introduction to Welding Technology	4	4	6
WLD 101 Oxyfuel Cutting	2	6	4
WLD 102 Oxyacetylene Welding	1	2	1
WLD 103 Blueprint Reading I	1	4	3
WLD 104 Shielded Metal Arc Welding I	3	7	6
WLD 105 Shielded Metal Arc Welding II	3	7	6
WLD 106 Shielded Metal Arc Welding III	3	7	6
WLD 107 Shielded Metal Arc Welding IV	3	7	6
WLD 108 Blueprint Reading II	1	4	3
WLD 109 Gas Metal Arc Welding	3	7	6
WLD 110 Gas Tungsten Arc Welding	2	5	4
WLD 112 Preparation for Industrial Qualification	2	6	4
XXX XXX Electives	-	-	5
		Credits required for graduation:	71

SHORT-TERM CLASSES AND CERTIFICATE PROGRAMS

COOSA VALLEY TECHNICAL INSTITUTE

Certificate Curriculums

Programs leading to a certificate are generally offered during the hours 6:30 p.m. to 10:30 p.m. but may be offered at other times throughout the day. Certificate curriculums are governed by local standards developed by Coosa Valley Technical Institute. Satisfactory completion of course work carries institutional credit.

Institutional credit is not transferrable to a diploma program at Coosa Valley Technical Institute or other technical institutes operated by the Department of Technical and Adult Education.

Short-Term Classes

Short-term classes offer individuals the opportunity to learn new skills or to update present skills in order to expand employment opportunities. A qualified staff provides instruction in a variety of short-term business and computer classes.

When Courses/Programs Are Taught

These courses and programs are taught primarily during the hours 6:30 to 10:30 on Monday, Tuesday, Wednesday, or Thursday evenings.

Entrance Date

Fall, Winter, Spring, and Summer entry is possible; however, limits on class size make early application advisable.

Credit Awarded Upon Course Completion

Many short-term courses may be taken for either certificate or diploma credit. The awarding of credit will depend upon how the course is classified by the institution and/or what admission standards are met by the applicant. Some courses are offered as continuing education.

Entrance Requirements

The requirements for admission to short-term classes or certificate curriculums are:

Education: High school diploma preferred but not required

Tests: None

Age: 16 years and older

NOTE: If the course is taken for diploma credit, the applicant must meet the program admission requirements listed in the section of this catalog for diploma programs.

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper completion of application and related procedures.

SHORT-TERM CLASSES

Short-term classes are offered for personal enrichment and do not lead to a certificate or carry diploma credit. Some of the classes that are periodically offered are:

Accounting
Typewriting (Beginning and Advanced)
Business Law
Business English
Business Math
DOS Commands (Beginning and Advanced)
Word Perfect (Beginning and Advanced)
Lotus 1-2-3 (Beginning and Advanced)
Introduction to Microcomputers
Employability Skills
Review For State Merit/Civil Service Tests
Introduction To Motor Controls
The Basics of Automobile Electrical Systems
The Basics of Auto Body Repair
Preparation for the State Electrician's Exam

CERTIFICATE CURRICULUMS

Certificate curriculums include courses taught for both certificate and diploma credit. Generally, students may take a single course or progress through a series of courses to build a higher level of proficiency in an occupational field. Certificate curriculums are available in:

Marketing
Medical Records Specialist
Woodworking
Air Conditioning Services
Electrical Construction

To Request Additional Information

Contact the Office of Instructional Services at 235-1142 between 3:00 and 10:00 p.m. Monday through Thursday, or call the Office of Student Services between 8:00 a.m. and 4:00 p.m. Monday through Friday.

JOINT PROGRAMS WITH FLOYD COLLEGE

COOSA VALLEY
TECHNICAL INSTITUTE

Associate Degree Joint Programs With Floyd College

Joint programs leading to the Associate of Applied Science degree have been established by Coosa Valley Technical Institute and Floyd College. Students participating in joint programs may begin their studies at either institution, be enrolled in both institutions simultaneously, or complete the requirement at one institution before beginning studies at the other. Joint programs with Floyd College are open to presently enrolled and graduated Coosa Valley Technical Institute students who also meet the college's admission requirements for career programs.

Four joint programs leading to the Associate of Applied Science degree have been developed specifically for students in certain diploma programs at Coosa Valley Technical Institute. The four fields in which joint program leading to the associate degree have been developed are: Business, Allied Health Sciences, Technology, and Technical Studies.

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

BUSINESS
Associate In Applied Science Degree Program

This joint program requires completion of one of the following programs at Coosa Valley Technical Institution and 36 to 41 quarter hours at Floyd College. When students satisfactorily complete all course requirements at both schools, they will have earned a diploma from Coosa Valley Technical Institute and the Associate of Applied Science degree from Floyd College.

The program is intended for students who have completed or who are presently enrolled in one of the following programs at Coosa Valley Technical Institute:

Accounting
Business and Office Technology
Information and Office Technology
Marketing Management
Computer Operations
Computer Programming
Microcomputer Specialist
Medical Assisting

Courses required by Floyd College:

Course Number and Title	Credit Hours
ENG 101 Composition I *or* ENG 171 Fundamental English Skills	5
ENG 102 Composition II *or* ENG 251 Technical, Professional & Business Communication *or* BA 208 Business, Professional & Technical Communication *or* SPC 208 Fundamentals of Speech	5
MAT 105 Principles of Mathematics *or* MAT 111 College Algebra *or* MAT 171 Mathematics I	5
HIS 100 U.S. & Georgia History *or* HIS 251 American History I *or* HIS 252 American History II *and* POL 101 American Government	5-10
BA 200 Introduction to Business	5
ECO 202 Principles of Economics	5
PED 101 Concepts in Physical Education	2
PED 102 Concepts in Health Education	2
PED 106 Standard First Aid	2
Total Required Hours From Floyd College	36-41

Students may take Accounting at Floyd College or Coosa Valley Technical Institute.

NOTE: The above course requirements were pending approval by the governing bodies of both Floyd College and Coosa Valley Technical Institute at the time of publication.

HEALTH OCCUPATIONS
Associate in Applied Science Degree Program

This joint program requires completion of one of the following programs at Coosa Valley Technical Institution and 44 to 54 quarter hours at Floyd College. When students satisfactorily complete all course requirements at both schools,

they will have earned a diploma from Coosa Valley Technical Institute and the Associate of Applied Science degree from Floyd College.

The program is intended for students who have completed or who are presently enrolled in one of the following programs at Coosa Valley Technical Institute:

Emergency Medical Services
Respiratory Therapy Technology

Curses required by Floyd College:

Course Number and Title	**Credit Hours**
ENG 101 Composition I	
or ENG 171 Fundamental English Skills	5
MAT 111 College Algebra	
or MAT 105 Principles of Mathematics	
or MAT 171 Mathematics I	5
HIS 100 U.S. and Georgia History	5
or	
POL 101 American Government	
and	
HIS 251 or 252 American History	10
PSY 201 General Psychology	5
BIO 212 Human Anatomy and Physiology I	
BIO 213 Human Anatomy and Physiology II	
BIO 261 Introduction to Medical Microbiology	15
or	
*BIO 170 The Human Organism: Mechanisms	
*BIO 171 The Human Organism: Disorders	
*BIO 172 The Human Organism: Infectious Disease Processes	
PED 101 Concepts in Physical Education	2
*PED 102 Concepts in Health Education	2
PED 106 Standard First Aid	2
**EDU 110 Introduction to Deaf Awareness	3
or	
*PSY 130 Crisis Intervention	3
**CHEM 101 Elementary Chemistry	5
**PSC 101 Physical Science (Physics)	5
Total hours from Floyd College for EMS	44-49
Total hours from Floyd College for RTT	49-54

*Required or allowed for Emergency Medical Services
**Required for Respiratory Therapy Technology

NOTE: The above course requirements were pending approval by the governing bodies of both Floyd College and Coosa Valley Technical Institute at the time of publication.

TECHNOLOGY
Associate in Applied Science Degree Program

This joint program requires completion of one of the following programs at Coosa Valley Technical Institution and 36 to 41 quarter hours at Floyd College. When students satisfactorily complete all course requirements at both schools, they will have earned a diploma from Coosa Valley Technical Institute and the Associate of Applied Science degree from Floyd College.

The program is intended for students who have completed or who are presently enrolled in one of the following programs at Coosa Valley Technical Institute:

Drafting
Electronics Technology
Industrial Maintenance
Machine Tool Technology

Courses required by Floyd College:

Course Number and Title	Credit Hours
ENG 101 Composition I	
or ENG 171 Fundamental English Skills	5
ENG 102 Composition II	
or ENG 251 Technical, Professional & Business Communication	
or BA 208 Business, Professional & Technical Communication	
or SPC 208 Fundamentals of Speech	5
MAT 111 College Algebra	
or MAT 175 Algebra	5
MAT 112 Trigonometry	
or MAT 176 Right Angle Trigonometry	5
HIS 100 U.S. & Georgia History	
or HIS 251 American History I	
or HIS 252 American History II	
and POL 101 American Government	5-10
PHY 127 Introductory Physics	
or PHY 117 Physics	5
PED 101 Concepts in Physical Education	2
PED 102 Concepts in Health Education	2
PED 106 Standard First Aid	2
Total Required Hours From Floyd College	36-41

NOTE: The above course requirements were pending approval by the governing bodies of both Floyd College and Coosa Valley Technical Institute at the time of publication.

TECHNICAL STUDIES
Associate in Applied Science Degree Program

This joint program requires completion of one of the following programs at Coosa Valley Technical Institution and 36 to 41 quarter hours at Floyd College. When students satisfactorily complete all course requirements at both schools, they will have earned a diploma from Coosa Valley Technical Institute and the Associate of Applied Science degree from Floyd College.

The program is intended for students who have completed or who are presently enrolled in one of the following programs at Coosa Valley Technical Institute:

Air Conditioning Technology
Automotive Collision Repair Tech.
Automotive Technology
Carpentry
Cosmetology
Masonry
Residential/Commercial Wiring
Welding & Joining Technology

Courses required by Floyd College:

Course Number and Title	Credit Hours
ENG 101 Composition I *or* ENG 171 Fundamental English Skills	5
ENG 102 Composition II *or* ENG 251 Technical, Professional & Business Communication *or* BA 208 Business, Professional & Technical Communication *or* SPC 208 Fundamentals of Speech	5
MAT 111 College Algebra *or* MAT 175 Algebra	5
HIS 100 U.S. & Georgia History *or* HIS 251 American History I *or* HIS 252 American History II *and* POL 101 American Government	5-10
BA 200 Introduction to Business	5
BA 254 Small Business Management	5
PED 101 Concepts in Physical Education	2
PED 102 Concepts in Health Education	2
PED 106 Standard First Aid	2
Total Required Hours From Floyd College	36-41

NOTE: The above course requirements were pending approval by the governing bodies of both Floyd College and Coosa Valley Technical Institute at the time of publication.

DEVELOPMENTAL STUDIES

COOSA VALLEY
TECHNICAL INSTITUTE

DEVELOPMENTAL STUDIES

The Developmental Studies Program at Coosa Valley Technical Institute serves students who are in need of special counseling or academic assistance. It includes developmental courses designed to improve students' basic abilities in the areas of English composition, mathematics, and reading skills. These courses carry institutional credit and may be taken prior to enrollment in diploma credit courses or in combination with diploma credit courses.

Admission

Persons whose English, math, and/or reading achievement levels do not meet statewide program-specific admission requirements are eligible for placement into developmental studies. After overcoming skills deficits, developmental studies students are eligible for admission to diploma programs on a regular or provisional basis.

Program Length

Developmental Studies courses at Coosa Valley Technical Institute are taught utilizing instructional methods designed to allow individuals to progress at their own rate of study. The length of a course will depend upon the degree of deficiency to be overcome and the effectiveness of the student's approach to skills mastery. It is possible for some individuals to overcome a reading, English, or mathematics deficiency in as little as a week. Ordinarily, several weeks or as much as one quarter will be required to improve a student's skills in any of these basic academic areas.

Curriculum Description

Developmental Studies is a series of courses designed to assist students in attaining regular program admission by providing them the opportunity to correct deficiencies and/or improve their skills in the areas of reading, English,

and mathematics. The ultimate aim of Developmental Studies is to prepare students for successful participation in occupational/technical programs.

Requirements for Completion

Achievement of the academic admission requirements for the program which student plans to enter.

READING

Developmental Courses		Institutional Credit
RDG 095 Reading I	(Test scores under 10)	5 I.C.
RDG 096 Reading II	(Test scores 10 to 17)	4 I.C.
RDG 097 Reading III	(Test scores 18 to 25)	4 I.C.
RDG 098 Reading IV	(Test scores 26 to 29)	4 I.C.

ENGLISH

Developmental Courses		Institutional Credit
ENG 095 English I	(Test scores under 13)	5 I.C.
ENG 096 English II	(Test scores 13 to 15)	4 I.C.
ENG 096 English III	(Test scores 16 to 22)	4 I.C.
ENG 097 English IV	(Test scores 23 to 26)	4 I.C.

MATHEMATICS

Developmental Courses		Institutional Credit
MAT 095 Math I	(Test scores under 7)	5 I.C.
MAT 096 Math II	(Test scores 7 to 9)	4 I.C.
MAT 097 Math III	(Test scores 10 to 19)	4 I.C.
MAT 098 Pre-Algebra	(Test scores 20 to 22)	4 I.C.

Developmental Studies course descriptions are provided beginning on page 157 of this publication.

COURSE DESCRIPTIONS

COOSA VALLEY
TECHNICAL INSTITUTE

The following descriptions are written to provide the reader with a basic understanding of the material to be covered by those who are enrolled. For a more complete description of the content of a particular course, contact the Office of Instructional Services at Coosa Valley Technical Institute.

DIPLOMA COURSES OFFERED BY COOSA VALLEY TECHNICAL INSTITUTE

COURSE DESCRIPTIONS

ACC 101 Principles of Accounting I
****Prerequisite: Provisional Admission**
Introduces 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.

ACC 102 Principles of Accounting II
****Prerequisites: Program admission; ACC 101; MAT 111**
Applies the basic principles of accounting to account classifications and subsidiary record accounting. Topics: partnerships, inventory, receivables and payables, payroll, notes, and plant assets.

ACC 103 Principles of Accounting III
****Prerequisite: ACC 102**
Provides a fundamental understanding of corporate and cost accounting. Topics: job order/process, department and branch accounting, corporation accounting, stocks and dividends, and budgeting.

ACC 103 Principles of Accounting III
****Prerequisite: ACC 102**
Provides a fundamental understanding of corporate and cost accounting. Topics: job order/process, department and branch accounting, corporation accounting, stocks and dividends, and budgeting.

ACC 104 Computerized Accounting
****Prerequisite: ACC 102; BUS 101; BUS 104**
Covers the conversion from manual to computerized accounting systems and the operation thereof. Topics: equipment use, payroll, general ledger, receivables and payables, posting, financial reports, and inventory and depreciation.

ACC 105 Management Systems I
****Prerequisite: ACC 101; BUS 101; BUS 104**
The use of database management software packages for accounting/financial applications is covered. Topics: database creation, file management, and use of financial data to make management decisions.

ACC 106 Management Systems II
****Prerequisite: ACC 101; BUS 101; BUS 104**
The use of electronic spreadsheet software packages for accounting/ financial applications is covered. Topics: spreadsheet creation, file management, automatic computations, and generation of reports.

ACC 107 Full-time Accounting Internship
****Prerequisite: All non-elective courses for program completion**
Provides on-the-job experience during which the student utilizes accounting and employability skills acquired in the classroom. Requires: written training plans, performmnce evaluation, required weekly seminars, and a required student project.

ACC 108 Half-time Accounting Internship
****Prerequisite: All non-elective courses for program completion**
Provides on-the-job experience during which the student utilizes accounting and employability skills acquired in the classroom. Requires: written training plans, performance evaluation, and two required seminars.

ACR 100 Safety
****Prerequisite: Provisional admission**
Procedures and practices necessary for safe operation of automotive collision repair facilities. Topics: safety devices, work facility safety and cleanliness, fire prevention, and environmental safety.

ACR 101 Automobile Components Identification
****Prerequisite/Corequisite: Provisional admission; ACR 100**
The configuration and identification of the structural members of various automotive unibodies and frames are covered. Topics: frame types, unibodies, stub frame types, body panels, and components.

ACR 102 Equipment and Hand Tools Identification
****Prerequisite/Corequisite: Provisional admission, ACR 100**
Introduces equipment and hand tools used in automotive collision repair. Topics: safety, hand tool identification, power hand tools, air supply systems and hydraulic systems.

ACR 104 Mechanical and Electrical Systems
****Prerequisite/Corequisite: Program admission, ACR 100; 101; 102**
Mechanical and electrical systems that might incur damage through automotive collisions are studied. Topics: lighting systems, engine wiring, air conditioning systems, emission control systems, engine accessory systems, braking systems, and steering columns.

ACR 105 Body Fiberglass, Plastic, and Rubber Repair Techniques
****Prerequisite/Corequisite: Program admission; ACR 100; 101; 102**
Instruction in non-metallic auto body repair techniques. Topics: cracked/splintered areas, bonded agent repairs, plastic/fiberglass body parts, plastic/rubber bumper covers, plastic/rubber welding, and plastic identification.

ACR 106 Welding and Cutting
****Prerequisite/Corequisite: ACR 100; ACR 107**
Instruction in welding and cutting procedures for auto collision repair with emphasis on MIG welding techniques. Topics: safety, MIG and oxyfuel welding, metal cutting, resistance welding, and weld removal techniques.

ACR 107 Trim, Accessories, and Glass
****Prerequisite/Corequisite: Provisional admission; ACR 100**
Removal and replacement methods for a variety of non-structural, cosmetic, and safety features of automobiles are covered. Topics: interior/exterior trim, mirrors, weather stripping, stationary and non-stationary glass, interior components, fasteners, and safety.

ACR 109 Damage Identification and Assessment
****Prerequisite: Program admission; MAT 101; ENG 101; ACR 101; ACR 102; ACR 106; ACR 107; ACR 110**
The procedures and resources used in the identification and assessment of auto collision damages are studied. Topics: collision estimation, damage analysis, assessment plan, use of service manual, and computerized estimation.

ACR 110 Minor Collision Repair
****Prerequisite/Corequisite: Provisional admission; ACR 100**
Materials and operations used in the repair of minor collision damage are studied. Topics: body repair materials; disc grinder procedures; use of body fillers; and pull rod and slide hammer usage.

ACR 120 Conventional Frame Repair
****Prerequisite: ACR 109**
Diagnosis, straightening, measurement, and alignment of conventional automobile and truck frames are studied. Topics: damage diagnosis, tram and centering gauge systems, straightening and alignment techniques, equipment types, and safety precautions.

ACR 121 Unibody Identification/Damage Analysis
****Prerequisite: ACR 109**
Various forms of unibody damage are identified and analyzed. Topics include: collapse or buckle damage; sag, sideways, twist, and secondary damage; and lift equipment usage and safety.

ACR 122 Unibody Measuring and Fixturing Systems
****Prerequisite/Corequisite: ACR 121**
Instruction in the use of a variety of alignment measuring and fixturing systems. Topics: universal mechanical system, universal laser system, dedicated fixture system, upper body panel measurement, and English/metric tape alignment measurement.

ACR 123 Unibody Straightening Systems/Techniques
****Prerequisite: ACR 122; ACR 127**
Introduces unibody straightening systems and techniques. Topics:. equipment types and usage, safety; primary/rough and secondary damage pull, single and multiple pull correction, and impact or pull stress relief.

ACR 124 Unibody Welding Techniques
****Prerequisite: ACR 122**
Instruction in specific welding applications. Topics: MIG welder panel welding, plug weld, butt weld, lap weld, and safety.

ACR 125 Unibody Structural Panel Repair/Replacement
****Prerequisite/Corequisite: ACR 122, ACR 124**
A study of techniques used in the repair and replacement of structural panels. Topics: primary structure, rear cross member, apron and rails, trans X members, rockers, w/s posts, floor pans, hinge pillars, center pillars, panel sectional cuts, spot weld removal, and damaged panel removal and replacement.

ACR 126 Conventional Body Structural Panel Repair
****Prerequisite/Corequisite: ACR 120**
Introduces conventional body structural panel repair, Topics: partial or complete quarter panel removal or replacement, rocker panel removal and replacement, and center pillar post removal and replacement.

ACR 127 Unibody Suspension and Steering Systems
****Prerequisite/Corequisite: ACR 122**
A study of unibody suspension and steering system damage analysis and repair. Topics: suspension parts removal and replacement, rack and pinion steering system removal and replacement, front end suspension equipment, damage analysis, and safety procedures.

ACR 128 Bolt-on Body Panel Removal/Replacement
****Prerequisite: Provisional admission**
Instruction in the removal and replacement of bolt-on automobile body panels. Topics: hoods, header panels, headlamp and filler panels, grills, and headlamp adjustment.

ACR 130 Sanding, Painting, and Paint Preparation
****Prerequisite/Corequisite: Provisional admission; ACR 100**
A study of the materials and procedures involved in preparing automobile bodies for refinishing. Topics: feather edging, masking, surface preparation, corrosion prevention, primers, sealers, spray gun operation and maintenance, and safety.

ACR 131 Acrylic Lacquer Refinishing Application
****Prerequisite: ACR 109**
The equipment, material, and techniques used in applying acrylic lacquer paint are studied. Topics: safety; paint identification; metals preparation and priming; 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 132 Special Refinishing Applications
****Prerequisite: ACR 109**
The equipment, material, and techniques used in the application of special paints are studied. Topics: safety; paint identification; preparation and priming; color applications; original finish sealing, panel and spot repair and blending; thinners, reducers, and additives; interior/exterior panel refinishing; and retexturing and refinishing of fiberglass, plastics, and rubber.

ACR 133 Acrylic Enamels Refinishing Applications
****Prerequisite: ACR 109**
The equipment, material, and techniques used in the application of acrylic enamels paint are studied. Topics: safety; paint identification; metals preparation and priming; 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 134 Urethane Enmmels Refinishing Applications
****Prerequisite: ACR 109**
The equipment, material, and techniques used in the application of urethane enamels paint are studied. Topics: safety; paint identification; metals preparation and priming; 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
****Prerequisite: ACR 130; ACR 132; ACR 133, or ACR 134**
Methods and techniques used in the process of color matching and production are studied. Topics: tinting methods, gun techniques, variables adjustment, color flip-flop (light reflection angle variance), and reduction procedures.

ACT 100 Refrigeration Fundamentals
****Prerequisite: Provisional admission**
Introduces basic concepts and theories of refrigeration. Topics: laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

ACT 101 Principles & Practices of Refrigeration
****Prerequisite/Corequisite: ACT 100**
Refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems are studied. Topics: refrigeration tools, piping, service valves, leak testing, evacuation, charging, and safety.

ACT 102 Refrigeration Systems Components
****Prerequisite/Corequisite: ACT 100, ACT 101**
Provides the skills and knowledge needed to install, test, and service major components of a refrigeration system. Topics: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 Electrical Fundamentals
****Prerequisite: Provisional admission**
An introduction to fundamental electrical concepts and theories as they apply to the air conditioning industry. Topics: AC and DC theory, meters, electrical diagrams, distribution systems, electrical panels, voltage, code requirements, and safety.

ACT 104 Electric Motors
****Prerequisite/Corequisite: ACT 103**
Develops the skills and knowledge necessary for application and service of electric motors common to the refrigeration and air conditioning industry. Topics: capacitors, installation procedures, types of electric motors, diagnostic techniques, and servicing.

ACT 105 Electrical Components
****Prerequisite/Corequisite: ACT 103, ACT 104**
Instruction in how to identify, install, and test commonly used electrical components in an air conditioning system. Topics: pressure switches, overload devices, transformers, magnetic starters, and commonly used controls.

ACT 106 Electric Control Systems & Installation
****Prerequisite/Corequisite: ACT 105**
Develops the skills necessary to wire various types of air conditioning systems. Topics: servicing procedures, solid state controls, system wiring, circuit controls, and safety.

ACT 107 Air Conditioning Principles
****Prereq./Coreq.: ACT 102, 106, MAT 101, Program admission**
Covers the theory and techniques needed to identify major components and functions of air conditioning systems. Topics: types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety.

ACT 108 Air Conditioning Systems & Installation
****Prerequisite/Corequisite: ACT 107**
Installation and servicing residential air conditioning systems is studied. Topics: installation procedures, service, split-systems, add-on systems, packaged systems, and safety.

ACT 109 Trouble Shooting Air Conditioning Systems
****Prerequisite/Corequisite: ACT 108, ENG 101**
Techniques for trouble shooting and repairing major components of a residential air conditioning system. Topics: trouble shooting techniques, electrical controls, air flow, and the refrigeration cycle.

ACT 110 Gas Heating Systems
****Prerequisite: ACT 102, ACT 106, ACT 101**
Introduces principles of combustion and service requirements for gas heating systems. Topics: service procedures, electrical controls, piping, gas valves, venting, code requirements, and safety.

ACT 111 Electric Heating Systems
****Prerequisite/Corequisite: ACT 110**
The operation, installation, and servicing of electric heating systems are studied. Topics: servicing procedures, electrical controls trouble shooting, code requirements, and safety.

ACT 112 Heat Pumps
****Prerequisite/Corequisite: ACT 110, ACT 111**
Covers the principles of, applications of, and operation of a residential heat pump system. Topics: installation procedures, servicing, electrical components, valves, and safety.

AHS 101 Anatomy and Physiology
****Prerequisite: Provisional admission**
A study of the basic normal structure and function of the human body. Topics: an overview of body systems, how systems coordinate 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.

AHS 102 Drug Calculation and Administration
****Prerequisite: MAT 101**
Basic concepts of mathematics and basic drug administration are studied. Topics: resource materials, systems of measurement, abbreviations, drug calculations, and the administration of medications in a simulated clinical environment.

AHS 103 Nutrition and Diet Therapy
****Prerequisite: Provisional admission**
The nutritional need of the individual are studied. Topics: basic nutrients, food sources, the role nutrition plays in the maintenance of health, and the use of diet to treat certain pathologic conditions.

AHS 109 Medical Terminology
****Prerequisite: Provisional admission**
Introduces the elements of medical terminology. Emphasis is placed on building a medical vocabulary through knowledge of roots, prefixes, and suffixes. Topics: origins, word building, abbreviations and symbols, terminology related to anatomy, trading medical orders and reports, and terminology specific to the student's field of study.

AUT 100 Introduction to Automotive Technology
****Prerequisite: Provisional admission**
The basic concepts for safe and effective automotive shop operation are studied. Topics: safety regulations and procedures; legal and ethical responsibilities; shop organization, management, and work flow systems; measurement concepts; instruments, and techniques; machining operations and procedures, and use of hand tools.

AUT 101 Engine Theory, Diagnosis, and Repair
Prerequisite/Corequisite: Provisional admission; AUT 100
Introduces automotive engine theory and repair. Topics: general diagnosis of engines; inspection, diagnosis, and repair of: blocks, cylinder head; valve trains, and lubrication and cooling systems.

AUT 102 Brake Systems
****Prerequisite/Corequisite: Provisional admission; AUT 100**
Fundamental hydraulic braking system theory and its application to automotive drum, disc, and power assist units are studied. Topics: theory, diagnosis, and repair of hydraulic systems; and drum, disc, and power assist break units.

AUT 103 Suspension and Steering
****Prerequisite/Corequisite: Provisional admission; AUT 100**
The basic principles, diagnosis, adjustment and repair of automotive suspension and teering systems are studied. Topics: wheel alignment, steering systems, suspension systems, and wheel and tire service.

AUT 104 Automatic Transmissions/Transaxle I
****Prerequisite/Corequisite: Program admission; AUT 100**
Basic transmission/transaxle theory, inspection, and service procedures are studied. Focus on minor in-car adjustments, replacements, and repairs.

AUT 105 Clutch Diagnosis and Repair
****Prerequisite/Corequisite: Program admission; AUT 100**
Introduces fundamental principles of clutch operations, diagnosis of malfunctions, testing procedures, and repair techniques.

AUT 106 Introduction to Automotive Electrical Systems
****Prerequisite/Corequisite: Program admission; AUT 100**
Electrical theory and its application to automotive systems is studied. Topics: electromagnetic theory, electrical components, power sources, use of meters, and application of Ohm's law.

AUT 107 Starting and Charging Systems
****Prerequisite/Corequisite: AUT 106**
The service/repair of batteries, starting system components, alternators, and regulators is studied. Topics: inspection, diagnostic testing, current and voltage tests, testing and repair/replacement of regulator, alternator, and other starting system components.

AUT 108 Ignition Systems
****Prerequisite: AUT 106**
The theory, diagnosis, repair, and service of conventional and electronic automotive ignition systems is covered in this course. Topics: operational theory, diagnostic procedures, repair/replacement procedures, and total system performance analysis.

AUT 109 Electrical/Electronic Instrumentation
****Prerequisite: AUT 106**
Introduces automotive electrical/electronic accessories, safety systems, and electronic devices. Topics: lighting systems, gages, warning devices, driver information system, horn, windshield wiper/washer system, and other accessories.

AUT 111 Fuel and Exhaust Systems
****Prerequisite: AUT 106**
A study of various fuel and exhaust systems. Includes safety; diagnosis, repair, and service for carburetion and fuel injection; inspection procedures, and diesel service.

AUT 112 Emissions Control Systems
****Prerequisite: AUT 106**
The operation of systems related to the control of automotive emissions is studied. Topics: component testing, positive crankcase ventilation, spark timing control, sensors and electronic controls, and exhaust gas recirculation and treatment.

AUT 202 Automatic Transmission/Transaxle II
****Prerequisite/Corequisite: Program admission; AUT 104**
Automatic transmission/transaxle theory, fundamental hydraulic circuitry, testing, diagnostic techniques, and overhaul procedures are covered in this course.

AUT 203 Manual Transmission/Transaxle
****Prerequisite/Corequisite: Program admissions; AUT 105**
Manual transmission/transaxle operation, diagnostic techniques, and repair/replacement measures are covered in this course.

AUT 204 Drivelines
****Prerequisite: Program admission; AUT 100**
The theory, diagnosis, service, and repair of universal joints; differentials; final drives; and shafts are studied. Topics: rear wheel drive, front wheel drive, universal and constant-velocity joints, and differentials (emphasis on limited-slip differentials.)

AUT 205 Four-Wheel Drive Components
****Prerequisite: Program admission; AUT 100**
A study of four-wheel drive operation, malfunctions, and repair techniques. Topics: four-wheel drive components, inspection and diagnosis procedures, and repair of transfer case and locking hubs.

AUT 206 Heating and Air Conditioning Systems
****Prerequisite: AUT 106**
The theory, operation, servicing, and repair of automotive heating and air conditioning systems is studied. Topics: heating and engine cooling systems, refrigeration components, evaporator, and control systems.

AUT 208 Automotive Technician Internship
****Prerequisite: All non-elective courses required for program completion (Those enrolled in AUT 208 are exempt from PSY 100.)**
Provides student work experience in the occupational environment. This course requires the use of a written individualized training plan, written performance evaluation, and integrative experiences.

BUS 101 Keyboarding/Typewriting
****Prerequisite: Provisional Admission**
Introduces the touch system of typewriting with emphasis on correct techniques and simple business correspondence. Students attain a minimum typing speed of 25 words per minute with a minimum of three errors on a three minute timed typing test.

BUS 102 Intermediate Typewriting
****Prerequisite: BUS 101**
Continues the development of keyboarding speed and accuracy with further mastery of correct typing techniques. Students attain a minimum typing speed of 40 words per minute with a maximum of five errors on a five minute timed typing test.

BUS 103 Advanced Typewriting
****Prerequisite: BUS 102; ENG 111**
Development of increased keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum typing speed of 50 words per minute with a maximum of five errors on a five minute timed typewriting test.

BUS 104 Information Processing I
****Prerequisite: BUS 101**
A variety of software is employed to introduce fundamental concepts needed for business-related computer applications. Topics: terminology, input/output, database, spreadsheet, word processing, and equipment care and operation.

BUS 105 Information Processing II
****Prerequisite: Program admission; BUS 104**
Use of database management software to access, manipulate, and create file data.

BUS 106 Office Procedures
****Prerequisite: Program admission**
Topics include: office protocol, prioritizing, time management, telephone techniques, office equipment, mail services, reference materials, filing, correspondence, and travel/meeting arrangements.

BUS 107 Machine Transcription
****Prerequisite: BUS 101; BUS 104; ENG 111**
Transcribing from recordings using a typewriter or word processor to produce mailable documents. Includes development of speed and accuracy, transcription techniques, and related skills.

BUS 108 Word Processing
****Prerequisite: Program admission; BUS 101**
Use of word processing equipment to create and revise mailable documents or reports. Topics: equipment usage, work area management, competency in one or more software packages, and productivity.

BUS 201 Advanced Word Processing
****Prerequisite: BUS 108; ENG 111**
Topics include advanced word processing concepts and the production of business correspondence and documents.

BUS 202 Information Processing III
****Prerequisite: BUS 104; MAT 111**
Instruction in the use of electronic spreadsheet software for business applications. Topics: entering alpha and numeric data in row/column relationships, editing and deleting, making computations, and creation of spreadsheets.

BUS 203 Office Management
****Prerequisite: BUS 106; PSY 100**
An overview of management concepts, styles, and skills. Topics: business ethics, ergonomics/workflow, communication channels, job performance evaluation techniques, and supervisory techniques.

BUS 204 Information Processing Specialist Internship
****Prerequisite: Successful completion of all required course work.**
Provides work experience in the occupational environment. Students will be under the supervision of the Information and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 208 Office Accounting
****Prerequisite: MAT 111**
Introduces the fundamental concepts of accounting. Topics: debits, credits, and journalizing; posting and proving the general ledger; accounts receivable ledger, accounts payable ledger; and payroll.

BUS 211 Medical Terminology
****Prerequisite: Program admission**
The spelling, pronunciation, and use of medical terms as related to anatomy, treatment, surgery, and drugs. Topics: medical prefixes, roots, suffixes, word elements, meaning of terms, and spelling.

BUS 212 Anatomy and Terminology
****Prerequisite: BUS 211**
The structure and function of the human body including medical terminology. Topics: spelling, pronunciation, medical terminology; definitions and anatomical terms; and the location, identification, and function of body parts and systems.

BUS 213 Medical Transcription I
****Prerequisite: BUS 102, BUS 211, ENG 111**
Transcribing from recorded medical reports using a typewriter or word processor. Topics: spelling, definitions, development of speed and accuracy, punctuation, and use of reference books.

BUS 214 Medical Transcription II
****Prerequisite: BUS 212, BUS 213**
Continues the development of speed and accuracy in the transcription of medical reports.

BUS 215 Medical Secretary Internship
****Prerequisite: Completion of all required course work**
Work experience in an off-campus medical environment. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 221 Secretarial Internship
****Prerequisite: Successful completion of all required course work**
Provides work experience in an off-campus environment. Students will be under the supervision of the Information and Office Technology program faculty and/or other persons designated to coordinate work experience arrangements.

BUS 225 Office Simulation
****Prerequisite: Successful completion of all required course work in a Business and Office Technology specialization area.** Provides realistic patterns of office activities in a simulated office environment. Topics: integrating, developing, and applying a wide range of occupational knowledge and skills; cooperatively interacting with co-workers; and listening and following directions.

CAR 101 Safe Use of Hand and Power Tools
****Prerequisite: Provisional admission**
Instruction in the proper use of hand and power tools. Topics: layout and measuring tools, sawing tools, shaping and cutting tools, fastening tools, drilling and boring tools, and finishing tools.

CAR 103 Materials
****Prerequisite: Provisional admission**
Various building materials used in residential and commercial construction are studied. Topics: fasteners, wood products, finishing materials, and manufactured products.

CAR 105 Print Reading
****Prerequisite: Provisional admission**
The reading and interpretation of prints and architectural drawings is the focus of this course. Topics: types of plans scaling terminology, lines, symbols, specifications, conventions, and schedules.

CAR 107 Site Layout and Footings
****Prerequisite: CAR 105**
Introduces basic site layout and footing construction utilizing layout equipment for on-site laboratory practice. Topics: zoning restrictions and codes, batter boards, builders levels, squaring methods, types of footings, and plot plans interpretation.

CAR 109 Foundations
****Prerequisite: CAR 105**
Concepts and production methods associated with building foundations are studied. Topics: estimating material, types of foundations, forms, water proofing, and soil testing and excavation.

CAR 110 Floor Framing
****Prerequisite: CAR 101; CAR 103; CAR 105**
A study of material and installation procedures used for floor and sill framing. Topics: safety procedures, joists, sills, openings, bridging, sub floors, load conditions, and material estimations.

CAR 111 Wall Framing
****Prerequisite: CAR 101; CAR 103; CAR 105**
A study of material and installation procedures used for wall and partition framing. Topics: safety; layout; cutting of studs, trimmers, cripples, headers, corners and T's; and installation of wall sheathing.

CAR 112 Ceiling Framing
****Prerequisite: CAR 101; CAR 103; CAR 105**
A study of materials and installation procedures used for ceiling framing. Topics: types of ceiling systems, estimation of material, layout and installation of components, and scaffolding safety.

CAR 113 Roof Framing
****Prerequisite: CAR 101; CAR 103; CAR 105, CAR 112**
A study of materials and installation procedures used for roof framing. Topics: types of roof systems, terminology, estimation, layout and installation, decking, ladders and scaffolding safety, and vent systems.

CAR 114 Roof Covering
****Prerequisite: CAR 101; CAR 103**
A study of the materials and installation procedures used to install roof coverings. Topics: materials, estimation, layout procedures, installation, and safety precautions.

CAR 115 Insulation
****Prerequisite: Provisional admission**
A study of the various types of materials and installation procedures used to insulate buildings. Topics: insulation materials, R values, methods of application, and thermal and sound control.

CAR 116 Interior Wall and Ceiling Coverings
****Prerequisite: Program admission; CAR 101; CAR 103; CAR 105**
Interior wall and ceiling materials are studied. Topics: types of paneling, types of gypsum board, acoustical ceiling tile, types of ceilings, fire wall applications, and finishing methods.

CAR 117 Interior Trim
****Prerequisite: Program admission; CAR 101; CAR 103; CAR 105**
Procedures for the identification, estimation, and installation of interior trim are studied. Topics: types and sizes of trim, estimation of materials, and methods of installation.

CAR 118 Exterior Finishes and Trim
****Prerequisite: Program admission; CAR 101; CAR 103; CAR 105**
A study of exterior finish and trim materials, including window and door units. Topics: doors and windows, types of siding, estimation of materials, and installation procedures.

CAR 121 Cornice and Soffit
****Prerequisite: Program admission; CAR 101; CAR 103; CAR 105**
Instruction in the types, styles, and installation of cornice and soffit in residential carpentry. Topics: vents, types and styles identification, estimation of materials, installation, and safety.

CAR 123 Finish Floors
****Prerequisite: Program admission; CAR 101; CAR 103; CAR 105**
Introduces finish floor coverings for residential construction projects. Topics: material identification and estimation, and installation procedures.

CAR 125 Interior Doors
****Prerequisite: Program admission; CAR 101, CAR 103; CAR 105**
A study of the various interior door units, locks, trim, and installation procedures. Topics: types, classification, and parts of interior doors; standard sizes; finishes; and installation.

CAR 126 Stairs
****Prerequisite: Program admission; CAR 101; CAR 103; CAR 105**
A study of the layout, construction, and installation of various stair types. Topics: stair components, riser and tread measurements, layout of stringers, and fabrication and installation of stair components.

CIS 101 Keyboarding
****Prerequisite: Provisional admission**
An introduction to the effective and efficient use of electronic machine keyboards. Topics: touch typing skills, text formatting and manipulation, and usage of function keys.

CIS 102 Introduction to Computers
****Prerequisite: Provisional admission**
An overview of computers and information processing. Topics: terminology, historical perspective, data representation, computer number systems, processing capabilities, hardware, software, program development, system development, and software applications.

CIS 103 Operating Systems Concepts
****Prerequisite/Corequisite: CIS 102**
An overview of operating systems functions and commands necessary in a micro/mainframe computer working environment. Topics: multi-programming, multi-user systems, data communications, utilities, task control languages, allocation of system resources, and networking.

CIS 104 Advanced Operating Systems Concepts
****Prerequisite/Corequisite: CIS 102; CIS 103**
A continued study of operating system functions and commands necessary in a micro/mainframe computer working environment. Topics: A continuation of the topics listed in CIS 103.

CIS 105 Program Design and Development
****Prerequisite/Corequisite: ENG 111; ENG 112; MAT 111**
A study of the methods used to identify business problems and provide solutions through computer programming. Topics: problem solving process, structured programming, program development, file and report structure, and business application structure.

CIS 111 Computer Center Operations
****Prerequisite/Corequisite: CIS 102; ENG 111; MAT 111**
A comprehensive study of computer hardware, software, documentation, and personnel. Topics: organization and management of a computer center, ata entry, library, data control, peripheral and console operations, backup and disaster recovery, and security.

CIS 112 Systems Analysis and Design
****Prerequisite/Corequisite: Program admission; CIS 105 preferred**
A review and application of systems life cycle development methodologies implemented by project teams. Topics: initial investigation and feasibility study, systems analysis, systems design, technical design, program specification, and implementation planning.

CIS 113 COBOL I
****Prerequisite/Corequisite: Program admission; CIS 105 preferred**
A study of the COBOL programming language. Topics: divisions, input/output, arithmetic operations, conditional control, editing of input, and single level control breaks.

CIS 114 COBOL II
****Prerequisite: CIS 113**
Reinforces and extends concepts and applications introduced in CIS 113 - COBOL I. Topics: multi-level control breaks, sequential file processing and updating, debugging techniques, elementary table processing, and elementary sorting.

CIS 122 Microcomputer Installation/Maintenance
****Prerequisite: Provisional admission**
An introduction to procedures for installing and maintaining microcomputers. Topics: system components, installing internal options and memory chips, installing external peripherals such as printers and T-switches, repairing minor system problems, and maintenance.

CIS 123 Microcomputer Productivity Tools
****Prerequisite: Program admission; CIS 105 preferred**
A study of microcomputer based productivity tools. Topics: operating system fundamentals, macros, and file command programming.

CIS 124 Microcomputer Database Programming
****Prerequisite/Corequisite: CIS 123**
A study of database programming using microcomputer database management systems (DBMS) software packages. Topics: implementation of systems development, structured programming techniques, screen design, data editing, debugging, and printing customized reports.

CIS 126 Computer Operator Internship/Practicum
****Prerequisite: Successful completion of all program course work**
An on-the-job training experience as an operator in a data processing installation. A practicum (occupational work experience in the technical institute) can replace the internship where on-the-job training is unavailable. The data processing supervisor evaluates the student using appropriate observation techniques and evaluation forms. A critique of the experience follows the internship/practicum period.

CIS 214 Database Management
****Prerequisite: CIS 114**
An overview of the skills and knowledge of the database application systems used in business, government, and industry. Topics: physical and applied data structures; database design; on-line systems; and hierarchical, network, and related data models.

CIS 215 COBOL III
****Prerequisite: CIS 114**
Reinforces and extends concepts and applications provided in CIS 114 COBOL II. Topics: random file processing, advanced table processing, and advanced sorting.

CIS 216 COBOL IV
****Prerequisite/Corequisite: CIS 215; CIS 214**
Provides skills development in more advanced techniques of COBOL programming utilizing disk files. Topics: interactive processing and database processing.

CIS 250 RPG Programming I
****Prerequisite: Departmental approval**
Introduces programming business applications using the RPG programming language. Topics: input/output processing, arithmetic operations, edit codes, comparing, control breaks, multiple control breaks, field-record relations, multiple record types, and exception output.

CIS 252 Data Entry Operations
****Prerequisite: Departmental approval**
The skills needed to transfer input data from source documents to disk are taught. Exercises are keyed on both microcomputer and CRT under control of an on-line data entry system. Successful completion requires the development of both speed and accuracy.

CIS 253 BASIC Programming I
****Prerequisite: Departmental approval**
A study of the BASIC programming language as used on microcomputers to solve business applications. Topics: data definition, calculations, decisions, data validation, multi-page report formatting, array processing, sorting, string manipulation, and interactive processing.

CIS 254 BASIC Programming II
****Prerequisite: CIS 253**
Emphasizes structured BASIC programming using advanced programming techniques. Topics: control breaks; sequential and direct file processing and maintenance; functions; screen formatting; error reporting and audit trails; modular program construction; and debugging techniques.

CMP 101 Introduction to Microcomputers
****Prerequisite: Provisional admission**
A study of the concepts and operational systems associated with microcomputers. Topics: terminology; operating systems; data storage; file management; and introduction to word processing, database, and spreadsheet applications.

COS 100 Introduction to Cosmetology Theory
****Prerequisite: Provisional admission**
An introduction to the cosmetology profession with emphasis on professional practices and safety. Topics: state and local laws; rules and regulations; hygiene and grooming; personality development; ethics; sterilization, sanitation, and bacteriology; basic chemistry, and Hazardous Duty Standards Act compliance.

COS 101 Introduction to Permanent Waving/Relaxing
****Prerequisite/Corequisite: COS 100**
The chemistry and chemical reactions associated with permanent wave solutions and relaxers are studied. Topics: permanent wave techniques, safety, chemical relaxer techniques, and the use of permanent wave and chemical relaxer solutions on mannequins.

COS 102 Introduction to Hair Color
****Prerequisite/Corequisite: COS 100**
Introduces students to hair color theory, predisposition tests, color selection, and color application. Topics: basic color concepts, skin reactions, the color wheel, and the selection and application of color.

COS 103 Introduction to Skin, Scalp, and Hair
****Prerequisite/Corequisite: COS 100**
Introduces students to products and procedures used in the care and treatment of the skin, scalp, and hair. Topics: anatomy, treatment theory, basic corrective hair and scalp treatments, plain facials, and diseases and disorders.

COS 104 Introduction to Manicuring & Pedicuring
****Prerequisite/Corequisite: COS 100**
Students are introduced to products and procedures used in the care of nails and cuticles. Topics: treatment theory, hand and foot anatomy, nail care implements and supplies, plain manicure, and care of cuticles.

COS 105 Introduction to Shampooing & Styling
****Prerequisite/Corequisite: COS 100**
Develops knowledge and skills needed to shampoo and create shapings, pincurls, fingerwaves, roller placement, and do comb-outs. Includes 20 hours on mannequins and 25 hours on live models without compensation. Topics: shampoo chemistry and techniques, styling, pincurls, roller placement, fingerwaves, skipwaves, ridgecurls, and comb-outs.

COS 106 Introduction to Haircutting
****Prerequisite/Corequisite: COS 100**
The skills needed to apply haircutting techniques are developed. Topics: haircutting terminology, safety and sanitation, cutting implements, and haircutting techniques.

COS 107 Haircutting Techniques
****Prerequisite/Corequisite: COS 106**
Continues the development of haircutting skills in the salon setting. Topics: client consultation, head and body analysis, hair analysis, and haircutting techniques.

COS 108 Permmnent Waving and Relaxing
****Prerequisite: COS 101**
Presents precautions and difficulties involved in applying permanent waves and relaxers. Topics: timed permanent wave, timed relaxer application, Hazardous Duty Standards Act compliance.

COS 109 Hair Color
****Prerequisite: COS 102**
The application of temporary, semi-permanent, and permanent hair coloring is presented. Topics: lash and brow tints, coloring products, safety precautions and tests, mixing procedures, color selection, and application techniques.

COS 110 Skin, Scalp, and Hair
****Prerequisite: COS 103**
Treatment of the skin, scalp, and hair is studied as students practice approved techniques on live models. Topics: implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, and facial procedures and manipulations.

COS 111 Styling
****Prerequisite: COS 105**
Hairstyling theory and applications are continued as thermal techniques are introduced. Topics: blow-dry styling; thermal curling, pressing, waving, and braiding; safety; and the cleaning and styling of wigs and hairpieces.

COS 112 Manicuring and Pedicuring
****Prerequisite: COS 104**
Manicuring and pedicuring techniques are practiced on live models. Topics: implements, products and supplies, diseases and disorders, manicure techniques, and plain pedicure.

COS 113 Practicum I
****Prerequisite/Coreq.: COS 108-112; ENG 101, MAT 100, PSY 100**
A skills-development course in which students become competent in the various phases of cosmetology. The time allocated to each phase is prescribed by the Georgia State Board of Cosmetology. Topics:. permanent waves and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety; and compliance with the Hazardous Duty Standard Act.

COS 114 Practicum II
****Prerequisite: COS 114**
The topics begun in COS 113 are continued in this course. Students develop competencies in the various phases of cosmetology. The time allocated to each phase is prescribed by the Georgia State Board of Cosmetology.

COS 115 Practicum/Internship I
****Prerequisite: COS 113, COS 114**
Professional development and the skills necessary for completion of state licensure requirements are provided by this course. The requirements of the course may be satisfied by on-campus instruction or at an approved internship facility. Topics: permanent waves and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety; and compliance with the Hazardous Duty Standard Act.

COS 116 Practicum/Internship II
****Prerequisite: COS 113-114. Prerequisite/Corequisite: COS 115**
Professional development and the skills necessary for completion of state licensure requirements are continued by this course. The requirements of the course may be satisfied by on-campus instruction or at an approved internship facility.

COS 117 Salon Management
****Prerequisite: COS 100, Program admission**
The steps involved in opening and operating a privately owned cosmetology salon are examined. Topics: planning a salon, business management, retailing, public relations, sales skills, and client retention.

DDF 101 Introduction to Drafting
****Prerequisite: Provisional admission**
Emphasizes the development of fundamental drafting techniques. Topics: terminology, care and use of equipment, lettering, line relationships, and geometric construction.

DDF 102 Size and Shape Description I
****Prerequisite/Corequisite: DDF 101; MAT 103**
Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics: multiview drawing and sketching in pencil and/or ink, precision measurement, tolerances and fits, and basic dimensioning.

DDF 103 Size and Shape Description II
****Prerequisite/Corequisite: DDF 101; DDF 102**
Continues the development of dimensioning skills and introduces sectional views. Topics: advanced dimensioning practices; and sectional views in pencil and/or ink.

DDF 104 Pictorial Drawing
****Prerequisite: DDF 103; MAT 104**
The use of technical sketching and pictorial drawing is introduced. Topics: axonometric and oblique drawings in pencil and/or ink; and general pictorial sketching techniques.

DDF 105 Auxiliary Views
****Prerequisite/Corequisite: DDF 103; MAT 104**
The techniques necessary for auxiliary view drawings are introduced. Topics: primary and secondary auxiliary views in pencil and/or ink.

DDF 106 Fasteners
****Prerequisite/Corequisite: DDF 105**
Provides the knowledge and skills necessary to draw and specify fasteners. Topics: drawing of threads, drawing of fasteners, use of technical reference sources, and sue of welding symbols.

DDF 107 Introduction to CAD
****Prerequisite/Corequisite: CMP 101; DDF 103; MAT 104**
The concepts, terminology, and techniques for CAD applications are introduced. Topics: terminology, care and use of hardware/software, CAD commands, basic entities, and basic drafting applications.

DDF 108 Intersections and Developments
****Prerequisite/Corequisite: DDF 103; MAT 104**
The graphic description of objects represented by the intersection of geometric components is introduced. Topics: surface development; establishment of true length; and intersections of lines, planes, prisms, pyramids, curved surfaces, cylinders, and cones.

DDF 109 Assembly Drawings I
****Prerequisite/Corequisite: DDF 104; DDF 107**
Provides the knowledge and skills necessary to produce working drawings. Topics: use of technical reference sources, detail drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

DDF 110 Assembly Drawings II
****Prerequisite/Corequisite: DDF 109**
Continues the development of assembly drawing skills. Topics: indepth detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

DDS 201 Strength of Materials
****Prerequisite: ENG 101; MAT 104**
A non-calculus based overview of the behavior of materials when subjected to different loadings and restraints. Includes the prediction of materials behavior in different situations. Topics: stress, strain, tension, moments of inertia, and beam bending.

DDS 202 Advanced CAD
****Prerequisite: DDF 107; MAT 104**
Development of CAD utilization skills in discipline specific applications. Topics: DOS usage, advanced CAD commands, list P-line, advanced 3-D, discipline oriented CAD applications, macro utilization, and application customization.

DDS 203 Surveying I
****Prerequisite: DDF 107; MAT 104**
Introduces fundamental plane surveying concepts, instruments, and techniques. Topics: linear measurement; angles, bearings, and directions; and use of transits, theodolites, levels, and electronic distance meters.

DDS 204 Estimating
****Prerequisite: CMP 101; ENG 01; MAT 104**
A study of methods used to determine the expected materials, labor, and costs requirements for given structures or products. Topics: blue print reading, material take-offs, price extension, and utilization of reference sources.

DDS 205 Residential Architectural Drawing I
****Prerequisite: DDF 110; DDS 201; ENG 101; MAT 104**
Introduces architectural drawing skills necessary to produce a complete set of construction drawings. Topics: 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
****Prerequisite: DDF 110; ENG 101; MAT 104**
The materials, codes, and specifications that apply to architectural design are introduced. Topics: specification formats, use of reference sources, building codes and industry standards, and material selection and specification.

DDS 207 Mechanical Systems for Architecture
****Prerequisite/Corequisite: DDS 205; DDS 206; PHY 221**
Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

DDS 208 Residential Architectural Drawing II
****Prerequisite/Corequisite: DDS 205; DDS 207**
A continuation of in-depth architectural drawing practice and development of design skills. Topics: floor, footing, and foundation plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; mechanical and electrical systems.

DDS 209 Structural Steel Detailing
****Prerequisite: DDF 110**
Develops knowledge and skills for structural steel detailing and connections design for commercial construction. Topics: office practices; steel shapes; beam reaction; framed connections; and columns, base plates, and splices.

DDS 210 Commercial Architectural Drawing I
****Prerequisite/Corequisite: DDS 208; DDS 209**
The commercial drawing skills necessary to produce construction drawings are introduced. Topics: structural steel detailing, reflected ceiling plans, rebar detailing, and all plans, specifications, sections and details, and schedules.

DDS 211 Commercial Architectural Drawing II
****Prerequisite/Corequisite: DDS 210; PHY 222**
In-depth commercial architectural drawing practice and develops commercial architectural design skills. Topics: structural steel detailing; reflected ceiling plans; rebar detailing; mechanical and electrical systems; and all plans, specifications, sections and details, and schedules.

DDS 215 Legal Principles of Surveying
****Prerequisite: DDS 203**
Investigates the written and physical evidence to locate property boundaries in accordance with Georgia plat law and technical standards. Topics: evidence and preservation of evidence, transfer of land ownership, adverse rights and eminent domain, location of written title boundaries, Georgia plan law and technical standards, and written descriptions.

DDS 216 Surveying II
****Prerequisite/Corequisite: DDS 215**
Continues the development of surveying skills with emphasis on advanced surveying technology and techniques. Topics: area calculation, boundary surveys, EDM equipment utilization, differential leveling, photogrammetry, and topographic planning.

DDS 217 Civil Drafting I
****Prerequisite: DDF 110; DDS 203**
Emphasizes drawing assignments related to common mapping and civil site planning design problems. Topics: loan and boundary surveys, "as-builts", plan and profile drawing, cross-sections, earth-work determinations, and grade determinations.

DDS 218 Civil Drafting II
****Prerequisite/Corequisite: DDS 201; DDS 217**
Site planning and subdivision design are studied. Topics: landscape architecture, construction layout, street design, sewer systems, county codes, and flood control methods.

DDS 219 Route Location and Design
****Prerequisite/Corequisite: DDS 218**
Provides the fundamentals of proper highway design; including field exercises. Topics: land tranportation systems; ground and aerial route survey methods; intersections and interchanges; plot and field stakeout, topographical planning, highway design and safety.

DDS 220 Concrete Design
****Prerequisite: DDF 110; DDS 201; PHY 221**
Introduces reinforced concrete detailing concepts and techniques for fabrication drawings. Topics: beams, slabs, and columns; steel reinforcing; concrete design properties; and concrete design manual utilization.

DDS 225 Principles of Metallurgy
****Prerequisite: ENG 101; MAT 104**
Introduces the fundamental physical properties of metals. Topics: physical properties and limitations, processing techniques, heat treating, hardness testing, and micro-structural characteristics.

DDS 226 Manufacturing Processes
****Prerequisite/Corequisite: ENG 101; MAT 104**
Introduces basic industrial manufacturing processes. Topics: gauging; measuring processes; hot processes such as welding, forging, and forming; cold processes such as cutting, forming, and rolling; inspecting processes; and finishing processes.

DDS 227 Jigs, Fixtures, and Die Drawing
****Prerequisite/Corequisite: DDF 110; DDS 225**
Detailing of jigs, fixtures, and dies to meet industrial standards is introduced. Topics: multiview working drawings, tolerances, precision measurement and dimensioning practices, quality control, use of standard parts, and reference source utilization.

DDS 228 Jigs, Fixtures, and Die Design
****Prerequisite: DDS 225; DDS 227**
Design of jugs, fixtures, and dies to meet industrial standards is studied. Topics: custom design of jigs, fixtures, and dies; multiview working drawings; tolerances; precision measurement and dimensioning practices, quality control, use of standard parts, and reference source utilization.

DDS 229 Gears and Cams
****Prerequisite: DDS 201; DDS 226; MAT 104**
Emphasizes calculation, specification development, and drawing of gear and cam systems. Topics: reference sources, solution for two unknowns, standard gear applications, standard cam applications, and gear ratios.

DDS 230 Mechanisms I
****Prerequisite/Corequisite: DDS 229**
Familiarization with and utilization of common linkage types is emphasized. Topics: direct linkages, multi-linkages, standard gear boxes, and fundamental robotic concepts.

DDS 231 Mechanisms II
****Prerequisite/Corequisite: DDS 230**
Enphasizes in-depth utilization of a variety of linkage types. Topics: advanced applications of direct linkages, multi-linkages, gear boxes, and robotic concepts.

DDS 232 Mechanical Power Transmission
****Prerequisite/Corequisite: DDS 230**
Opportunities for design utilization of multiple power transmission methodology. Topics: belts and pulleys, clutches and brakes, gear boxes, sprockets and chains, hydraulics, and pneumatics.

DDS 239 Advanced Drafting Practicum
****Prerequisite/Corequisite: All other courses required for graduation**
A simulated industrial design problem is provided that requires the synthesis of knowledge and techniques developed in the advanced option courses to produce a complete graphical description and presentation of the finished product. Utilization of CAD preferred.

DIS 150 Directed Individual Study
****Prerequisite: Instructor recommendation**
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. Requires written documentation between instructor and student that details expected requirements. Offer for variable credit ranging from 1 quarter hour to 12 quarter hours computed on the basis of 3 hours per week for the duration of a quarter equaling 1 quarter hour of credit (3 to 1 ratio).

ELC 103 Electronic Fundamentals
****Prerequisite: Provisional admission**
Introduces the following topics: the electronics employment market and careers, safety and procedures, basic electronic language, and block diagram analysis of common electronic systems.

ELC 104 Soldering Technology I
****Prerequisite: Provisional admission**
Soldering techniques used with electronic circuits and when repairing printed circuit boards are developed. Topics: soldering and desoldering procedures, grounding, surface mount techniques, and repair of printed circuit boards.

ELC 106 Direct Current Circuits I
****Prerequisite/Corequisite: ELT 103, ELT 104, MAT 103**
Introduces the following topics: electrical principles and laws; direct current test equipment; series, parallel, and combination circuits; basic lab procedures; and safety practices.

ELC 108 Direct Current Circuits II
****Prerequisite/Corequisite: ELC 103, ELC 104, ELC 106, MAT 103**
Continues the study of DC concepts and applications. Topics: DC theorems, RL/RC tme constants, lab procedures, and safety.

ELC 109 Alternating Current I
****Prerequisite/Corequisite: ELC 108, and MAT 104**
A study of varying sine wave voltages and current. Topics: AC wave generation factors; frequency and phase relationship in resistive, RL, RC, and ALC circuits; and impedance, admittance, and conductance power factors calculated from given and/or measured data.

ELC 110 Alternating Current II
****Prerequisite/Corequisite: ELC 109**
Continues the study of AC concepts with emphasis on constructing, verifying, and trouble shooting reactive circuits using RLC analyzers and oscilloscopes. Topics: LR, RC, and LRC circuits; transformer theory; three phase AC circuit calculations; AC circuit resonance; non-sinusoidal wave forms; AC motor and generator theory; filter, impedance bridge, and test equipment.

ELC 111 Electronics Microcomputer Applications I
****Prerequisite: Program admission**
Introduces concepts and operations related to electronics microcomputer applications. Topics: terminology, operating systems, data storage, file management, care and operation of equipment, electronics end-users software, and block diagrams.

ELC 112 Electronics Microcomputer Applications II
****Prerequisite: ELC 111**
Continues the study of microcomputer applications with the introduction of flow chart concepts, problem solving using high level language, operation of end-user software, and structured programming.

ELC 114 Solid State Devices I
****Prerequisite/Corequisite: ELC 110**
The physical characteristics of solid state devices and their application is studied. Topics: semiconductor physics, PN diodes and power supply, bipolar junction transistors and amplifiers, and field effect transistors.

ELC 115 Solid State Devices II
****Prerequisite/Corequisite: ELC 111**
Continues the study of solid state devices with the introduction of special diodes, power control and switching devices, and display/optical devices.

ELC 116 Soldering Technology II
****Prerequisite/Corequisite: ELC 115**
Continues the development of skill and speed in soldering and desoldering electronic circuits. Introduces advanced repair/rework problems and construction techniques.

ELC 117 Linear Integrated Circuits
****Prerequisite/Corequisite: ELC 114**
The following topics are introduced: operational amplifiers, active filters, voltage regulators, timers, and phase lock loops.

ELC 118 Digital Electronics I
****Prerequisite/Corequisite: ELC 108**
The basic building blocks of digital circuits are presented. Topics: Bolean algebra and minimization concepts, digital test equipment, AND, OR, NOR, NAND gates, and truth tables.

ELC 119 Digital Electronics II
****Prerequisite/Corequisite: ELC 118**
Advanced digital circuits and devices are studied. Topics: logic families, flip-flops, register counters, encoding and decoding, multiplexers and demultiplexers, A to D and D to A, display drivers, and digital system applications.

ELC 120 Microprocessor I
****Prerequisite/Corequisite: ELC 119**
A course that focuses on current generation microprocessors. Topics: microprocessor architecture, machine language, assembler, addressing schemes, debugging, memory devices, and the use of diagnostic programs.

ELC 121 Microprocessor II
****Prerequisite/Corequisite: ELC 120**
A continuation of the study of current microprocessors with emphasis on application and operation techniques.

ELC 122 Microprocessor Interfacing
****Prerequisite/Corequisite: ELC 121**
Microprocessor interfacing with memory and programmable interface adapters is practiced. Topics: interfacing, memory configuration, input/output, and programmable peripheral interfaces.

ELC 123 Communications Electronics Survey
****Prerequisite/Corequisite: ELC 115**
The devices and concepts associated with electronic communications are introduced in this course. Topics: transmission, propagation, antennae, modulation and detection, deterioration such as noise and attenuation, receivers, and transmitters.

ELC 124 Industrial Electronics Survey
****Prerequisite/Corequisite: ELC 120**
Concepts and technologies utilized in industrial electronics applications are introduced. Topics: sensors, process controls, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

ELC 200 Introduction to Computer Architecture
****Prerequisite: ELC 122**
A study of the basic architecture and operation of small computers. Topics: programming, hardware components, system-level architecture, and bus architecture.

ELC 201 Computer Peripherals
****Prerequisite/Corequisite: ELC 200**
A study of system-level architecture and functional operation of computer peripherals. Topics: intelligent interfaces, printers, console writers, display terminals, and mass storage.

ELC 202 Networking I
****Prereuisite/Corequisite: ELC 201**
The architecture and functional operation of computer networks are examined with emphasis on communicating technical information to non-technical individuals. Topics: protocols, terminology, operations, nd components associated with networks.

ELC 203 Operating Systems I
****Prerequisite/Corequisite: ELC 202**
A study of inter-relationships between hardware and software at the systems level and the functional operation and utilization of the operating system. Topics: system components, file structure and management, software applications, utilities, and commands.

ELC 204 Compiled High Level Language
****Prerequisite/Corequisite: ELC 112**
Programming utilizing BASIC, Pascal, Fortran "C" or other high level language. Topics: flow charting, designing and coding, executing the program, and debugging procedures.

ELC 205 Data Communications
****Prerequisite/Corequisite: ELC 203**
The terminology, protocols, and applications of data communications are introduced. Topics: operations, functions, internal structure, and trouble shooting techniques of both synchronous and asynchronous interfaces and modems.

ELC 206 Networking II
****Prerequisite: ELC 202**
Skill in applying and trouble shooting software characteristic to networking is developed. Topics: network utilities; network installation, management, and applications; interpreting and isolating network failure.

ELC 207 Operating Systems
****Prerequisite/Corequisite: ELC 203**
Continues the study of operating systems and introduces assembly language, crash dump analysis, monitoring utilities, on-line diagnostics, and system fault isolation.

ELC 208 Computer System Trouble Shooting
****Prerequisite/Corequisite: ELC 207**
Covers the use of diagnostics to isolate failures, how to replace a defective module or subsystem, and verify its proper operation.

ELC 211 Process Control
****Prerequisite/Corequisite: ELC 124**
Examines the use of industrial controls with emphasis on sensors and signal conditioning. Topics: symbology and drawing standards, control techniques, sensors, and signaling conditions, ISA and other relevant standards.

ELC 212 Motor Controls
****Prerequisite/Corequisite: ELC 211**
Introduces the following topics: AC/DC motors and drives, MCC and contactors, NEC and NEMA standards, ladder diagrams, and power sources.

ELC 213 Programmed Controls
****Prerequisite/Corequisite: ELC 212**
Skills and techniques used in industrial applications of programmable controls are taught. Topics: controller hardware, programming, PC applications, and trouble shooting.

ELC 214 Industrial Electronics Mechanical Drives
****Prerequisite/Corequisite: MAT 105**
A study of mechanical devices used in combination with electronic controls in industry. Topics: linkages, motion analysis, gear drives, and preventive maintenance.

ELC 215 Fluid Power for Industrial Electronics
****Prerequisite/Corequisite: MAT 105**
An overview of fluid power technology as applied to industrial electronics. Topics: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELC 216 Industrial Robotics
****Prerequisite/Corequisite: ELC 213, ELC 214, ELC 215**
A survey of robotic concepts, terminology, and basic application modes. Emphasis on programming in robotic language and robot/human interfacing safety practices.

ELC 220 AM and SSB Circuit Analysis
****Prerequisite/Corequisite: ELC 123**
Review of communication system concepts with emphasis on amplitude modulation and detection methods. Topics: Communication concepts; AM/SSB modulation, detection, transmitters, receivers; noise/bandwidth considerations; and multiplexing/demultiplexing.

ELC 221 FM Circuit Analysis
****Prerequisite: ELC 220**
Topics covered include: frequency modulation and detection method, FM transmitters and receivers, basic telemetry concepts, and FM multiplexing/demultiplexing.

ELC 222 Advanced Modulation Techniques
****Prerequisite: ELC 220, ELC 221**
Continues the study of modulation and detection techniques. Topics: digital modulation techniques, pulse modulation techniques, and sampling techniques.

ELC 223 Antennae and Transmission Lines
****Corequisite: ELC 220**
A study of transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

ELC 224 Microwave Communications and Radar
****Prerequisite: ELC 220**
An overview of microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communication systems.

ELC 225 Optical Communications Techniques
****Corequisite: ELC 220**
A survey of the major optical devices used for communications. Topics: light sources, fiber optics cable, coupling and fusing, light modulation, detection techniques, and system application of light devices.

ELT 101 Safety
****Prerequisite: Provisional admission**
An overview of the hazards related to the use of electricity, how electrical shock or electrocution occurs, and methods of prevention and treatment. Proper use of hand and power tools, first aid, and CPR are emphasized.

ELT 102 Electricity Principles
****Prerequisite/Corequisite: MAT 101**
An introductory course in electrical theory as it relates to residential, commercial, and industrial wiring applications. Topics: production of electricity, formulas, test equipment, transformers, and fundamentals of AC and DC circuits.

ELT 103 Residential Wiring I
****Prerequisites: ELT 101-102. Prerequisite/Coreq.: ELT 106**
Residential wiring practices and procedures are taught. Topics: residential circuits, print reading, National Electrical Code, and wiring materials.

ELT 104 Residential Wiring II
****Prerequisite: ELT 103**
This course covers hand and power tools, National Electrical Code, wiring materials, installations, branch circuits/feeders, and residential single family load calculations.

ELT 105 Residential Wiring III
****Prerequisite/Corequisite: ELT 103, ELT 104**
Students develop the ability to install all necessary aspects of a residential electrical system.

ELT 106 Electrical Prints, Schematics, Symbols
****Prerequisite: ELT 101, ELT 102**
Introduces electrical symbols and explains their use in construction blueprints, electrical schematics, and diagrams.

ELT 107 Commercial Wiring I
****Prerequisite: ELT 105, ELT 106**
Commercial wiring practices and procedures, including the National Electrical Code and commercial load calculations, are introduced with emphasis on safety.

ELT 108 Commercial Wiring II
****Prerequisite: ELT 107**
A study of three phase power systems, AC motor control, and basic transformer connections (single phase and three phase step down).

ELT 109 Commercial Wiring III
****Prerequisite/Corequisite: ELT 107, ELT 108**
This course includes conduit installation (EMT, thin wall, and hand bent), system design concepts, and safety procedures.

ELT 111 Single Phase and Three Phase Motors
****Prerequisite: ELT 109**
This study of single phase and three phase motors includes motor theory, terminology, identification, National Electrical Manufacturers Association (NEMA) standards, motor efficiencies, maintenance, trouble shooting, and NEC requirements.

ELT 112 Variable Speed Controls
****Prerequisite/Corequisite: ELT 111**
Introduces variable speed drives, industrial motors, and other applications of variable speed drives. Topics: air conditioning compressors, use of the oscilloscope, solid state devices, installation procedures, and AC and DC motors.

ELT 113 Programmable Logic Control I
****Prerequisite: ELT 111, ELT 112, ELT 118**
An introduction to programmable logic controls. Topics: PLC programming, connections, field wiring/installation, start-up procedures, numbering systems, and relay programming logic.

ELT 114 Programmable Logic Control II
****Prerequisite/Corequisite: ELT 113**
Stresses the development of operational skills using PLC equipment and peripheral devices. Topics: printers, other peripherals, PLC hard wiring, program writing, installation, and operation of PLC program.

ELT 115 Diagnostic Trouble Shooting
****Prerequisite/Corequisite: ELT 114**
Diagnostic techniques for electrical malfunction are taught in this course as students learn about advanced schematics, sequential trouble shooting procedures, and safety.

ELT 118 Electrical Controls
****Corequisite: ELT 111, ELT 112**
Concepts of line voltage switching, low voltage switching, manual controls, automatic controls and devices, and circuit controls are introduced.

EMS 103 Intro. to the Paramedic Profession
****Prerequisite: Provisional admission**
Introduces the paramedic profession and emphasizes functions beyond the level of basic EMT. Topics: role and responsibility of the paramedic, the emergency medical services system, medical/legal considerations, EMS communications, and major incident response.

EMS 104 Human Systems, Patient Assessment,
****Prerequisite/Corequisite: EMS 103**
An overview of anatomy and physiology, medical terminology, primary and secondary patient assessment, and early field management. Includes topics in Div. II, Sects. 1 and 2 of the national curriculum.

EMS 105 General Pharmacology
****Prerequisite/Corequisite: EMS 104, MAT 100**
A study of the proper use and administration of pharmaceuticals in emergency medical care. Topics: drugs, dosage calculations, drug administration techniques, and drug safety. Includes topics in Div. II, Sect. 5 of the national curriculum.

EMS 106 Fluids, Electrolytes, and Shock
****Prereq.: Program admission. Prereq./Corequisite: EMS 104, 105**
The functions and characteristics of body fluids and the pathophysiology of shock are examined. Topics: cardiovascular anatomy and physiology; fluid and electrolyte balance; and the classification, assessment, and management of shock. Includes topics in Div. II, Sect. 4 of the national curriculum.

EMS 107 Respiratory Function and Management
****Prerequisite: Program admission, EMS 104**
An in-depth study of anatomical and physiological respiration and how to assess and manage respiratory pathophysiology and distress. Includes topics in Div. IV, Sect. 1 and Div. II, Sect. 3 of the national curriculum.

EMS 108 Cardiology
****Prerequisite: Program admission, EMS 104**
Coverage of cardiovascular anatomy and physiology; electrocardiography principles and equipment operation; recognition of cardiac dysrhythmias; cardiovascular emergencies, and methods of emergency treatment such as pharmacologic intervention, defibrillation, and cardioversion; and ACLS skills. Includes topics in Div. IV, Sect. 2 of the national curriculum.

EMS 109 Trauma
****Prerequisite/Corequisite: EMS 106**
Introduces assessment and management of trauma patients. Topics: basic trauma life support (BTLS) and pre-hospital trauma life support (PHTLS); head injuries; spinal cord injuries; rescue; anatomy and physiology of the integumentary system, the musculoskeletal system, the major internal organs; soft tissue injuries, musculoskeletal injuries; and burns. Includes topics in Div. I, Sect. 5 and Div. III, Sect. 1 and 2 of the national curriculum.

EMS 111 Medical Emergencies I
****Prerequisite: EMS 106, EMS 107**
Assessment and management of disorders of the endocrine, nervous, digestive, genitourinary, and immune systems; infectious disease; and anaphylaxis. Includes topics in Div. IV, Sects. 3, 4, 5, 6, and 8 of the national curriculum.

EMS 112 Medical Emergencies II
****Prerequisite/Corequisite: EMS 111**
The etiology and pathophysiology and in-field management of immune system compromise, infectious disease; toxicologic, environmental, and gerontological emergencies. Topics: assessment and management of the patient, utilization of universal precautions, toxicology, alcoholism, and substance abuse disease process; management of environmentally related injury; and geriatrics/gerontology. Includes topics in Div. IV, Sects. 7, 9, and 10 of the national curriculum.

EMS 113 Obstetrics/Gynecology
****Prerequisite: EMS 106**
A study of the female reproductive system, birth process, and management of OB/GYN emergencies. Includes topics in Div. V, Sect. 1 of the national curriculum.

EMS 114 Pediatrics
****Prerequisites: EMS 106, EMS 107, EMS 108, EMS 109**
A study of the growth, development, and specific diseases of the pediatric patient. Includes assessment and management of the ill or injured pediatric patient. Includes topics in Div. IV, Sect. 11 and DIV. V, Sect. 1 of the national curriculum.

EMS 116 Behavioral Emergencies
****Prerequisite: Program admission**
An overview of assessment and management of behavioral emergencies prior to hospital care. Topics: communications and crisis intervention, adult and adolescent patients with behavioral emergencies, the volent patient, the suicidal patient, medical/legal considerations, and stress management. Includes topics in Div. VI, Sect. 1 and Div. I, Sect. 7 of the national curriculum.

EMS 118 Clinical Applications / Adv. Emerg. Care
Prereq.: Program admission. Prereq./Corequisite: EMS 103, EMS 104
Provides supervised experience that meets Georgia Department of Human Resources requirements for actual patient care in the hospital and advanced ambulance settings. Simulations in the classroom, experience on an advanced ambulance, and service in a hospital develop assessment and treatment skills. Includes clinical opportunities as follows: emergency department (100 hrs.), ICU/CCU (80 hrs.), OR/recovery (36 hrs.), IV team (24 hrs.), pediatrics (24 hrs.), nursery (10 hrs.), labor/delivery (24 hrs.), crisis intervention (8 hrs.), morgue (4 hrs.), and advanced ambulance (40 hrs.).

ENG 100 English
****Prerequisite: Program admission reading/English competency**
The development and improvement of written and oral communication is emphasized. Topics: grammar; usage; vocabulary; idea development; spelling; sentence elements; paragraph development; reading and listening skills; and use of resource information.

ENG 101 English
****Prerequisite: Program admission English and reading competency**
A course designed to develop and improve written and oral communication abilities. Topics: analyzing writing techniques used in selected readings, practice writing, editing, and proofreading, research skills, and oral presentation skills.

ENG 102 Technical Writing
****Prerequisite: Program admission reading/English competency**
Topics covered include accepted methods of describing devices and processes by oral and written means; proper use of standards manuals, guides, specifications, and interpretations of data in the report format.

ENG 111 Business English
****Prerequisite: Program admission English and reading competency**
A functional and comprehensive review of English usage and oral communication skills. Topics: sentence and paragraph structure, spelling, grammar and punctuation, vocabulary development, and reference materials location and utilization.

ENG 112 Business Communications
****Prerequisite: ENG 111**
The application of written and oral communication to business situations. Topics: planning, outlining and writing letters and reports from raw data; revising letters and reports; listening; reading; and speaking.

IMT 101 Industrial Maintenance Safety Procedures
****Prerequisite: Provisional admission**
An in-depth study of health and safety practices associated with the maintenance of industrial production equipment. Topics: traffic, ladder, and fire safety; safe work in confined spaces; electrical safety, emergency procedures; OSHA regulations; MSDS Right-to-Know Law and hazardous materials safety.

IMT 102 Hand and Portable Power Tools
****Prerequisite/Corequisite: IMT 101**
Introduces the safe operation of hand and power tools used in the maintenance of industrial production equipment.

IMT 103 Blueprints and Schematics
****Prerequisite: Program admission math competency**
Builds basic blueprint reading skills which will become the foundations of electrical, electronic, mechanics, and fluidics courses. Topics: diagrams, symbols, interpretation of prints, and sketching.

IMT 104 Basic Trouble Shooting Techniques
****Prerequisite: Program admission**
Concepts and procedures used to diagnose and verify malfunctions in industrial production equipment are covered in this course. Emphasis is on development of a rational and efficient approach to electromechanical problem solving.

IMT 106 Alternating Current Circuits
****Prerequisite: ELC 109**
Continues the development of AC concepts. Focuses on constructing, verifying, and trouble shootng reactive circuits using RCL analyzers and oscilloscopes. Topics: transformer theory, operation, calculations, and applications; three phase AC circuit calculations; AC motor and generator theory; and filter, impedance bridge, and test equipment use.

IMT 108 Elements of Mechanics
****Prerequisite/Corequisite: MAT 103**
Explores basic concepts of physics that can be applied to the mechanics of industrial production equipment. Topics: forces, equilibrium, friction, ratios, and lubrication.

IMT 110 Applied Mechanics I
****Prerequisite: IMT 108**
An introduction to industrial applications of mechanical principles. Topics: mechanical drive systems, bearings, lubrication, packing, and seals.

IMT 112 Mechanical Trouble Shooting I
****Prerequisite/Corequisite: IMT 108**
Covers inspection and trouble shooting of mechanical power transmission equipment. Emphasis is on preventative maintenance and rapid identification of failure causes. Topics: linkage and levers; bearings; clutches and brakes; couplings; gear, belt, and chain drives; alignment of systems; shafts; and servicing safety.

IMT 113 Hydraulics I
****Prerequisite/Corequisite: MAT 103**
Concepts and theories for the safe operation of hydraulic components and systems are explored. Topics: types of fluids, hydraulic theory, preventative maintenance, symbols, and circuitry.

IMT 115 Pneumatics I
****Prerequisite/Corequisite: IMT 103**
Concepts and theories for the safe operation of pneumatic components and systems are explored. Topics: pneumatic theory, preventative maintenance, compressors, regulators, pneumatic valves, actuators, and servicing safety.

IMT 118 Introductory DC and AC Motors
****Prerequisite/Corequisite: ELC 106, ELC 109, IMT 106, MAT 104**
The theories of and applications for single phase and three phase motors are introduced. Topics: motor theory, terminology, and identification; NEMA standards; AC motors; DC motors; preventative maintenance; trouble shooting; and Article 430 of the National Electrical Code.

IMT 119 Motor Controls I
****Prerequisite/Corequisite: IMT 118**
Concepts, principles, and devices associated with industrial motor control are studied. Topics: principles of motor control, and control devices.

IMT 120 Motor Controls II
****Prerequisite/Corequisite: IMT 119**
Manual motor controls are introduced with emphasis on motor contactors, relays, and magnetic starters with applicable sensing devices, ladder diagrams, and schematics. Topics: line voltage switching, low voltage switching, and manual controls.

MAS 101 Medical Law and Ethics
****Prerequisite: Provisional admission**
Introduces the concept of medical assisting, its relationship to other health fields, and emphasizes medical ethics, the legal aspects of medicine, and the role of the medical assistant as an agent of the physician.

MAS 102 Medical Terminology for Medical Assistants
****Prerequisite: Provisional admission**
Develops word building skills with emphasis on prefixes, combining forms, roots, and suffixes. Associates medical terms with body systems, anatomy, diagnosis, surgery, and diagnostic tests. Students learn to spell, pronounce, and define medical terms and abbreviations.

MAS 103 Phanmacology
****Prerequisite: AHS 101, MAT 100, MAS 102**
An introduction to drug therapy. Provides information on safety, classification of drugs, their actions, side effects, and/or adverse reactions. Offers instruction in mathematical concepts used in the administration of drugs.

MAS 104 Medical Administrative Procedures I
****Prerequisite: Program admission, BUS 101, MAS 102**
Develops essential administrative skills needed in a typical medical office. Topics: patient reception, appointment monitoring and scheduling, office equipment maintenance and operation, medical records preparation and maintenance, insurance, and mail processing/screening.

MAS 105 Medical Administrative Procedures II
****Prerequisite: MAS 104**
Develops essential administrative skills needed in a typical medical office. Topics: accounting procedures, introduction to the computer, and medical transcription.

MAS 108 Medical Assisting Skills I
****Prerequisite: Program admission, AHS 101, MAS 102**
Develops the skills necessary when assisting the physician with a complete history and physical examination. Includes skills needed when sterilizing instruments and equipment and setting up sterile trays. Explores theory and technique for electrocardiography. Other topics included are infection control, and minor office surgical procedures.

MAS 109 Medical Assisting Skills II
****Prerequisite: MAS 103, MAS 108**
Continues the development of medical skills with the introduction of techniques for specimen collection/examination, venipuncture, administration of medications, first aid/CPR, physical therapy procedures, principles of radiology, and safety.

MAS 112 Human Diseases
****Prerequisite: AHS 101, MAS 102**
Provides clear, succinct, and basic information about common medical conditions. Topics: introduction to disease, body systems, nutritional implications, and pharmacological implications.

MAS 113 Maternal and Child Care
****Prerequisite: AHS 101, MAS 102, MAS 103**
Focuses on female and male reproductive systems, intrauterine development, prenatal care, labor and delivery, and stages of child development.

MAS 117 Medical Assisting Externship
****Prerequisite: Completion of all required courses**
This clinical practicum places the student in a medical office job setting and allows for professional-level application of skills learned during the program.

MAS 118 Medical Assisting Seminar
****Prereq.: Completion of all required courses. Coreq.: MAS 117**
This course focuses on preparation for employment, maintenance of skills, and review for the certification examination.

MAT 100 Basic Mathematics
****Prerequisite: Program level math competency**
Emphasizes basic mathematical concepts. Topics: whole numbers, fractions, decimals, percents, ratio/proportion, and measurement using English and metric units.

MAT 101 General Mathematics
****Prerequisite: Program admission math competency**
A study of mathematics that can be applied to the solution of occupational and technical problems. Topics: properties of numbers, fractions, decimals, percents, ratio/proportion, measurements and conversions, exponents, and geometric and technical formulas.

MAT 103 Algebraic Concepts
****Prerequisite: Program admission math competency**
Introduces concepts and operations which can be applied to the study of algebra. Topics: a review of arithmetic; signed numbers; order of operations; unknowns and variables; algebraic expressions; equations and formulas; and graphs.

MAT 104 Geometry and Trigonometry
****Prerequisite: MAT 103**
Continues the development of algebraic concepts and introduces geometric and trigonometric concepts. Topics: exponents, algebraic fractions, higher order equations, functions, linear geometry, two dimensional geometry, three dimensional geometry, and trigonometric functions.

MAT 111 Business Math
****Prerequisite: Program admission math competency**
Emphasizes mathematical concepts found in business. Topics: basic mathematical skills, solving business-related problems, problems using electronic calculators, and applications using graphs.

MCA 201 Advanced Milling I
****Prerequisite: MCH 112**
Instruction in the advanced techniques of milling machine operation. Topics: vertical milling, horizontal milling, compound angles, and gear cutting.

MCA 203 Advanced Milling II
****Prerequisite/Corequisite: MCA 201**
A continuation of instruction in advanced milling machine operation begun in MCA 201. Topics: indexing, rotary table, boring, facing, turning, and straddle milling.

MCA 205 Advanced Lathe Operations I
****Prerequisite: MCH 112**
Provides instruction in advanced lathe operations and procedures. Topics: thread cutting, precision boring, precision knurling and tapers.

MCA 207 Advanced Lathe Operations II
****Prerequisite: MCA 205**
Continues instruction begun in MCA 205 by introducing further advanced lathe operations and procedures. Topics: special set-ups, eccentric turning, and tolerance turning.

MCA 208 Advanced Grinding I
****Prerequisite: MCH 112**
Instruction and skill development practice utilizing advanced grinding operations and procedures. Topics: surface grinding, cylindrical grinding, tool and cutter grinding, and theory.

MCA 209 Advanced Grinding II
****Prerequisite: MCA 208**
Provides instruction in advanced grinding techniques and procedures. Topics: grinding theory, abrasives, wheel preparation, and form grinding.

MCA 211 CNC Fundamentals
****Prerequisite: MCH 118**
A comprehensive introduction to computer numerical controlled (CNC) machine processes. Topics: math review, safety, jigs and fixtures, tooling and tool holders, reference points, tool offsets, program loading, and program ending.

MCA 213 CNC Mill Manual Programming
****Prerequisite/Corequisite: MCA 211**
Instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics: safety, command codes, program loading, machine set-up, process control, and practical application.

MCA 215 CNC Lathe Manual Programming
****Prerequisite/Corequisite: MCA 211**
Instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics: machine safety, command codes, program loading, machine set-up, process control, and practical application.

MCA 217 CNC Practical Applications
****Prerequisite/Corequisite: MCA 211, MCA 213, MCA 215**
Instruction in specialty tooling and multi-axis machining. Topics: specialty tooling, EDM/ECM, multi-axis machining, process control, and laboratory practice.

MCA 219 CAD/CAM Programming
****Prerequisite/Corequisite: MCA 211**
Develops programming skills needed for computer aided design (CAD) and computer aided manufacturing (CAM) operations. Students design and program parts to be machined on computer numerical controlled machines. Topics: hardware, software, digitizer, pen plotter, drawing manipulations, tool path generation, and program uploading and downloading.

MCA 220 Die Design I
****Prerequisite: MCH 112**
Instruction in the design, construction, selection, and safe use of dies required for mass production. Topics: 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
****Prerequisite/Corequisite: MCA 220**
Practical application of the theory and competencies covered in MCA 220. Includes the manufacture of punches and dies utilizing a variety of advance machines. Topics: jig bore, EDM, indexing, fixtures, and precision grinding.

MCA 223 Die Design II
****Prerequisite: MCA 221**
A continuation of MCA 220 in which advanced theory and projects are introduced. Topics: related formulas, calculation of bends, draw die calculation, fasteners, and spring selection.

MCA 224 Die Construction II
****Perequisite/Corequisite: MCA 223**
The practical application of the theory and competencies presented in MCA 223. Topics: application of related formulas, calculations and manufacture of bends, draw die manufacture, manufacture of fasteners, and spring selection.

MCA 226 Machining Math II
****Prerequisite: MCH 114**
A continuation of advanced machining mathematics concepts. Topics: interpolation of compound angles, advanced algebraic equations, compound and complex geometric functions, and advanced trigonometry.

MCA 228 Characteristics of Metal/Heat Treatment II
****Prerequisite: MCH 115**
The proper selection of tool steel for specific tooling operations ant heat treating procedures is studied. Topics: effects of alloy components in tool steel, identification of tool steel alloys, identification of tool steel by classification, and correct heat treating procedures.

MCH 101 Introduction To Machine Tool
****Prerequisite: Provisional admission**
Concepts and procedures necessary for the safe and efficient use of basic machine tools are studied. Topics: use of hand and bench tools and use of power tools.

MCH 102 Blueprint Reading For Machine Tool
****Prerequisite: Provisional admission**
Introduces concepts necessary to interpret drawings and produce sketches for the machine tool applications. Topics: interpretation of blueprints and sketches.

MCH 103 Applied Measurement
****Prerequisite: Provisional admission**
Develops skills necessary for the use and analysis of measurement for machine tool technology. Topics: use of precision measuring instruments, use of gages, and analysis of measurements.

MCH 104 Machine Tool Math I
****Prerequisite/Corequisite: MAT 101**
Develops math competencies as applied to machine tool technology. This course emphasizes manipulation and use of machining formulas and the discussion of machining geometry. Topics: machining algebra and machining geometry.

MCH 105 Machine Tool Math II
****Prerequisite: MCH 104**
Continues the development of math competencies as applied to machine tool technology. Emphasis on geometric and trigonometric principles in machining.

MCH 106 Welding For Machine Tool
****Prerequisite: Provisional admission**
Introduces basic welding skills necessary for use in machine tool applications. Topics: arc welding and gas welding.

MCH 107 Characteristics of Metals/Heat Treatment
****Prerequisite: Provisional admission**
Introduces the properties of various metals, production methods and identification of ferrous and non-ferrous metals. Topics: metallurgy, and heat treatment.

MCH 109 Sawing And Drilling
****Prerequisite: Provisional admission**
Provides the basic knowledge and techniques for operation of sawing and drilling machines. Topics: saw selection, feed and speed determination, use of coolants, saw and saw blade maintenance, and sawing operations.

MCH 110 Lathe Operations
****Prerequisite: Provisional admission**
Provides oppprtunities to develop skills using bench grinders and lathes. Topics: lathes, bench grinders, lathe calculations, setup, and operations; bench grinder operations.

MCH 111 Vertical Mill Operations
****Prerequisite: Provisional admission**
Instruction in the set-up and use of the vertical milling machine. Topics: calculations, set-up, and operation of the vertical milling machine.

MCH 112 Surface Grinder Operations
****Prerequisite: Provisional admission**
The set-up, operation, maintenance, and assembly operations of surface grinders are studied.

MCH 113 Horizontal Mill Operations
****Prerequisite: Provisional admission**
Instruction in the calculations, set-up, and operations for horizontal milling machines.

MCH 118 Computer/CNC Literacy
****Prerequisite: MCH 109**
An introduction to microcomputers and the terminology associated with computer numerical controlled (CNC) equipment. Provides basic computer operation skills and covers the capabilities and limitations of CNC machinery. Topics: microcomputer concepts and basic operations, functions and subroutines, machine tool applications, cartesian coordinates, absolute and incremental programming, and the capabilities and limitations of CNC.

MKT 100 Introduction to Marketing
****Prerequisite: Provisional admission**
The trends and dynamic forces affecting the market process are examined along with coordination of marketing functions. Topics: marketing strategies, marketing mix, marketing trends, and dynamic forces acting on the market.

MKT 101 Principles of Management
****Prerequisite: Provisional admission**
Develops the skills and behaviors needed to supervise people and job responsibilities. Emphasis is on personnel management. Topics: management theories; employee moral; motivating, supervising, and evaluating employees; recruitment, screening, and selection of employees; supervision techniques, and functions of management.

MKT 103 Business Law
****Prerequisite: Provisional admission**
Introduces the student to contracts and other legal business obligations. Topics: creation and evolution of laws, the court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

MKT 104 Principles of Economics
****Prerequisite: Program admission math competency**
A study of micro and macro economic principles, policies, and applications. Topics: economic systems, supply and demand, money and the banking system, and the business cycle.

MKT 106 Fundamentals of Selling
****Prerequisite: Provisional admission**
Sales strategy and techniques to assist in the sales process are taught. Topics: customer relations, professional image, product/service knowledge, selling techniques and procedures, and the ethics of selling.

MKT 107 Buying
****Prerequisite: Program admission math competency**
Principles associated with buying merchandise and accounting for products and services are introduced. Topics: assortment planning; locating resources; ordering merchandise; pricing for profit; financial statements; ratios; and accounting vocabulary.

MKT 108 Advertising
****Prerequisite: Program admission**
Introduces principles and practices associated with advertising activities. Topics: purposes of advertising and sales promotion techniques; advertising principles; budgeting; marketing/advertising plans; regulations and controls; media evaluation; target marketing; campaign planning; and advertising trends.

MKT 109 Visual Merchandising
****Prerequisite: Provisional admission**
This course focuses on the effective use of visual presentation to market goods and services. Emphasis is on design, color, tools and materials, and installation of displays. Other topics included are props and fixtures, lighting and signing, store planning, and safety.

MKT 110 Entrepreneurship
****Prerequisite: Program admission math competency**
An overview of activities common to planning, establishing, and managing a small business enterprise. Topics: planning, location analysis, financing, and development of business plan.

MKT 130 Marketing Administration/Occupationally-Based Instruction I
****Prerequisite: Program admission, ENG 111, MKT 101**
Actual job placement or practicum experience during which the student becomes acquainted with occupational responsibilities through realistic work situations. MKT 130 is implemented through the use of a written individualized training plan, a written performance evaluation, a required weekly seminar, and a required practicum or on-the-job training.

MKT 131 Marketing Administration/Occupationally-Based Instruct. II
****Prerequisite/Corequisite: MKT 130**
Actual job placement or practicum experience during which the student becomes acquainted with occupational responsibilities through realistic work situations. MKT 131 is implemented through the use of a written individualized training plan, a written performance evaluation, a required weekly seminar, and a required practicum or on-the-job training.

MSN 100 Introduction to Masonry
****Prerequisite: Provisional admission**
The safe operation and use of tools, materials, and equipment used in masonry is taught. Topics: orientation, general safety, tools, equipment, and materials.

MSN 101 Basic Bricklaying
****Prerequisite/Corequisite: MAS 100, MAT 100**
A skills development course that covers mortar mixing, spreading mortar, buttering brick and block, and cutting masonry units.

MSN 103 Masonry Bonds and Patterns
****Prerequisite/Corequisite: MAS 101**
Coverage of planning, layout, and procedures used to create basic bonds and patterns with various types of masonry units. Topics: structural bonds, and basic patterns.

MSN 104 Corners and Leads
****Prerequisite: MAS 101**
Develops skill in the creation of bonds and patterns and introduces techniques for creating corners, leads, and jambs.

MSN 105 Laying Units to the Line
****Prerequisite: MAS 101**
Covers methods and techniques for laying masonry units to the line while spacing them correctly. Topics: basic units, special units, architectural units, and tooling.

MSN 106 Pointing, Cleaning, Caulking
****Prerequisite: MAS 101**
Presents techniques used when pointing, cleaning, and caulking masonry with commercial grade products. Topics: pointing, cleaning, and caulking.

MSN 108 Blueprint Reading and Estimating
****Prerequisite/Corequisite: Program admission, MAS 101**
Covers interpretation of prints and specifications for masonry structures. Topics: building codes, specifications, drafting language, plot/plat plans, foundation/floor plans, elevations, details, sections, and estimating.

MSN 109 Footings, Foundations, Columns & Piers
****Prerequisite/Corequisite: MAS 105 MAS 108**
Site layout and techniques for footing and foundation construction, including moisture control, are covered in this course. Topics: site layout, footings, foundations, retaining walls, columns and piers, and waterproofing.

MSN 111 Wall Construction
****Prerequisite: MAS 103,104,105. Corequisite: MAS 108, 109**
Provide instruction for planning and building masonry walls. Topics: types of walls, pilasters, bonding/ties, expansion and control joints, prefabricated units, reinforcing, flashing, and parapets.

MSN 113 Fireplaces and Chimneys
****Prerequisite: MAS 106. Corequisite: 108**
Instruction in the design and construction of fireplaces and chimneys. Topics: types of design, foundation plans, firebox types, mantle/hearth, chimney, and inserts.

MSN 114 Ornmmental Masonry
****Prerequisite: MAS 111**
Provides experience in the design and construction of selected ornamental masonry structures. Topics: materials, and construction techniques.

MSN 115 Masonry Internship
****Prereq.: Completion of MAS 103-109, MAT 100, ENG 100, PSY 100.**
****Corequisite: MAS 111, MAS 113**
Occupationally based instruction for the masonry program student in actual job setting in industry.

NPT 112 Nursing Process II (Practicum)
****Prerequisite: AHS 102; AHS 103; NSG 111; Corequisite: NSG 112**
Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology; and nursing procedures/techniques; utilizing the nursing process.

NPT 113 Nursing Process III (Practicum)
****Prerequisite: AHS 102; AHS 103; NSG 111; Corequisite: NSG 113**
Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics: musculoskeletal, neurological, integumentary, and sensory systems; mental health and associated illness; pharmacology; and nursing procedures/ techniques; and utilizing the nursing process.

NPT 214 Nursing Process IV (Practicum)
****Prereq.: AHS 102; 103; NSG 111; Coreq.: NPT 215; NSG 214; 215**
Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics: the reproductive system, obstetrics, maternal child, and associated illness; pharmacology; and nursing procedures/techniques; and utilizing the nursing process.

NPT 215 Nursing Process V (Practicum)
****Prereq.: AHS 102; NPT 112;113; NSG 112;113 Coreq.: NPT 214; NPT 214; NSG 215**
Builds on the concepts presented in Nursing Process I-III and develops the skills necessary for successful performance in the job market. Topics: leadership skills, management skills, and employability skills.

NSG 111 Nursing Process I
****Prerequisite: AHS 101; ENG 101; MAT 101; PSY 101**
An introduction to the nursing process. Topics: ethics and law, community health, infection control, patient care, application of therapeutic procedures and treatment, first aid, CPR, geriatrics, oncology, and utilizing the nursing process.

NSG 112 Nursing Process II
****Prerequisite: AHS 102;103; NSG 111. 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: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illnesses; pharmacology; and nursing procedures/techniques; and utilizing the nursing process.

NSG 113 Nursing Process III
****Prerequisite:AHS 102;103; NSG 111. Corequisite: NPT 113**
Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics: musculoskeletal, neurological, integumentary, and sensory systems; mental health and associated illness; pharmacology; and nursing procedures/techniques; and utilizing the nursing process.

NSG 214 Nursing Process IV
****Prereq.: AHS 102;103; NSG 111. Coreq.: NPT 214;215; NSG 215**
Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics: the reproductive system; obstetrics; maternal child, and associated illness; pharmacology; and nursing procedures/techniques; and utilizing the nursing process.

NSG 215 Nursing Process V
****Prereq.: NPT 112;113; NSG 112;113. Coreq.: NPT 214;215; NSG 214**
Builds on the concepts presented in Nursing Process I-III and develops the skills necessary for successful performance in the job market. Topics: leadership skills, management skills, and employability skills.

PHY 221 Physics I
****Prerequisite: ENG 101; MAT 104**
The practical application of mechanics theory is introduced. Topics: measurements and systems of units; Newton's laws; linear motion; work, energy, power, and momentum; two dimensional motion; and equilibrium.

PHY 222 Physics II
****Prerequisite: PHY 221**
Continues the study of the practical applications of mechanics theory. Topics: heat, light, sound, statics, and fluid dynamics.

PSY 100 Interpersonal Relations
****Prerequisite: Provisional admission**
A study of human relations and professional development designed to prepare the student for living and working in a complex society. Topics: understanding self and others, professional image, job acquisition skills, and desirable attitudes for job retention and advancement.

PSY 101 Psychology
****Prerequisite: Provisional admission**
Provides the Practical Nursing student with a basic understanding of human psychology and group behavior. Topics: social environments, career development, communications and group processes, case problems, and typical relationships.

RES 101 Introduction to Respiratory Therapy
****Prerequisite: Provisional admission**
An overview of the respiratory therapy profession as it relates to issues in contemporary medical care. Topics: job acquisition, retention, and advancement; legal and ethical considerations; hospital and departmental organization; death and dying; safety; and professionalism.

RES 102 Foundations of Respiratory Therapy
****Prerequisite: Program admission**
A basic study of gases and their medical applications. Topics: chemistry and physics of gases; process, storage and regulation of medical gases; indications, hazards, and contraindications of oxygen therapy, aerosol and humidity therapy, chesc physiotherapy, and hyperinflation therapy.

RES 103 Respiratory Therapy Equipment
****Prerequisite/Corequisite: RES 101; RES 102**
An overview of the basic equipment used in respiratory therapy. Emphasis is on equipment characteristics, assembly, disassembly, repair, and application to the patient. Topics include equipment used in oxygen therapy, aerosol and humidiy therapy, chest physiotherapy, hyperinflation, oximetry, concentrations and compressors.

RES 104 Cardiopulmonary Anatomy and Physiology
****Prerequisite: AHS 101; RES 101**
Provides indepth knowledge of the gross and histologic structure of the heart, lungs, and kidney. The physiology will emphasize function of the cardiopulmonary and renal systems at the cellular and molecular levl. Topics: cardiac, pulmonary, and renal anatomy; embryological cardiopulmonary development; hemodynamics; acid-base regulation; ventilation and its control; respiration; oxygen and carbon dioxide transport; and blood, blood cells, and blood gasses.

RES 106 Pharmacology
****Prerequisite/Corequisite: RES 104; MAT 103**
Introduces the basic concepts, measurements, and practices required for use of drugs in respiratory and related therapies. Topics: units of measure, guidelines of pharmacology, central and peripheral nervous systems, respiratory drugs, and non-respiratory drugs.

RES 107 Patient Assessment
****Prerequisite/Corequisite: RES 104**
Introduces the fundamental concepts, knowledge, and data interpretation required to accurately determine the condition of the patient. Topics: physical exam of chest, ABG's (arterial blood gasses), lab data, and radiology.

RES 108 Patient Monitoring
****Prerequisite/Corequisite: RES 107**
Utilizes information derived from patient assessment and introduces methods of monitoring the condition of the patient. Provides instruction appropriate to the needs of respiratory therapy technicians for the following topics: EKG (electrocardiographs), respiratory monitoring, and basic hemodynamic monitoring.

RES 109 Airway Management
****Prerequisite/Corequisite: RES 104**
Techniques for emergency and long-term airway management are presented. Proper placement of core of artificial airways is emphasized. Topics: artificial airways, complications of artificial airways, principle of airway suctioning, and manual resuscitators.

RES 110 Microbiology
****Prerequisite/Corequisite: AHS 109; RES 103; RES 109**
Applies basic principles of microbiology to the field of respiratory therapy. Topics: microbial identification, microbial growth and transmission, host defense mechanisms, hospital infection control, aseptic techniques, and disinfection and sterilization.

RES 111 Pathophysiology
****Prerequisite/Corequisite: RES 108**
Provides an essential theoretical basis for understanding respiratory therapy methodologies through an investigation of the causes and effects of respiratory disease, failure, and trauma. Topics: obstructve pulmonary disease, restrictive neuromuscular disease, infections, and respiratory failure/trauma.

RES 113 Mechanical Ventilation
****Prerequisite/Corequisite: RES 103; RES 109**
The concepts of positive breathing and the principles of mechanical ventilator design and operation are studied. Topics: concepts of mechanical ventilation; classification of ventilators; indications; contraindications; and the hazards of mechanical ventilation, monitoring, and weaning.

RES 114 Mechanical Ventilators
****Prerequisite/Corequisite: RES 113**
Applies concepts covered in RES 113 to the monitoring and management of the patient/ventilator system. Topics: operation of adult ventilators, operation of neonatal/pediatric ventilators, and equipment maintenance and troubleshooting.

RES 115 Intro. to Pulmonary Function Testing
****Prerequisite: RES 102; RES 111**
The basic concepts and technology involved in pulmonary function testing are studied. Topics: value of pulmonary function testing, measurements, equipment, and interpretation.

RES 116 Neonatal/Pediatric Respiratory Care
****Prerequisite: RES 113**
The basic modes of respiratory care for neonatal and pediatric patients is discussed. Topics: normal growth and development, transition to extrauterine life, normal anatomy and physiology, assessment of the newborn, common neonatal and pediatric diseases, and treatment methods.

RES 117 Pulmonary Rehabilitation
****Prerequisite: RES 114; RES 115**
Presents techniques used in caring for the chronically ill and teaches skills needed for direct patient care in the home or rehabilitation setting. Topics: concepts, importance, and value of rehabilitation; patient and family education; psychological problems; disability levels; and therapeutic modalities.

RES 120 Respiratory Therapy Seminar
****Prereq./Coreq.: All didactic and clinical courses to graduate**
Provides students with the opportunity to prepare for respiratory therapy technician certification examination. Topics: test-taking skills, and test content preparation.

RES 121 Respiratory Clinical Orientation
****Prerequisite: Program admission; RES 101**
Prepares students for intense active participation during future clinical application courses. Orientation to hospital facilities, policies, and procedures. Topics: Cardiopulmonary resuscitation (CPR) certification, orientation to the hospital, and observation.

RES 122 Respiratory Care I
****Prerequisite/Corequisite: RES 103; RES 107; RES 121**
Provides hands-on clinical experience in the basics of respiratory therapy. Topics: clinical patient assessment, humidity/aerosol therapy, oxygen therapy, hyperinflation therapy, and bronchial hygiene.

RES 123 Respiratory Care II
****Prerequisite/Corequisite: RES 106; RES 108; RES 122**
Provides indepth clinical exposure to diagnostic and therapeutic modalities. Topics: humidity/aerosol therapy, oxygen therapy, hyperinflation therapy, bronchial hygiene, patient assessment and monitoring, and pulmonary diagnostics.

RES 124 Respiratory Critical Care I
****Prerequisite/Corequisite: RES 109; RES 111; RES 114; RES 123**
Utilizes clinical opportunities to allow students to apply mechanical ventilation to patient care. Topics: ventilatory management, and basic hemodynamics.

RES 125 Respiratory Critical Care II
****Prereq./Coreq.: All courses required to graduate except RES 120**
Allows the student to continue working in the hospital and home care setting. Emphasis is placed on specialty rotations and ventilator management. Time will be set aside to ensure completion of all required clinical competencies. Topics: ventilator management, specialty rotations, and completion of clinical competencies.

WLD 100 Introduction to Welding Technology
****Prerequisite: Provisional admission**
An introduction to welding technology with emphasis on basic welding laboratory principles and operating procedures. Topics: safety; hand tool and power machine operations; measurement; lab procedures; codes and standards; welding career potentials and certification eligibility; basic electricity and power sources; metals characteristics, preparation, and testing; and lab practice.

WLD 101 Oxyfuel Cutting
****Prerequisite/Corequisite: WLD 100**
The principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting are studied. Topics: metal heating and cutting principles, safety, use of oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, oxyfuel pipe cutting, and lab practice.

WLD 102 Oxyacetylene Welding
****Prerequisite/Corequisite: WLD 100**
The theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations are studied. Topics: theory; safety; 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. Lab practice is provided.

WLD 103 Blueprint Reading I
****Prerequisite/Corequisite: MAT 100**
Introduces the knowledge and skills needed for reading welding and related blueprints and sketches. Topics: basic lines, sketches, basic views, notes and specifications, dimensions, structural shapes, isometrics, sectional views, joint design, and detail and assembly prints.

WLD 104 Shielded Metal Arc Welding I
****Prerequisite/Corequisite: WLD 100**
The theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position are covered. Qualification tests (flat position) are used in the evaluation of student progress. Topics: SMAW safety and health practices; theory, basic electrical principles; equipment set-up; identification of low hydrogen, mild steel, and other common electrodes; joint design; selection and preparation of materials; and production of beads and joints in the flat position.

WLD 105 Shielded Metal Arc Welding II
****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. Topics: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; horizontal joints; and uses of low hydrogen, mild steel, and other common electrodes in horizontal position welding.

WLD 106 Shielded Metal Arc Welding III
****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. Topics: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; vertical joints; and uses of low hydrogen, mild steel, and other common electrodes in vertical position welding.

WLD 107 Shielded Metal Arc Welding IV
****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. Topics: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; overhead joints; and uses of low hydrogen, mild steel, and other common electrodes in overhead position welding.

WLD 108 Blueprint Reading II
****Prerequisite: WLD 103**
Welding symbols and definitions through which the engineer or designer communicated with the welder are studied. Topics: weld symbols and abbreviations; basic joints for fabrication welding; fillet welds; groove welds; back or backing and melt-thru welds; plug and slot welds; flash welds and upset welds; and flange, spot, projection, and seam welds.

WLD 109 Gas Metal Tungsten Arc Welding
****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. Topics: GMAW safety and health practices; theory; machines and set-up; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints.

WLD 110 Gas Tungsten Arc Welding
****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 evaluation of student progress. Topics: theory; safety and health practices; metals weldable using GTAW; 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 in all positions.

WLD 112 Preparation for Industrial Qualification
****Prerequisite: WLD 101; 102; 105; 106; 107; 108; 109; 110**
Introduces industrial qualification methods, procedures, and requirements. Prepares students to meet qualification criteria of selected national welding codes and standards. Topics: qualification tests methods and procedures, codes and standards, fillet and groove weld test specimens, and national industrial student preparation for qualification and job entry.

DEVELOPMENTAL STUDIES COURSES OFFERED BY COOSA VALLEY TECHNICAL INSTITUTE

COURSE DESCRIPTIONS

ENG 095 English I
A developmental studies course that reviews the basic rules of English grammar. Topics: basic vocabulary, sentence capitalization, end punctuation marks, primary word usage in simple sentences, and spelling.

ENG 096 English II
A developmental studies course that emphasizes the standard rules of English grammar. Topics:basic capitalization rules; end punctuation marks; commas, and apostrophes; word usage in simple sentences; identification of subjects and predicates; and spelling.

ENG 097 English III
A developmental studies course that emphasizes the rules of English grammar, punctuation, and spelling. Topics: 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 098 English IV
A developmental studies course that emphasizes the ability to communicate using oral and written methods. Topics: construction of basic paragraphs; proofreading to eliminate errors in mechanics, punctuation, and spelling; and presenting written and oral reports.

MAT 095 Math I
A developmental studies course that introduces elementary arithmetic needed for advancement to the level of basic mathematics. Topics: number theory and operation of whole numbers.

MAT 096 Math II
A developmental studies course that teaches basic arithmetic skills needed for the study of math as presented in specific occupational programs. Topics: number theory, operation of whole numbers, fractions, decimals, introduction to measurements and word problems.

MAT 097 Math III
A developmental studies course that emphasizes in-depth arithmetic skills needed for the study of math as presented in specific occupational programs. Topics: number theory, fractions, decimals, ratio/proportion, percent, measurement/geometric formulas, and word problems.

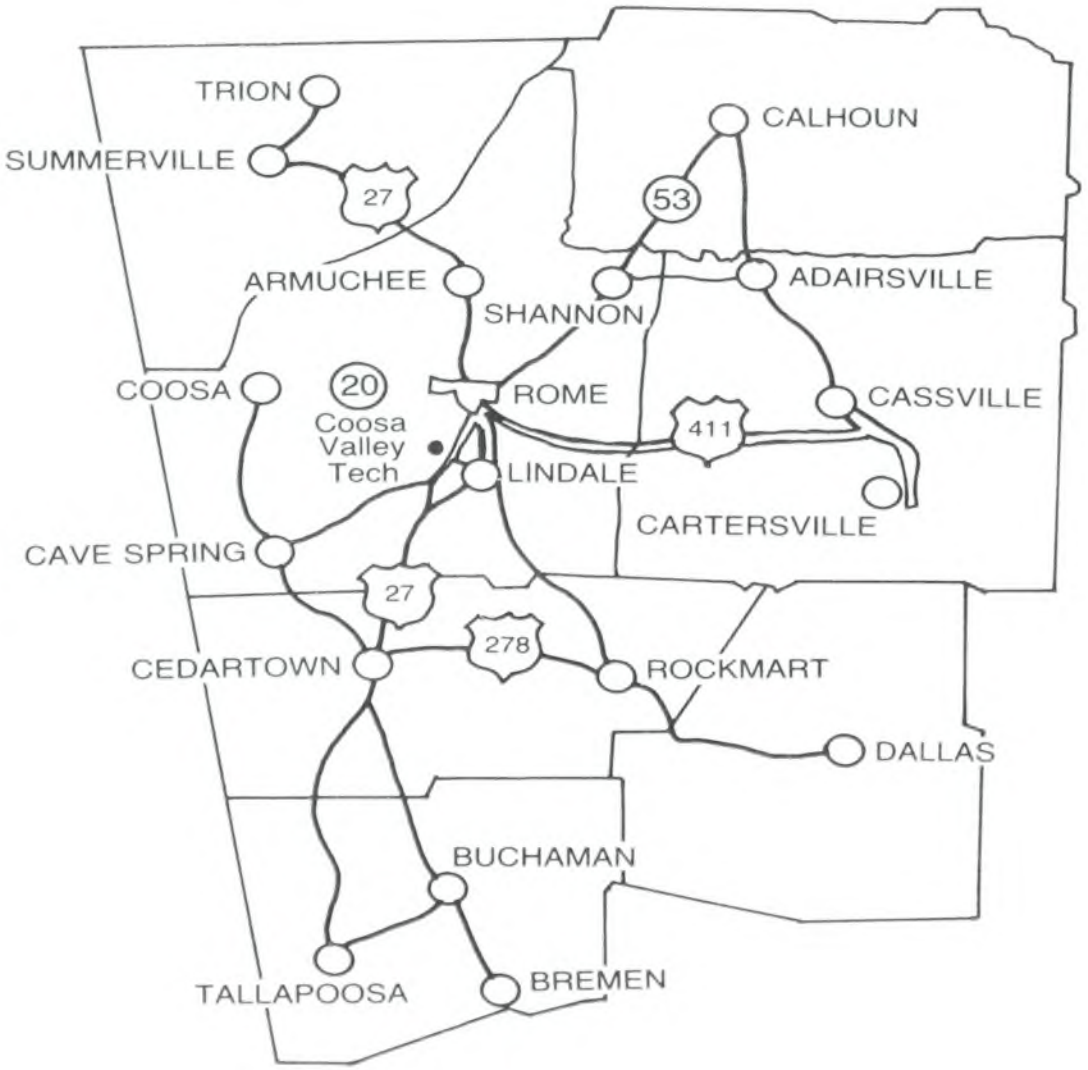
MAT 098 Pre-Algebra
A developmental studies course that introduces pre-algebra concepts and operations that will be applied to the study of beginning algebra. Topics: number theory, arithmetic review, signed numbers, algebraic operations, and introduction to algebra word problems.

RDG 095 Reading I
A developmental studies course that provides for the development of reading readiness with emphasis on primary and practical reading skills for the adult learner. Topics: basic sight vocabulary, phonics, word parts, sentence meanings, and occupational/survival reading.

RDG 096 Reading II
A developmental studies course that strengthens fundamental reading competencies. Topics: word attack skills, spelling, dictionary skills, main ideas and supporting details, following directions, and survival reading.

RDG 097 Reading III
A developmental studies course that emphasizes basic vocabulary and comprehension skill development. Topics: vocabulary development, phonics, and structural analysis, context clues, literal comprehension skills, inferential comprehension skills, study skills and test taking techniques, and introduction to occupational reading materials.

RDG 098 Reading IV
A developmental studies course designed to improve vocabulary and comprehension skills with emphasis on occupational applications. Topics: contextual clues, structural analysis, literal and inferential comprehension, critical reading, reading graphic and tabular information, use of technical reading materials, and study skills.



Coosa Valley Technical Institute is within easy driving distance of those who live in the surrounding area. Good highways, very few traffic lights to slow you down, and a convenient location makes your commute to Coosa Valley Technical Institute an easy drive from any of the cities surrounding Rome.