

Coosa Valley

Technical Institute

••• Education For Work

GENERAL CATALOG

1998-99

Campuses Serving

Floyd County

Gordon County

Polk County

Coosa Valley

Technical Institute

• • • Education For Work

Campuses Serving

Floyd County

Gordon County

Polk County

Coosa Valley Tech General Catalog

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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.

State Technical Institute

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

Accreditation

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

Warranty

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's business and industries, the State Board of Technical and Adult Education will warrant every graduate from programs offering a diploma.

1. This warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competence as identified in the industry-validated Standard and Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instructional fees
2. Any claim against the warranty will be based upon an agreement between the employer and the technical institute graduate that the individual cannot perform one or more of the competencies contained in the industry-validated Standards or Program Guide

3. This warranty is included as a part of the original tuition
4. The warranty will remain in effect for two consecutive years following the date of graduation.

The implementation of this warranty began Fall quarter, 1989.

NONDISCRIMINATION POLICY

Coosa Valley Tech does not discriminate on the basis of sex, race, color, national origin, age or disability in admission, in employment or in access to its educational programs and/or activities.

Americans With Disabilities

An individual with disabilities requiring assistance with publications, accommodations or activities of this technical institute should contact:

Dr. David Cox, Section 504/ADA Coordinator
785 Cedar Avenue, Rome, GA 30161.

Telephone (706) 295-6952.

TDD 1-800-255-0056.

Georgia Relay Center For The Speech and Hearing Impaired

Persons with speech or hearing impairment may communicate with Coosa Valley Technical Institute by dialing:

Voice: 1-800-255-0135

TDD: 1-800-255-0056

If you need this publication in a different format, please notify Coosa Valley Technical Institute's Office of Student Services.

Coosa Valley Technical Institute

785 Cedar Avenue • Rome, Georgia 30161
1151 Highway 53 Spur SW • Calhoun, Georgia 30701
466 Brock Road • Rockmart, Georgia 30153

Telephone

Rome/Floyd County Campus
706-295-6963

Calhoun/Gordon County Campus
706-624-1100

Polk County Campus
(opens in 1999)

Calendar Information

Academic Year

Coosa Valley Tech's academic year is divided into four quarters, each with 50 instructional days and two exam days. The summer quarter begins in early July; the fall quarter begins in late September or early October; the winter quarter begins in January; and the spring quarter usually begins in early April.

Academic Calendar

An academic calendar is published each year. Beginning and ending dates, deadlines, and other information are listed.

Student Responsibility

It is the student's responsibility to be aware of deadlines and dates that affect enrollment and grading.

Schedule of Classes

Most classes are scheduled during weekdays (Monday-Friday) in the morning, afternoon, and evening. A schedule of classes is published prior to the beginning of each quarter. A copy of the quarterly class schedule is available from the Office of 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.

1998-1999 SCHOOL CALENDAR

1998 - SUMMER QUARTER

- July 1-2 Faculty in-service (student holidays)
- July 3 Independence Day (school closed)
- July 6-7 Faculty in-service (student holidays)
- July 8 Classes begin
- Aug. 14 Faculty in-service (student holidays)
- Aug. 28 *Last day to apply for a summer quarter diploma/certificate*
- Sept. 2 Last day to withdraw with WP/WF
- Sept. 7 Labor Day (school closed)
- Sept. 17 Last day of classes
- Sept. 17 Commencement Exercise (7:00 PM)
- Sept. 18&21 Examination Days
- Sept. 22-29 Faculty in-service (student holidays)

1998 - FALL QUARTER

- Sept. 30 Classes begin
- Oct. 30 Faculty in-service (student holidays)
- Nov. 25 Faculty in-service (student holidays)
- Nov. 26-27 Thanksgiving (school closed)
- Nov. 30 Last day to withdraw with WP/WF
- Nov. 30 *Last day to apply for a fall quarter diploma/certificate*
- Dec. 14 Last day of classes
- Dec. 15&16 Examination Days
- Dec. 17-18 Faculty in-service (student holidays)
- Dec. 21-25 Christmas (school closed)
- Dec. 28-31 Faculty in-service (student holidays)

1999 - WINTER QUARTER

- Jan. 1 New Year's Day (school closed)
- Jan. 4-5 Faculty in-service (student holidays)
- Jan. 6 Classes begin
- Jan. 18 ML King Jr.'s B/day (school closed)
- Feb. 12 Faculty in-service (student holidays)
- Feb. 26 *Last day to apply for a winter quarter diploma/certificate*
- Mar. 4 Last day to withdraw with WP/WF
- Mar. 18 Last day of classes
- Mar. 18 Commencement Exercises, (7PM)
- Mar. 19&22 Examination Days
- Mar. 23-30 Faculty in-service (student holidays)

1999 - SPRING QUARTER

- Mar. 31 Classes begin
- Apr. 2 Good Friday —faculty in-service (student holidays)
- May 7 Faculty in-service (student holidays)
- May 27 Last day to withdraw with WP/WF
- May 27 *Last day to apply for a spring quarter diploma/certificate*
- May 31 Memorial Day (school closed)
- June 11 Last day of classes
- June 14&15 Examination Days
- June 16-30 Faculty in-service (student holidays)

Evening

Students: Consult your advisor for evening program dates as they may vary from those shown in this calendar.

Telecommunications Directory

Coosa Valley Tech — Calhoun/Gordon County Campus

- Switchboard 8:00 AM to 9:00 PM, Monday-Thursday and 8 AM to 4 PM Friday
- Facsimile

Telephone

(706) 624-1100
(706) 624-1199

Coosa Valley Tech — Polk County Campus

- Switchboard 8:00 AM to 9:00 PM, Monday-Thursday and 8 AM to 4 PM Friday

Telephone

(opens in 1999)

Coosa Valley Tech — Rome/Floyd County Campus

- Switchboard 8:00 AM to 9:00 PM, Monday-Thursday and 8 AM to 4 PM Friday
- Student Services/Admissions Facsimile
- World Wide Web Site <http://www.coosa.tec.ga.us>

(706) 295-6963
(706) 295-6944

Telephone — Rome/Floyd County Campus

Office	Contact Person	Telephone
Admission Information	Jan Gore, Student Services Specialist	(706) 295-6702
Adult Education Information	Martha Ann Smith, Secretary	(706) 295-6976
Adult Literacy Programs	Susan Hackney, Director	(706) 295-6972
Rome-Floyd Learning Center	Nancy Simmons, Coordinator,	(706) 295-6917
Campus Shop (Bookstore)	Glen Davis, Operator	(706) 233-9927
Continuing Education	Greg Clark, Director	(706) 295-6961
Counselor / Student Activities	Karen Teems, Counselor	(706) 295-6938
Economic Development Information	Amber Jordan, Secretary	(706) 295-6957
Financial Aid	Juana Brumbelow, Financial Aid Specialist	(706) 295-6942
	Tresa Duck, Financial Aid Officer	(706) 295-6936
GED Testing/Preparation	Margaret Ingram, Examiner	(706) 295-6975
Instructional Services Information	Mary Ann Westmoreland, General Secretary	(706) 295-6850
Day Instructional Programs	David Cox (Dr.), Director	(706) 295-6952
Evening Instructional Programs	Ed Buice, Director	(706) 295-6895
JTPA Program	Lucy Hale, Program Coordinator	(706) 295-6935
New Connections Program	Bonnie Bowen, Program Coordinator	(706) 295-6932
Job Placement Office	David McBurnett, Director	(706) 295-6841
President's Office	Heidi Popham, President's Executive Secretary	(706) 295-6928
Institutional Effectiveness	Diane Blair, Director	(706) 295-6959

Telephone — Calhoun/Gordon County Campus

Office	Contact Person	Telephone
Admission/Financial Aid Information	Sherry Lusk, Student Services Secretary	(706) 624-1112
Student Services/Counselor	Clare H. Lewis, Director	(706) 624-1117
Instructional Services	Candie Freeman, Secretary	(706) 624-1100
Adult Learning Center	Coleen Brooks, Coordinator	(706) 624-1111

Telephone — Polk County Campus

Office	Contact Person	Telephone
Admission Information	(to be filled), Student Services Secretary	(opens in 1999)
Student Services	(to be filled), Director	(opens in 1999)
Instructional Services	(to be filled), Secretary	(opens in 1999)
Adult Learning Center	(to be filled), Coordinator	(opens in 1999)



Students With Disabilities

If you are an individual with a disability who may require assistance or accommodation in order to participate in or receive the benefit of Coosa Valley Tech services, programs, or activities, or you desire more information, please contact Student Service or the ADA Coordinator.

Hearing impaired individuals may communicate with the school by calling 1-800-255-0056.

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General Information

History

Coosa Valley Technical Institute was established in 1962 through the joint efforts of the Rome-Floyd Chamber of Commerce, local business and industry, city and county boards of education, and city and county boards of commissioners.

From an initial enrollment of 231 full- and part-time students, Coosa Valley Technical Institute has grown and now serves over 7,000 students annually through day, evening, and off-campus credit, noncredit, and adult education programs.

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

In 1995, Coosa Valley Tech broke ground for a Calhoun-Gordon County campus and received a planning grant to develop a Polk County Campus.

In 1996, Coosa Valley Tech broke ground for construction of the Polk County campus near the city of Rockmart.

In 1997, the contract was let for construction of the Polk County campus.

Purpose

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.

Philosophy

Coosa Valley Tech's philosophy is the shared focus of all employees on an understanding of its mission, vision, values and beliefs, role and goals. We believe that meeting and exceeding the needs and expectations of our community, customers, employees and suppliers is critical to fulfilling the mission of Coosa Valley Tech (CVT). We further believe that each of us cares about our jobs and each other, take pride in ourselves and our contributions to CVT and want to share in the success of our efforts. We also believe that CVT is a vital part of a system of seamless education that extends from childhood through adulthood.

Our Mission

Coosa Valley Technical Institute contributes to the economic and work-force development of northwest Georgia, specifically Floyd, Gordon, and Polk counties, by providing quality adult literacy education; technical education at the certificate and diploma levels; continuing education; and customized business and industry training.

Our Strategic Goals

As an outcome of the strategic planning process, Coosa Valley Tech has established the strategic directions/goals for 1996-2006.

These goals are to:

- Provide strong leadership that is developed and practiced throughout Coosa Valley Tech.
- Make decisions affecting Coosa Valley Tech on the basis of good information and sound analysis of relevant data.
- Provide comprehensive strategic planning and implementation processes which focus on the unity of purpose and system improvements.
- Provide a human resource development and management system to provide competent, caring employees.
- Provide educational and business management processes focused on high quality and continuous improvement of processes, products and services throughout the institute.
- Measure and evaluate the level of school performance in terms of key measures, or indicators, in order to provide quality services, products and processes to all of our customers and stakeholders.
- Focus on meeting and exceeding the needs and expectations of our students, other customers, and stakeholders.

Our Vision

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

- Programs which provide a technically trained work-force for business, industry, and medical centers in our service area.

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

Equal Opportunity Statement

Federal law prohibits discrimination on the basis of race, color or national origin (Title IV of the Civil Rights Act of 1964), sex (Title IX of the Education Amendment of 1972), or disability (Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act, 1990), in education programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that Coosa Valley Technical Institute does not discriminate in any educational programs, activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school's efforts to implement this nondiscrimination policy:

Title IX, Dr. Steve Bradshaw

Section 504 and/or ADA, Dr. David Cox.

Inquiries concerning these laws should be addressed to the above individuals and mailed to 785 Cedar Avenue, Rome, Georgia 30161.

Grievance Procedure for 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 disability. Students and employees should also report any incident of alleged sexual harassment that occurs on campus.

To report a complaint, file a written statement with:

- Steve Bradshaw, Title IX, Sex Equity Coordinator
- David Cox, Section 504 Administrator/ADA Coordinator
- Dr. Dottie Gregg, Administrator, Instructional Programs

This statement must be as specific as possible concerning the (1) complaint and (2) corrective action requested. Unless both of these items are included, the Coordinator/Administrator can take no further action.

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

If the inquirer is not satisfied with the committee report, he or she may appeal to the 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.

Drug-Free Campus

As a recipient of federal funds, Coosa Valley Technical Institute supports and complies with the requirements of Georgia Law (HB 1231, Act 1447), Drug-Free Postsecondary Act of 1990 and Federal Law (Public 101-226), The Drug-Free School and Community Act Amendment of 1989, Section 22, Drug-Free Schools and Campuses. Coosa Valley Technical Institute prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on CVT property or at CVT sponsored events by Coosa Valley Technical Institute faculty, staff, or students. Persons convicted of violating laws regulating illegal drugs and controlled substances will be subject to appropriate disciplinary penalties imposed by the Institution.

Locations

Coosa Valley Technical Institute's Rome/Floyd County campus is located at 785 Cedar Avenue, Rome, Georgia. The school is accessible from Highway 27, South by way of the Darlington Drive/Old Lindale Road exit.

Coosa Valley Technical Institute's Calhoun/Gordon County campus is located at 1151 Highway 53 Spur SW, Calhoun, Georgia. The school is accessible from Highway 53 Spur SW, by way of Beamer Road.

Coosa Valley Technical Institute's Polk County campus is located at 466 Brock Road, Rockmart, Georgia. The school is accessible from Highway 101.

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 or a technical certificate upon the completion of the credit programs of study listed in this catalog. A certificate of completion may be awarded upon completion of certain non-diploma courses.

Visitors

Visitors are always welcome at Coosa Valley Technical Institute and 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 295-6702 or 624-1112 to make an appointment. See Children on Campus, page 15.

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 ambulances or police services may be necessary.

INSTRUCTIONAL PROGRAMS AND SERVICES

DIPLOMA PROGRAMS — Credit

Programs of one or more years in length that lead to a diploma from Coosa Valley Technical Institute.

- Accounting
- Air Conditioning Technology
- Auto Collision Repair Technology
- Automotive Technology
- Business & Office Technology
- Business Office Specialization
- Medical Office Specialization
- Carpentry
- Computer Information Systems
- Computer Programming
- Microcomputer Specialist
- Networking Specialist
- Cosmetology
- Drafting Technology
- Advanced Drafting
- Early Childhood Care & Education
- Electrical Construction & Maint.
- Industrial Electrical Technology
- Industrial Maintenance
- Machine Tool Technology
- Adv. Machine Tool Technology
- Management and Supervisory Development
- Marketing Management
- Medical Assisting
- Paramedic Technology
- Practical Nursing
- Radiologic Technology
- Residential/Commercial Wiring
- Respiratory Therapy Technology
- Welding and Joining Technology

TECHNICAL CERTIFICATE PROGRAMS — Credit

Programs of less than one year in length that lead to a diploma from Coosa Valley Tech.

- Accounting Data Entry Clerk
- Auto Body Repair Assistant
- Basic Structural Steel Welding
- Business Data Entry Clerk
- Business Computer Applications
- Cabinetmaking Fundamentals
- Certified Customer Specialist
- Computer Assisted Drafting Operator
- Computerized Accounting
- Computerized Tomography
- Diagnostic Medical Sonography
- Emergency Medical Technician
- Industrial Construction-Electrician
- Manufacturing Processes Certification
- Medical Coding
- Medical Receptionist
- Medical Transcription
- Nail Technician
- Office Assistant
- Patient Care Assisting/CNA
- Supervisory & Management Development

ASSOCIATE DEGREE PROGRAMS

Cooperative programs leading to the Associate of Applied Science degree have been established by Coosa Valley Technical Institute and Floyd College and between Coosa Valley Tech's Calhoun/Gordon County Campus and Dalton College. Students participating in cooperative 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. Cooperative programs are open to presently enrolled and graduated Coosa Valley Technical Institute students who also meet the college's admission requirements for career programs.

Cooperative programs leading to the Associate of Applied Science degree have been developed specifically for students in certain diploma programs at Coosa Valley Technical Institute. Students take the required courses for a diploma at Coosa Valley Technical Institute and the quarter hour credits specified for each degree by the college. The fields and Coosa Valley Tech programs which lead to the associate degree are:

Floyd College:

- AAS in Business:**
 - Accounting
 - Business and Office Technology
 - Computer Information Systems
 - Marketing Management
- AAS in Allied Health Sciences:**
 - Radiologic Technology

Dalton College

- AAS in Business**
 - Business and Office Technology
 - Computer Information Systems
 - Early Childhood Care & Education
 - Industrial Maintenance
 - Management & Supervisory Development

STUDENT RIGHT TO KNOW Enrollment and Completion Data

The Follow-up Group

The following information is provided to all persons seeking enrollment at Coosa Valley Technical Institute as of July 1, 1998.

Full- and Part-Time Graduation Data

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

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

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

Additionally, 219 part-time students, identified as enrolling for the first time in any postsecondary school, began classes in the summer and/or fall quarters of 1994 and could be expected to have completed their studies by July 1997. Of this number:

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

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

DEVELOPMENTAL STUDIES***Institutional Credit***

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 To Developmental Studies - 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 097 level course work. Persons in 095 and 096 level courses usually require at least one quarter and sometime more to remediate skills.

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 Developmental Studies Completion - Achievement of the academic admission requirements for the program which student plans to enter.

ADULT LITERACY SERVICES***Non-Credit***

Coosa Valley Technical Institute offers adult literacy services to residents of Floyd, Polk, and Gordon counties. Classes are provided at the Adult Education Center on the Coosa Valley Tech campus and at sites located in each of the counties served.

Preparation for the General Educational Development Test (GED) and English as a second language are two of the free instructional services offered to improve adult literacy. For more information, call Susan Hackney at 295-6973.

Workplace Literacy and Basic Skills Assessment - The literacy need of employees in northwest Georgia can cover a wide spectrum — from learning to read and write through certifying high school level skills. We offer area business and industry customized assessment and training programs at the work site or elsewhere utilizing:

- Adult Literacy
- Assessment using the Bennett Mechanical Test
- Adult Basic Education
- Assessment using the Test of Adult Basic Education
- GED Preparation
- English as a Second Language
- Literacy Audit
- Reading and/or Math Refresher Courses

Georgia Tax Credit For Adult Basic Skills Education - An employer who sponsor basic academic skills training for employees can earn a tax credit of up to \$150 per successful completer as defined by the program's official procedures manual. The Coosa Valley Tech Office of Adult Literacy is authorized to certify such programs and is also available to develop programs for area business and industry on a cost recovery basis.

General Educational Development Test (GED) - 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 receive a High School Equivalency Diploma from the Georgia Department of Technical and Adult Education. Preparation for the GED is provided free of charge; however there is a fee for GED testing.

Persons interested in taking the GED test should be 18 years of age or older; however, persons under 18 may take the test with special permission from the State of Georgia. The Office of Adult Literacy schedules frequent test sessions. Call 295-6973 to preregister for the GED test.

BUSINESS AND INDUSTRY SERVICES***Non-Credit***

Three distinct non-diploma services are provided by personnel from the Office of Business and Industry Services. They are:

- Continuing Technical Education
- Customized Training for Existing Industry
- Quick Start Training for New and Expanding Industry.

The training may utilize on-campus facilities, be taught at the business or plant site, or be held at Coosa Valley Technical Institute's campus on Cedar Avenue in Rome. Business and industry representatives are encouraged to contact the Office of Economic Development for a complete explanation of the services provided and a listing of training that is available. The telephone number is 295-6957.

Continuing Technical Education - Noncredit, short-term public service courses, seminars, and workshops for computer software usage, small engine repair, cardiopulmonary resuscitation, functional Spanish and a variety of other personal enrichment courses.

Customized Training For Existing Industry - Coosa Valley Technical Institute offers existing industry a wide range of assistance in training and retraining employees. Choose from any of the following series topics or request customized training that is designed to meet the special needs of your company.

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 certified industrial trainers provide qualifying industries with a total training package 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 custom-designed and comprehensive training based upon an analysis of specific needs and anticipated outcomes.

Developmental Credit

Each of the following courses carries 5 hours of institutional credit.

READING

RDG 095 Reading I
RDG 096 Reading II
RDG 097 Reading III
RDG 098 Reading IV

MATH

MAT 095 Math I
MAT 096 Math II
MAT 097 Math III
MAT 098 Pre-Algebra

ENGLISH

ENG 095 English I
ENG 096 English II
ENG 097 English III
ENG 098 English IV

Admission and Registration

ADMISSIONS CLASSIFICATIONS

- 1. Regular Admission** - Regularly admitted applicants are those who have met state-standard program admission requirements as well as any institutional requirements as listed herein for a particular diploma or technical certificate program.
- 2. Provisional Admission** - Provisionally admitted applicants are those who have not met the requirements for regular admission. Provisional admission is based upon an evaluation of test scores and other admissions file data by admissions officers and program faculty and upon proper completion of application, assessment, and placement procedures. Provisionally admitted applicants will satisfy developmental studies requirements and/or take pre-tech courses and may take certain occupational courses as designated by program standards.

Diploma and technical certificate students, initially admitted on a provisional basis must satisfy necessary prerequisites and/or developmental studies course work in order to progress to regular admission status.

- 3. Special Admission** - An admission classification reserved for non-certificate/diploma seeking applicants who desire credit for course work they successfully complete. Students in this classification may bypass program admission requirement but must:
 - be classified at time of entry as non-certificate/diploma seeking.
 - be granted special admit status upon recommendation of the Director of Student Services.

Special admit students may:

- earn up to a maximum of 25 credit hours while in this classification.
- apply for admission to a program upon or before reaching the 25 credit maximum.
- be a transient student in good standing at another accredited institution. Transient students are admitted on a space-available basis in order to complete work to be transferred back to the student's parent school.

GENERAL ADMISSION REQUIREMENTS

For Diploma and/or Technical Certificate Programs

- **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.
- **Physical Well-being:** An applicant should be physically able to attend school regularly and to perform ordinary class and laboratory functions that are required by the program of study.
- **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. GED preparation is available at Coosa Valley Technical Institute.
- **Entrance Testing:** Diploma and/or certificate program applicants must be tested to determine regular or provisional admission status. Applicants will not be refused admission based upon admission testing.

ADMISSION PROCEDURE

For Diploma and/or Technical Certificate Programs

Credit Enrollment

Note: Specific program admission requirements are listed in the program section of this catalog.

- Submit an application for admission.
- Prospective students for the Rome/Floyd County Campus should report to the J. D. Powell Education Center for testing if seeking to enter a diploma or technical certificate program. For test dates and times, call 295-6702 before 4:00 p.m.
- Prospective students for the Calhoun/Gordon County Campus should report to the Calhoun/Gordon County Campus for testing if seeking to enter a diploma or technical certificate program. For test dates and times, call 624-1112 before 4:00 p.m.
- A \$15.00 application fee is due when an applicant reports for testing.
- A \$15.00 registration fee is due at the time of registration.

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

ADMISSION OF TRANSFER STUDENTS

A applicant who has previously attended any postsecondary institution, regardless of whether the applicant is seeking to transfer credit from that institution or not, is considered a transfer student. Regular admission of a transfer student to a diploma or technical certificate program is contingent upon the applicant satisfying the following requirements:

- Regular admission and in good standing at a regionally accredited diploma or degree institution.
- Proper completion of application and related procedures.

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. Advanced placement includes, but is not limited to:

- Transfer Credit
 - Exemption Test
 - Credit For Previous Training or Experience
 - Secondary Articulation
 - Military Training (certified)
- 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. For more information, contact Student Services.

POSTSECONDARY OPTIONS PROGRAM ADMISSION

High school seniors may attend Coosa Valley Technical Institute in lieu of returning to their regular high school during their senior year. With satisfactory progress, those participating in this program will earn a diploma from Coosa Valley Technical Institute in addition to their high school diploma.

To Qualify: One must have written certification of eligibility from the high school counselor and there must be evidence that the student is qualified to successfully complete the curriculum in which he/she is seeking to enroll. Admission will be based upon 1) evaluation of high school record, 2) recommendation of H.S. counselor, 3) admission test scores.

ADMISSIONS POLICY

Credit Programs

Applicants are admitted on a first-to-qualify/space-available basis.

Those who are not admitted must reapply or update their application for admission by specifying a new entry date.

Applicants for medical programs must complete additional admissions information in order to be considered for admission to a medical program.

ADMISSION PROCEDURE

Continuing Education Classes

These are short-term, non-credit classes designed to provide the learner with specific skills.

- Submit an application for admission.
- Pay the course fee.

The course fee is paid in advance of the course beginning date and may be refunded if the course does not make or if the applicant gives at least one week's notice.

Our Commitment To You

Coosa Valley Tech 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.

Credits: For each quarter's work successfully completed at CVT, an equivalent number of high school credits is earned toward the graduation requirement of the local board of education. Credit is also earned toward completion of CVT program requirements. One Carnegie unit equates to 7.5 quarter hours of work at Coosa Valley Tech.

TECH PREP PROGRAM ADMISSION

Coosa Valley Tech has agreements with many area high schools that allow their graduates to receive credit at CVT for certain courses completed at the high school level.

To receive tech prep credit at CVT, the student must meet CVT's admissions requirements and have properly completed a Tech Prep Agreement.

REGISTRATION FOR CLASSES

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 fees and to buy textbooks. New students are notified by mail to register on specific dates. For more information on registration, call:

- Rome/Floyd County Campus — 295-6702 or 295-6963
- Calhoun/Gordon County Campus — 624-1112 or 624-1117

DEFINITION OF TERMS

1. **Returning Student Registration** - A registration period restricted to currently enrolled students.
2. **Open Registration** - A registration period open to new, current and formerly enrolled students.
3. **Late Registration** - A registration period open to new, current and formerly enrolled students. A \$10 late registration fee will be charged to *returning students* during this period.

DROP/ADD

Adding Individual Courses

During the first three days of day classes and the first week of evening classes, students may add course work to an existing schedule.

To add a course, a student must obtain a Drop/Add Form from the Office of Student Services, obtain the signature of his/her advisor, and submit the completed paperwork to Student Services during the first three days of the quarter.

Day students seeking to add classes after the third scheduled day must obtain instructor permission. Evening students must have instructor permission to add classes to their schedule after the first class meeting.

Dropping Individual Courses

Through the end of the 40th scheduled class day of the quarter, a student may drop a course. To drop a course, a student must obtain a Drop/Add Form from the Office of Student Services and submit the completed paperwork to Student Services prior to the end of the 40th scheduled class day.

There is no academic penalty for dropping courses during the first three days of the quarter. (drop-add period).

Those withdrawing before the midpoint of the grading period (25th day) will receive a WD (withdrawal, no academic penalty). Those withdrawing after the midpoint of the grading period will receive either a WP (passing, no academic penalty) or WF (failing, penalty) grade.

ABANDONING COURSE WORK

A student who discontinues attendance in a course and does not complete an official withdrawal form will be considered actively enrolled through the ending date for the course. *Abandoning a course instead of following the official withdrawal procedure may result in a grade of F at the end of the course.*

CHANGE OF PROGRAM

Students requesting a change of program must meet the admission requirements of the new program, complete a Request For Transfer form, and have their request for transfer approved by the proper Institute personnel.

CHANGE FROM DAY TO NIGHT CLASSES

Students who wish to transfer from day to night classes or vice-versa must complete a Request For Transfer form and have it approved by the proper Institute personnel.

AUDIT STUDENTS

A student who registers to audit a course must be admitted to the school as a regular, provisional, or special admit student. Auditors will receive an "AU" as a grade and this grade will not be factored into their grade point average. The rules governing audit credit are as follows:

- After the three day drop/add period, students may not request reclassification as a credit (or to become an audit) student.
- Audit credit is not eligible for use in obtaining financial aid.
- Audit credit is subject to regular tuition and fees.
- Audit credit students are subject to the same instructional requirements as are the other students in the class and can expect a work ethics grade based on class participation.

ATTENDANCE POLICY

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 makeup work will be at the discretion of the instructor.

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

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. It is required 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.

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.

Caution:

Students officially withdrawing from class (and those who abandon course work) are likely to adversely affect most financial aid eligibility that they may have established.

Tuition, Fees, and Related Expenses

Application Fee

This onetime, nonrefundable \$15 fee is due when the applicant applies for admission to a diploma or certificate credit program. *This fee is not paid by the HOPE Grant.*

Registration Fee

Students taking diploma or technical certificate course work pay a \$15 registration fee each quarter.

Activity Fee

Students taking diploma or technical certificate course work pay an activity fee each quarter which provides them with accident insurance and funds projects of the Student Activities Board. Activity fees are based on credit hours scheduled.

\$15.00 per quarter for 12 or more hours
\$7.00 per quarter for less than 12 hours

Tuition

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

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

Credit Hours Scheduled	Tuition Georgia/Alabama Resident	Tuition Out-of-State (except Alabama)	Tuition Foreign Nationals
1	\$21	\$42	\$84
2	\$42	\$84	\$168
3	\$63	\$126	\$252
4	\$84	\$168	\$336
5	\$105	\$210	\$420
6	\$126	\$252	\$504
7	\$147	\$294	\$588
8	\$168	\$336	\$672
9	\$189	\$378	\$756
10	\$210	\$420	\$840
11	\$231	\$462	\$924
12+	\$252	\$504	\$1008

Late Fee

A \$10 late fee is charged to students who were enrolled in the previous quarter and fail to register on or before the last open registration date. *This fee is not paid by the HOPE grant.*

Graduation Fee

A \$20 graduation fee must accompany a student's application for graduation form. *This fee is not paid by the HOPE Grant.*

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.

Senior Citizens

Georgia residents 62 years of age and older may request a waiver of the tuition portion of the cost of attending a credit program. This waiver does not include the application fee, registration fee, student activity fee, graduation fee or other fees.

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. The HOPE grant pays \$50 to \$100 per quarter for use in buying textbooks.

Auditing A Course

A student auditing a course must pay the regular tuition and fees for course enrollment. Audit credit is not covered by the HOPE grant.

Accident Insurance

The school requires all students to be covered by accident insurance. Coverage is provided through the student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the insurance will be the responsibility of the student.

Liability Insurance

All allied health students are required to obtain professional and personal liability insurance for coverage in the internship/clinical education and training areas which are a required part of each of these programs. Coverage is provided by a nominal fee assessed to the student during registration for course work that begins clinical or internship training.

Refund Policy

The Georgia Department of Technical and Adult Education has established the following refund policy and procedure. All tuition and fees, excluding application fee, shall be refunded to an applicant or a financial aid source if a student formally withdraws prior to the first day of class of any quarter. Seventy-five percent (75%) of tuition and fees will be refunded to the student or the financial aid source if a student formally withdraws within seven (7) consecutive calendar days from the first day of the quarter.

Students attending an institution for the first time who receive assistance under Title IV of the Higher Education Act of 1965 as amended are entitled to a pro-rata refund of that portion of the tuition, fees, room and board, and other charges assessed the student by the institution equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student up to the 60% point (in time) in the period of enrollment.

Procedure - To a copy of the withdrawal form, attach a request for refund form and a copy of the payment receipt and present them to the school's accounting office. Refunds will not be made if there is previous indebtedness to the school or if the request does not follow correct procedure.

Financial Obligation to the Institute

Failure to meet one's financial obligations to the institute may result in the student's dis-enrollment 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

SOURCES OF FINANCIAL AID

Pell Grant - 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 Free Application for Federal Student Aid (FAFSA). 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.

HOPE Grant - Anyone who has been a Georgia resident for at least one year is eligible for a tuition grant for any diploma credit program. This grant pays tuition and mandatory fees for programs awarding diploma credit and, since it is a grant, does not require that the student repay any money. Applicants are required to apply for the federal Pell grant program and the HOPE award will be reduced or eliminated dependent upon the amount of the Pell award. Dependent upon the number of credit hours scheduled, \$50 to \$100 per quarter is also provided to cover the cost of textbooks.

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: 295-6935 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. To determine your eligibility, contact the local or regional Veterans Administration Office.

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. *See: HOPE Pending or Students Seeking Certificates only.*
- Applicants for financial aid must be accepted for entry (or enrolled) in a diploma or technical certificate program.

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 295-6942 (Rome) or 624-1112 (Calhoun) for an appointment with a financial aid officer.

Establishing Eligibility

The Free Application For Federal Student Aid (FAFSA), also known as the Pell Grant application and used for HOPE Grants, is available in Student Services. The application process takes six to eight weeks. A Student Aid Report (SAR) must be returned to the financial aid office in order for Coosa Valley Tech to establish eligibility for a Pell or HOPE Grant award. *Note:* It is possible for students to receive both VA and Pell Grant. It is also possible for students to receive both JTPA and Pell Grant.

Application Procedure

Based upon your choice of program major, follow the appropriate application procedures for financial aid.

Procedure One — Diploma-seeking students only.

All students entering a diploma program at Coosa Valley Tech and seeking financial aid under the HOPE Grant or Pell Grant programs must complete the following process:

- **Admission Status** - You must be regularly or provisionally admitted to a program awarding diploma credit and have a high school diploma, GED, or an ability to benefit test (ATB) before receiving financial aid. *Note:* Coosa Valley Tech no longer participates in the Student Loan Program.
- **Completion of Grant Application** - Obtain and complete the Free Application For Federal Student Aid (FAFSA). When completing this form, we suggest that:
 - When answering question 23 on the FAFSA regarding un-taxed income, remember to use Worksheet #2 on page 11 of the instruction booklet. The most common mistake in reporting this information is the amount of Earned Income Credit from tax form 1040, line 56 or form 1040A, line 28c.
 - Omitting this information often results in the application being returned for reprocessing and a delay in determining eligibility
- **Financial Aid Transcripts** - Request a Financial Aid Transcript (not grades) from all postsecondary schools ever attended (even if you never received financial aid). When requesting transcripts, have them sent to:
 - Coosa Valley Tech, Financial Aid Office
785 Cedar Avenue, Rome, GA 30161
 Financial aid transcripts must be on file before you will be allowed to use financial aid.
- **Student Aid Report (SAR)** - When you receive your Student Aid Report (SAR), bring it immediately to the CVT Financial Aid Office. It is your responsibility to furnish Coosa Valley Tech with copies of the following:
 - a signed copy of your current federal tax return (1040, 1040A or 1040EZ) and a copy of your parent's return, if applicable.
 - Documentation of previous year benefits received, when applicable, from the following sources: Social Security, SSI, Child Support, Total AFD/ADC, Workers Comp., Veterans Assistance.
- **Male Students - Selective Service Registration** - When completing your Free Application For Federal Student Aid (FAFSA), be sure to follow instructions for question 34. Refer to page 7 in the instruction booklet for details.

Satisfactory Progress For Financial Aid Eligibility

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.

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 courses abandoned by the student (indicated on the transcript by the grade symbols F, INC, WD, or WF) are considered to be class work attempted but not satisfactorily completed.

Procedure Two — Certificate-seeking students only.

Georgia residents *entering a technical certificate program* at Coosa Valley Tech can be instantly qualified for financial assistance under the HOPE Grant program in a two-step process. Contact Coosa Valley Tech's financial aid officer and:

- *Admission Status* - You must be regularly or provisionally admitted to a program awarding technical certificate credit and have a high school diploma, GED, or an ability to benefit test (ATB) before receiving financial aid.
- *Step One - Completion of Grant Application*
Obtain and submit a completed HOPE Alternative Application For Certificate-Seeking Students.
- *Step Two - Financial Aid Transcripts*
Request a Financial Aid Transcript (not grades) from all postsecondary schools ever attended (even if you never received financial aid).
When requesting transcripts, have them sent to: Coosa Valley Tech, Financial Aid Office
785 Cedar Avenue, Rome, GA 30161

Procedure Three — Diploma-seeking, HOPE Pending Status

A Georgia resident *entering his/her first quarter in a diploma program* at Coosa Valley Tech can be instantly qualified for financial assistance under the HOPE Grant program. However, this grant in aid is good for only one quarter — pending completion of steps 3 and 4 shown below.

HOPE Pending status is designed for the last minute applicant who has not completed a Free Application For Federal Student Aid (FAFSA) or who has an FAFSA still being processed. This is how the process works:

- The CVT financial aid officer has the applicant to complete a *CVT Financial Aid Application* form. This can be done while the student is participating in Open Registration.
- The CVT financial aid officer codes the student's registration papers as HOPE Eligible and provides the student with a HOPE Book Voucher.
- The CVT financial aid officer instructs the student that he/she must return to the CVT Financial Aid Office as soon as he/she receives a Student Aid Report (SAR) from the federal processing center to which he/she has submitted the FAFSA.
- The CVT financial aid officer advises the student that failure to provide the CVT Financial Aid Office with a SAR will render the student ineligible for further financial aid.

Students Taking Non-Credit Developmental Courses

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

If you graduated between 1993 and this year and *did not* maintain a "B" average, you may still be eligible for the HOPE Grant on any certificate or diploma program at Coosa Valley Tech.

HOPE

No matter when you graduated *or how old you are*, you may still be eligible for the HOPE Grant on any technical certificate or diploma program at Coosa Valley Tech.

Academic Information

High School Diploma/GED Graduation Policy
Students *will not* be allowed to graduate and receive a diploma from any diploma program offered by CVT until they have first earned a high school diploma or GED certificate.

This policy was approved by the CVT Board of Directors effective July 1, 1989.

In order to receive a CVT diploma, a student cannot transfer more than 50% of the required course work from another school.

ACADEMIC HONORS

Two lists recognizing students based on academic achievement are compiled each quarter by the Office of Student Services.

- *President's List*
A quarterly GPA of 4.0 with a course load of at least 6 credit hours will place a student on the President's List for that quarter.
- *Director's List*
A quarterly GPA of 3.5 to 3.9 with a course load of at least 6 credit hours will place a student on the Director's List for that quarter.

GRADUATION REQUIREMENTS

A student must complete the prescribed curriculum for a specific diploma or technical 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 is not considered in computing a student's grade point average for graduation purposes.

All diploma and technical certificate candidates must show proof of high school diploma or GED certificate before a Coosa Valley Technical Institute diploma can be awarded.

At the time a student registers for his/her final quarter in a diploma or technical certificate program of study, he/she should:

- complete an Application For Graduation form and have it signed by their advisor.
- Submit the Application For Graduation to the Office of Student Services
- Provide Student Services with proof of H.S. Graduation
- pay a \$20 Graduation Fee (covers cap and gown)

CALCULATING ACADEMIC PROGRESS

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

A - 4 points	IP - Not Computed
B - 3 points	INC - Not Computed
C - 2 points	WP - Not Computed
D - 1 point	WD - Not Computed
F - 0 points	WF - Computed as 0

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

Grade Point Average (GPA) Computation

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

Work Ethics Grades

A work ethics grade of A, B, C, D, or F will be reported in accordance with Georgia Department of Technical and Adult Education standards. An important area of student development is work ethics or good work habits - such as punctuality, dependability, initiative, integrity, attitude and attendance.

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

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	Not computed
U	Unsatisfactory	Not computed
WD	Withdrawn (By mid-quarter)	Not computed
WP	Withdrawn Passing	Not computed
WF	Withdrawn Failing	0
NR	Grade Not Reported	0
EX	Credit Course Exempted	Not computed
TR	Credit Course Transferred	Not computed
AU	Audit Course	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.

Explanation of Symbols Used In Grading

- INC** - This symbol indicates that a student who is performing satisfactory work is unable to meet full course requirements for non-academic 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).
- NR** - Indicates no grade reported. Student should see the instructor for a grade.
- AU** - Indicates the course was audited for no credit.
- 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 academic penalty. Withdrawal without penalty will not be permitted past the midpoint of the quarter.
- WP** - This symbol indicates that a student making satisfactory progress was permitted to withdraw from a course past the midpoint of instruction without academic penalty.
- WF** - This symbol indicates that a student was permitted to withdraw from a course after midpoint while making unsatisfactory progress. The dropping of a course under these circumstances is equivalent to a failure.
- EX** - This symbol indicates that a credit course has been exempted.
- TR** - This symbol indicates that a credit course has been transferred from another institution.

Testing and Grading

Tests are administered to students in accordance with the standards and procedures established in each course syllabus. Grading standards must be explained to students and must be applied equitably and fairly. Graded assignments or examinations should be reviewed with the students, and the students given the opportunity to question the grade received.

Make-up Tests/Exams

The use of make-up tests/exams is left to the discretion of the faculty member

Grade Reports

Final grades will be recorded by instructors and submitted to the Office of Student Services at the end of each quarter. Personnel in the Office of Student Services enter grades into the school's computer system and produce grade reports which are delivered or mailed to students.

Advanced Standing/Exemption Testing

Advanced standing in or exemption from a course may be available by testing. Check with the individual instructor or advisor.

Exemption Tests

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

- MAT 100 Basic Mathematics
- * MAT 101 General Mathematics
- * MAT 103 Algebraic Concepts
- * MAT 111 Business Math
- * *Note:* Bring a calculator if taking any of these exams.

- ENG 100 English
- ENG 101 English
- ENG 111 Business English

- BUS 101 Keyboarding/Typewriting
- CIS 101 Keyboarding
- SCT 100 Introduction to Microcomputers

Exemption of other courses may be possible and is based upon previous training and/or experience. Such course work must be exempted on an individual basis and requires advisor or program instructor approval.

- *Who may take an exemption test?* Any student who feels that he/she has mastery of the competencies required for the class may take an exemption test.
- *Who may NOT take an exemption test?* Students who want to test in order to change an existing grade of D or F and/or those who have previously taken the exemption test.
- *What is the cost of testing?* \$15 per exemption test, payable at the time of testing. Tests will be given so that anyone wanting to take multiple tests may do so.
- *What must one do to take an exemption test?* At the time listed in the quarterly class schedule, report to the designated location. A tester will be available at that location to accept your testing fee and give instructions.
- *When are exemption tests given?* Contact the Office of Student Services for the date and time for the next scheduled exemption tests.

What score must be made if one is to exempt the course?

80% of the test must be completed correctly in order to exempt and receive credit for the course.

CHILDREN ON CAMPUS

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

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

POLICIES RELATING TO ACADEMIC STATUS

A Quarterly Grade Point Average (GPA) will be calculated at the end of the quarter based on the letter grades A, B, C, D, or F and the credit hours attempted and passed. The following terms and policies related to academic status define satisfactory / unsatisfactory academic progress and are used to establish academic eligibility for financial aid as well as continued enrollment at Coosa Valley Tech:

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

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

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

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

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

Training Continuance Policy

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

Attendance Policy

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

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

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

Transfer Of Outside Credit

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

Transfer students from other technical schools or colleges must be in good standing with that institution.

POLICIES RELATING TO CONDUCT IRREGULARITY

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

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

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

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

Disorderly Assembly

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

Disorderly Conduct

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

Falsification of Records

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

Drugs and Narcotics

1. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on CVT property or at CVT sponsored events.

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

Drugs

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

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

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

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

Grievance Procedure for Resolving A Complaint

To report a complaint, file a written statement with:

Dr. Dottie Gregg,
V. P., Instruction,
Coosa Valley Tech
785 Cedar Avenue
Rome, GA 30161

This statement must be as specific as possible concerning:

- 1) the complaint and
- 2) corrective action requested.

Unless both of these items are included, the Coordinator/Administrator can take no further action.

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

If the inquirer is not satisfied with the committee report, he or she may appeal to the V. P. 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.

Sexual Harassment

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

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

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

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

To report a complaint, file a written statement with:
Dr. Steve Bradshaw, Title IX, Sex Equity Coordinator
Dr. David Cox, Section 504 Administrator/ADA Coordinator
Dr. Dottie Gregg, Vice President, Instructional Programs

All of the above can be reached at the following address:
Coosa Valley Tech, 785 Cedar Avenue, Rome, GA 30161

This statement must be as specific as possible concerning the (1) complaint and (2) corrective action requested. Unless both of these items are included, the Coordinator/Administrator can take no further action.

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

If the inquirer is not satisfied with the committee report, he or she may appeal to the 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.

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.

Discrimination Complaints

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

Student Services

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, student registration, counseling, financial aid, job placement, student follow-up, student records, institutional publications and public relations.

The office is located in the J. D. Powell Education Center (Rome Campus) or the administrative building at the Calhoun/Gordon or Polk County Campuses and students are encouraged to speak with any of its staff about the following services:

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.

Placement and Follow-up

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 Coosa Valley Tech 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 office is located in Student Services. Students who wish to confer with the placement officer are encouraged to make an appointment by calling 295-6933.

Financial Aid

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.

Student Records

A permanent record of course work attempted by students is maintained by the Office of Student Services. A transcript of this record will be provided to others upon the student's request. The first transcript is free but all subsequent requests for transcripts must be accompanied by a \$2.00 fee.

Access to Student Records - Student records will not be made available to others except where permitted by law or upon the written request of the student (or parent or guardian when the student is less than 18 years of age).

Records Classified As Directory Information - Coosa Valley Technical 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.

The following directory information may be released without the consent of the student:

Name and/or Address	Program of Study
Date of Birth	Dates of Attendance

- Any student or parent who objects to the release of directory information may file an objection, in writing, with the Office of Student Services.

- Upon written request, any presently enrolled or former student may inspect his or her personal educational records and may request a hearing to challenge any information deemed to be misleading or inaccurate.

Change In Name Or Address

Any student who has a change of name or address should notify the Office of Student Services promptly so that accurate student records may be maintained.

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 him/her with policies and services provided by the school.

STUDENT ACTIVITIES

Student activities include clubs, 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.

Student Activity Board

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

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 postsecondary 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.

Student Activity Day

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

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.

New Connections / 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 New Connections To Work, the program is five weeks in length and classes are from 9:00 a.m. to 12:00 noon, Monday through Friday.

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

Located in the Office of Student Services, the New Connections coordinator invites you to inquire about this program that is free to qualified applicants.

To apply or request information about the program, call the New Connections counselor at 295-6939.

Career Center

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

Career Guidance

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

Job Readiness/Job Search

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

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

Remediation and Learning Opportunities

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

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

Resource Center/Library

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

Hours

The Career Center is open between 8:00 AM and 4:00 PM, Monday through Friday.

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

Information and Appointments

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

The Career Center is available to any Coosa Valley Tech student in need of career guidance, Asset Test preparation, or academic remediation.

Campus Facilities *See: Campus maps in the back of this publication*

Campus Security

Providing a campus on which students, employees and visitors can safely pursue their education or occupational goals is a priority of Coosa Valley Tech.

The Director of Buildings and Grounds has been designated the responsibility for campus security.

Coosa Valley Tech contracts with a private security company to monitor facilities on weekends and following the close of scheduled classes through the week.

Faculty are available upon request to escort students, faculty or staff walking alone on campus after dark.

The school's maintenance department maintains the buildings and grounds with a concern for safety. Periodic inspections are made and, when found security and safety hazards are found, repairs are made.

Students and employees of Coosa Valley Tech are encouraged to report safety and/or security hazards to the Director of Buildings and Grounds by telephoning 295-6974.

Information on safety and security is provided to students, prospective students and employees through staff meetings, various publications, and orientation sessions.

Use of State-Owned Facilities

All decisions regarding the use of state-owned facilities rest with the president of the institution or his/her designee. Use may be scheduled through the president's office subject to availability and are limited by institute policy 09-05-18.

Smoking and Tobacco

All buildings on the Coosa Valley Tech campus have been designated as smoke-free/tobacco-free facilities. Outdoor smoking areas have been designated and are marked by appropriate signage.

Student Center

A spacious student center on all campuses serves as an informal lounge and snack bar. It contains tables and chairs and affords students a site to congregate, have lunch, study, or socialize.

Auditorium

Located in the J. D. Powell Education Center on the Rome Campus and in the main building of the Calhoun/Gordon County Campus, an auditorium is open to students as a study hall during hours when not in use for classes, meeting, seminars, and community events. The auditorium at either campus is outfitted with high-tech multimedia audiovisual presentation equipment and can be scheduled for use by civic and community organizations. Contact the President's Executive Secretary at 295-6928.

GSAMS Facility

Located in the J. D. Powell Education Center, the GSAMS Facility is equipped for interactive teleconferencing as well as telecasting of training to and from remote sites throughout Georgia. GSAMS is an abbreviation for Georgia Statewide Academic and Medical System. The facility is available for use by educational, medical, and business groups upon request. To schedule the facility, contact Greg Clark at 295-6961.

Campus Shop - Rome/Floyd County Campus

Campus Shop - Calhoun/Gordon County Campus

Adjacent to the administrative lobby, the Campus Shop is strategically located near the site where students register for classes. The Campus Shop sells textbooks, school supplies, snacks, T-shirts, book bags, and other supplies.

Hours are announced at the beginning of each quarter and are designed to accommodate both day and evening students.

Parking

Ample parking areas are provided for students, faculty, staff, and visitors to the campus. It should be noted that certain areas are marked and restricted to use by *handicapped persons, campus visitors, and faculty and staff*. Students are advised during orientation regarding parking and are responsible for knowing and adhering to parking regulations.

Telephone

Pay telephones, conveniently located in buildings throughout the campus, are available for student use. Office telephones are for business purposes only.

Housing

Coosa Valley Technical Institute does not provide housing for students attending the school; however, personnel in the Office of Student Services will make every effort to assist applicants planning to enroll and wishing to locate housing in the area.

Alcoholic Beverages

Coosa Valley Tech has adopted and will enforce policies established by the State Board of Technical and Adult Education regarding the possession, sale and consumption of alcoholic beverages. Selling or furnishing alcoholic beverages to anyone and the consumption of alcoholic beverages by

students, visitors or employees is not permitted on the campuses of Coosa Valley Tech.

Illegal Drugs

The possession, use or distribution of marijuana, cocaine, LSD, and other illegal controlled substances by anyone is strictly forbidden on the campuses of Coosa Valley Tech. Any person known to be possessing, using or distributing illegal controlled substances is subject to disciplinary action and possible arrest, imprisonment or fine according to state law.

Weapons

It is unlawful for an individual to bring, to possess, or to have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering (O.C.G.A. 16-11-127). Having a license to carry a pistol is no justification under this policy.

Also prohibited on state technical institute campuses, in state-owned vehicles or at state technical institute functions, are other dangerous weapons including straight razors, blackjacks, any knife having a blade of three inches or more, Bowie knife, switch blade knife, throwing knife, metal knuckles, spring sticks, any flailing instrument with two or more rigid parts hinged such that one or more parts can swing freely, nun chucks, fighting chains, or any disk having two or more points or blades which is designed to be thrown or propelled.

This policy exempts law enforcement officers, judges, magistrates, solicitors, district attorneys, prosecuting attorneys, and employees of the Department of Corrections or employees of local or federal correctional facilities who are authorized to carry a firearm. Also exempt are persons employed as campus police or security officers who are authorized to carry a weapon in accordance with Chapter 8, Title 20, and private detectives/security agents who hold firearms permits issued by the Georgia Board of Private Detectives and Security Agencies. Also exempt is any legal weapon carried in a locked container, locked compartment, or locked gun rack in a privately owned vehicle.

Persons found in violation of this policy shall, in addition to any criminal action taken, be subject to dismissal from the institution or termination from employment as determined by the President.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Compliance

Coosa Valley Tech is in compliance with the Student Right-To-Know and Campus Security Act (Pub. L. 101-542 as amended by Pub. L. 102-26, the Higher Education Technical Amendments of 1991). For completion data, see page 7.

About The Law

This consumer protection legislation requires schools to collect, prepare, publish and distribute an annual statement of all campus security policies to current and prospective students and employees. Included in this report are statistics concerning the occurrence of crimes which have occurred on campus.

A report of crime on campus in School Year 1997

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

Adult Literacy Services

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

Adults of all ages can be found in the Learning Centers participating in learning activities designed FOR ADULTS. There are classes, individualized study, computer-assisted instruction, and home-based programs via television. All enrollees receive an educational evaluation and information on how to achieve their personal learning goals.

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

Classes are provided at:

- The Adult Education Center on the Rome/Floyd County Campus of Coosa Valley Tech. Telephone (706) 295-6917.
- The Adult Education Center on the Calhoun/Gordon County Campus of Coosa Valley Tech. Telephone (706) 624-1111.
- The Polk County Adult Learning Center, 602 South College Street, Cedartown, GA, Telephone (770) 748-2528 and on the Polk County Campus of Coosa Valley Tech.

Preparation for the General Educational Development Test (GED) and English as a second language are two of the free instructional services offered to improve adult literacy. For more information on adult literacy, call Susan Hackney at 295-6973.

General Educational Development Test (GED)

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 receive a High School Equivalency Diploma from the Georgia Department of Technical and Adult Education. Preparation for the GED is provided free of charge; however there is a fee for GED testing.

Persons interested in taking the GED test should be 18 years of age or older; however, persons under 18 may take the test with special permission from the State of Georgia.

The Office of Adult Literacy schedules frequent test sessions. Call 295-6973 to preregister for the GED test.

AN INVITATION TO BUSINESS AND INDUSTRY

Businesses and industries are invited to refer employees who need to upgrade basic educational skills for better job performance or in preparation for upcoming training programs which require a higher level of reading and math skills. There is no cost to the company or the employee during our regular Learning Center hours; 8:00 AM to 4:00 PM, Monday through Friday. Ask about our evening classes and hours which vary slightly from county to county.

WORKPLACE EDUCATION

On-site education programs can be arranged at your place of business. Services can include job profiling, literacy skills audit, customized curriculum based upon work context, Georgia Tax Credit for Basic Skills Education, and participation in the Georgia Governor's Award Program for Excellence in Workplace Learning. *Contact: Susan Hackney, Director of Adult Education/Literacy/GED Testing Services at 706-295-6972 or 295-6973.*

Workplace Literacy and Basic Skills Assessment

The literacy need of employees in northwest Georgia can cover a wide spectrum — from learning to read and write through certifying high school level skills. We offer area business and industry customized assessment and training programs at the work site or elsewhere utilizing:

- Adult Literacy
- Assessment using the Bennett Mechanical Test
- Adult Basic Education
- Assessment using the Test of Adult Basic Education
- GED Preparation
- English as a Second Language
- Literacy Audit / Content-Specific Curriculum
- Reading and/or Math Refresher Courses
- Targets for Instruction Based on Work-keys Assessment

Georgia Tax Credit For Adult Basic Skills Education

Employers who sponsor basic academic skills training for their employees can earn a tax credit of up to \$150 per successful completer as defined by the program's official procedures manual.

The Coosa Valley Tech Office of Adult Literacy is authorized to certify such programs and is also available to develop programs for area business and industry on a cost recovery basis.

Economic Development Services

QUICK START TRAINING

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 certified industrial trainers provide qualifying industries with a provide qualifying industries with a total training package 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 custom-designed and comprehensive training based upon an analysis of specific needs and anticipated outcomes.

Typical examples of training developed for Quick Start businesses are:

- *Manufacturing and Equipment Operations* - This includes company orientation, process orientation, job specific equipment operation, blueprint reading, precision measurements, machining, welding, forklift operations, safety and quality training, and automated manufacturing involving CNC and/or PLC applications.
- *Customized Office Operations* - This includes company orientation, job specific skills, customer service, managing the difficult customer, computer software applications, telephone and interpersonal skills.
- *Productivity Enhancement* - This includes presentations dealing with total quality management, statistical process control, problem solving and decision making.
- *Employee Involvement* - This includes team skills training and focuses on the development of self-directed teams, enhanced communication skills, effective meeting management, consensus decision making, and effective conflict resolution.

Since 1967, Georgia's Quick Start program has trained more than 200,000 people for over 2,500 firms. For additional information, contact

Pete McDonald, Vice President
 Economic Development Services
 Coosa Valley Technical Institute
 785 Cedar Avenue • Rome, GA 30161
 or Telephone: 706-295-6958, Fax: 706-295-6888
 E-mail: mcdonald@admin1.coosa.tec.ga.us

BUSINESS & INDUSTRY TRAINING

Coosa Valley Tech offers several short term employee training programs, exclusively for business and industry, that are designed to enhance the productivity of skilled workforces. These programs include:

WorkKeys™

Our certified industrial trainers, using materials developed by American College Testing (ACT), can focus documenting and improving upon workplace skills used in a wide range of jobs.

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

1. The ability to compare individual workplace skills to particular job requirements.

2. Instructional support materials that enable individuals to improve their skills.

These two factors enable Coosa Valley Tech to both measure the qualifications of *potential* employees and design job-training programs to develop the job skills of *current* hires.

The Work Keys system consist of four integrated components:

Assessment — standardized tests for competency in the following skill areas:

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

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

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

Reporting — a component feedback needed to make career choices, plan training programs, screen prospective employees, and support other functions. Four standard reports are generated and customized reports are available by request.

Certified Customer Service Specialist —

Certificate

Mission Statement

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

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
 - Coosa Valley Tech Calhoun/Gordon County Campus
- Beginning classes for first-time students vary from quarter to quarter. Day and evening classes are available and may be scheduled on a space-available basis. Fall, Winter, Spring, and Summer entry is possible.

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

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

Certified Manufacturing Specialist —

Certificate

Mission Statement

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

Three distinct non-diploma services are provided by personnel from the Office of Economic Development Services.

They are:

- **Quick Start Training for New and Expanding Industry**
- **Continuing Technical Education**
- **Customized Training for Existing Industry**

The training may utilize on-campus facilities, be taught at the business or plant site, or be held at any of the campuses of Coosa Valley Technical Institute.

Representatives of area companies are encouraged to contact the Office of Economic Development for a complete explanation of the services provided and a listing of training that is available.

The telephone number is 295-6957.

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*
 • *Coosa Valley Tech Calhoun/Gordon County Campus*
 Beginning classes for first-time students vary from quarter to quarter. Day and evening classes are available and may be scheduled on a space-available basis. Fall, Winter, Spring, and Summer entry is possible.

Admissions Criteria

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

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

CUSTOMIZED TRAINING FOR EXISTING INDUSTRY

Coosa Valley Technical Institute offers existing industry a wide range of assistance in training and retraining employees. Choose from any of the following series topics or request customized training that is designed to meet the special needs of your company.

- *Safety/Employee Awareness Series* - These courses range from 2 to 40 clock-hours in length. Morning and evening schedules are available. Instruction is available for the following topics and can be arranged for others:
 Agenda 2000: Safety, Health & Environment
 Basic First Aid
 CPR Heartsaver
 Job Safety Analysis
 First Responder
 Supervisor's Safety Development Program
 Blood-borne Pathogens
 Safety In The Workplace
 Proper Lifting: Prevention Of Back Trauma
 Lockout/Tagout (OSHA Standards)
 Ergonomics
 Hazardous Materials Awareness
 AIDS Update
 Forklift Safety
 Certified Nursing Assistant
 Child Care Development Workshop
- *Total Quality Improvement Series* - These courses range from 4 to 100 clock-hours in length. Morning and evening schedules are available. Instruction is available for the following topics and can be arranged for others.
 Total Quality Transformation - Overview (For service or manufacturing industries)
 Total Quality Transformation - Workshop (For service or manufacturing industries)
 ISO 9000 European Quality Systems
 Word Class Manufacturing - Overview
 Statistical Process Control
 Demand Flow Technology

- Leadership Development In Quality
- Kepner-Tregoe Problem Solving/Decision Making Implementation Heating & Air Conditioning Review Course
- Decision Making/Problem Solving
- Electrical Codes Review
- Office Operations Quality Training
- Professional Resume Preparation
- Building High Performance Team Skills
- Business Letter Writing
- Basic Blueprint Reading
- Medical Transcription
- Conversational Spanish

• *Multi-craft Mechanical/Electrical Maintenance Series* - These courses range from 3 to 140 clock-hours in length. Morning and evening schedules are available. Instruction is available for the following topics and can be arranged for others.

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

CONTINUING TECHNICAL EDUCATION

Coosa Valley Technical Institute's continuing education programs focus on topics that deal with computer utilization, health, and safety.

• *Computer And Software Training* - These courses range from 6 to 24 clock-hours in length. Morning and evening schedules are available at the Rome/Floyd County Campus, the Calhoun/Gordon County Campus, or by mail. Instruction is available for the following topics and can be arranged for others:

Software Application	Levels Offered
Introduction to Microcomputers	(beginning/advanced)
Microsoft Windows	(beginning/advanced)
Microsoft Word	(beginning/advanced)
Word Perfect	(beginning/advanced)
Lotus	(beginning/advanced)
Corel Draw	(beginning/advanced)
Humancad Mannequin	(beginning/advanced)
PageMaker	(beginning/advanced)
Lotus/Quattro Pro	(beginning/advanced)

For additional information, contact

Greg Clark, Director
 Continuing Education, Coosa Valley Technical Institute
 785 Cedar Avenue, Rome, GA 30161
 or Telephone: 295-6961.

Diploma Programs

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 with a grade of "C" or better is transferrable to other technical institutes within the system operated by the Department of Technical and Adult Education.

Campus Availability

The location of instruction in the diploma programs listed on the following pages is identified by the following statements:

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

Programs Leading To A Diploma

- Accounting
- Advanced Drafting
- Advanced Machine Tool Technology
- Air Conditioning Technology
- Auto Collision Repair
- Automotive Fundamentals
- Automotive Technology
- Business & Office Technology
 - Business Office Specialization
 - Medical Office Specialization
- Carpentry
- Computer Information Systems
 - Computer Programming
 - Microcomputer Specialist
 - Networking Specialist
- Cosmetology
- Drafting
- Early Childhood Care & Education
- Electrical Construction and Maintenance
- Industrial Electrical Technology
- Industrial Maintenance
- Machine Tool Technology
- Management and Supervisory Development
- Marketing Management
- Medical Assisting
- Paramedic Technology
- Practical Nursing
- Radiologic Technology
- Respiratory Therapy Technology
- Welding and Joining Technology

ACCOUNTING — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Accounting program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of accounting.

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.

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 regular admission are:

- Education: High school diploma or GED
- Appropriate scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: High school diploma or GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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 additional academic course work at Floyd College.

Program Length

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. Day and evening classes are offered.

ACCOUNTING

(Prerequisites in parentheses— <i>Co-requisite in Italics</i>)	Credit Hrs
ACC 101 Principles of Accounting I	6
BUS 101 Beginning Document Processing	5
MAT 111 Business Math	5
ENG 111 Business English	5
ACC 102 Principles of Accounting II (<i>ACC 101</i>)	6
SCT 100 Introduction to Microcomputers	3
ACC 103 Principles of Accounting III (<i>ACC 102</i>)	6
ACC 105 Accounting Database Fund (<i>SCT 100, ACC 101, BUS 101</i>)	3
ACC 106 Accounting Spreadsheet Fund (<i>SCT 100, ACC 101, BUS 101</i>)	3
BUS 108 Word Processing (<i>BUS 101</i>)	5
ACC 104 Computerized Accounting (<i>ACC 102, BUS 101</i>)	3
ENG 112 Business Communications (<i>BUS 101, ENG 111</i>)	5
PSY 100 Interpersonal Relations	3
<i>and one of the following three options:</i>	
Option #I	
ACC 107 Full-time Accounting Internship	12
<i>or Option #II</i>	
ACC 108 Half-time Accounting Internship	(6)
XXX Electives	(6)
<i>or Option #III</i>	
XXX Electives	(12)
Credits required for graduation (<i>minimum</i>)	70

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, teller, payroll clerk, credit clerk, insurance clerk, bookkeeper 1 and 2, cost clerk, general ledger bookkeeper, billing-control clerk, and account-information clerk.

AIR CONDITIONING TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Coosa Valley Tech Polk County Campus

Mission Statement

The mission of the Air Conditioning Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of air-conditioning, heating and ventilation.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

AIR CONDITIONING TECHNOLOGY

First Quarter	Credit Hrs
ACT 100 Refrigeration Fundamentals	4
ACT 101 Principles & Practices of Refrigeration	7
ACT 102 Refrigeration Systems Components	7
MAT 101 General Mathematics	5
Second Quarter	
ACT 103 Electrical Fundamentals	8
ACT 104 Electric Motors	3
ACT 105 Electrical Components	5
ACT 106 Electric Control Systems & Installation	4
Third Quarter	
ACT 107 Air Conditioning Principles	6
ACT 108 Air Conditioning Systems & Installation	3
ACT 109 Troubleshooting Air Conditioning Systems	7
ENG 101 English	5
Fourth Quarter	
ACT 110 Gas Heating Systems	5
ACT 111 Electric Heating Systems	3
ACT 112 Heat Pumps	3
PSY 100 Interpersonal Relations	3
<i>and</i> Technical or Related Electives	5
Credits required for graduation	83

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

AUTO COLLISION REPAIR — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Auto Collision Repair program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the fields of major collision repair or paint and refinishing.

Students of Auto Collision Repair have both classroom and hands-on experiences with damaged cars and trucks. Their training includes techniques for straightening, repairing, replacing, and refinishing damaged vehicles.

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.

Entrance Dates

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate test scores for provisional admission 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.

Program Length

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

AUTO COLLISION REPAIR

Major Collision Repair

First Quarter	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
ACR 100 Safety	1
ACR 101 Automobile Components Identification	3
ACR 102 Equipment & Hand Tools Identification	1
ACR 104 Mechanical and Electrical Systems	2
ACR 105 Body Fiberglass, Plastic, and Rubber Repair	3
Second Quarter	
ACR 106 Welding and Cutting	3
ACR 107 Trim, Accessories, and Glass	2
ACR 109 Damage Identification and Assessment	3
ACR 110 Minor Collision Repair	2
ACR 120 Conventional Frame Repair	2
ACR 121 Unibody Identification/Damage Analysis	2
Third Quarter	
ACR 122 Unibody Measuring & Fixturing Systems	2
ACR 123 Unibody Straightening Systems Techniques	4
ACR 124 Unibody Welding Techniques	3
ACR 125 Unibody Structural Panel Repair/Replace	4
Fourth Quarter	
ACR 126 Conventional Body Structural Panel Repair	2
ACR 127 Unibody Suspension & Steering Systems	1
ACR 128 Bolt-on Body Panel Removal/Replacement	3
<i>and</i> Occupationally Related Electives	8
Credits required for graduation	64

Paint and Refinishing Specialization

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

Employment Opportunities

Graduates find employment with automobile and truck dealerships and with repair shops specializing in body repair and painting. Duties are varied and include body repair technician, frame technician, and spray painting technician.

AUTOMOTIVE FUNDAMENTALS — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Automotive Fundamentals program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in entry level positions within the field of automotive technology.

The Automotive Fundamentals program prepares students for employment as entry level 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.

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 regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

AUTOMOTIVE FUNDAMENTALS

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

Employment Opportunities

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

AUTOMOTIVE TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Automotive Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of automotive technology.

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.

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 regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

AUTOMOTIVE TECHNOLOGY

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

Credits required for graduation 130

Employment Opportunities

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

BUSINESS AND OFFICE TECHNOLOGY — Diploma

Campus Availability

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

Mission Statement

The mission of the Business and Office Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of business and office technology.

Graduates of the program receive a Business and Office Technology diploma with a specialization in either *Business Office Specialist* or *Medical Office Specialist*.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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 additional academic course work at Floyd College (Rome Campus) or Dalton College (Calhoun/Gordon County Campus).

Program Length

This program leads to a diploma and requires a minimum of five quarters for completion with the following schedule. Day and evening classes are offered.

BUSINESS AND OFFICE SPECIALIST

(Prerequisites in parentheses— <i>Co-requisite in Italics</i>)	Credit Hrs
ENG 111 Business English	5
ENG 112 Business Communications (BUS 101, ENG 111)	5
MAT 111 Business Math	5
PSY 100 Interpersonal Relations	3
SCT 100 Introduction to Microcomputers	3
BUS 101 Beginning Document Processing	5
BUS 102 Intermediate Document Processing (BUS 108)	5
BUS 103 Adv. Document Processing (BUS 102, ENG 111)	5
BUS 106 Office Procedures (<i>BUS 101</i>)	4
BUS 108 Word Processing (<i>BUS 101</i>)	5
BUS 105 Database Fundamentals (SCT 100)	3
BUS 107 Machine Transcription (BUS 102, ENG 111, SCT 100)	3
BUS 109 Applied Office Procedures (<i>Be in final quarter of program</i>)	3
BUS 201 Adv. Word Processing (BUS 108, ENG 111)	3
BUS 202 Spreadsheet Fundamentals (SCT 100, MAT 111)	3
ACC 101 Principles of Accounting I (MAT 111)	6
<i>and</i> Occupationally Related Electives	3
Plus	
BUS 204 Half-time Business Office Specialist Internship (Successful completion of all required coursework)	6
<i>and</i> Occupationally Related Electives	6
<i>or</i> BUS 224 Business Office Specialist Internship (<i>Be in final quarter of program</i>)	(12)
<i>or</i> Occupationally Related Electives	(12)
Credits required for graduation	81

Employment Opportunities

Graduates find employment in both general office and specialized medical office positions.

Graduates may be employed as medical transcriptionists, receptionists, and as general office clerks.

BUSINESS AND OFFICE TECHNOLOGY — Diploma

Campus Availability

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

Mission Statement

The mission of the Business and Office Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of business and office technology.

Graduates of the program receive a Business and Office Technology diploma with a specialization in either *Business Office Specialist* or *Medical Office Specialist*.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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 additional academic course work at Floyd College (Rome Campus) or Dalton College (Calhoun/Gordon County Campus).

Program Length

This program leads to a diploma and requires a minimum of five quarters for completion with the following schedule. Day and evening classes are offered.

MEDICAL OFFICE SPECIALIST

<small>(Prerequisites in parentheses—<i>Co-requisite in Italics</i>)</small>	Credit Hrs
ENG 111 Business English	5
ENG 112 Business Communications (BUS 101, ENG 111)	5
MAT 111 Business Math	5
PSY 100 Interpersonal Relations	3
SCT 100 Introduction to Microcomputers	3
BUS 101 Beginning Document Processing	5
BUS 102 Intermediate Document Processing (BUS 108)	5
BUS 103 Adv. Document Processing (BUS 102, ENG 111)	5
BUS 106 Office Procedures (BUS 101)	4
BUS 108 Word Processing (BUS 101)	5
ACC 101 Principles of Accounting	6
BUS 213 Medical Document Processing/ Transcription (BUS 102, AHS 109, ENG 111)	5
BUS 216 Medical Office Procedures (BUS 102, AHS 101)	3
AHS 109 Medical Terminology for Allied Health <i>and</i> Occupationally Related Electives	2
Plus	
AHS 101 Anatomy and Physiology	5
Plus	
BUS 205 Half-time Medical Office Specialist Internship (Successful completion of all required coursework)	6
<i>and</i> Occupationally Related Electives	6
<i>or</i> BUS 215 Medical Office Specialist Internship (Be in final quarter of program)	(12)
<i>or</i> Occupationally Related Electives	(12)
Credits required for graduation	81

Employment Opportunities

Graduates find employment in both general office and specialized medical office positions.

Graduates may be employed as medical transcriptionists, receptionists, and as general office clerks.

CARPENTRY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Carpentry program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of carpentry.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

CARPENTRY

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

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.

COMPUTER INFORMATION SYSTEMS — Diploma

Campus Availability

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

Mission Statement

The mission of the Computer Information Systems program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed as programmers, microcomputer, and/or networking specialists.

CIS students learn concepts, principles, and techniques associated with computers for business applications. Upon completion of a core curriculum, students choose among specializations in:

1. **Computer Programming**
2. **Microcomputer Specialist**
3. **Networking Specialist**

Entrance Date

Fall and Spring entry dates are recommended because they provide 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 regular admission to the program are:

- Education: High school diploma or GED
- Tests: Appropriate test scores for program admission
- 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 are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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

An Associate In Applied Science Degree may be earned by those in this program who complete additional course work at Floyd College (Rome Campus) or Dalton College (Calhoun/Gordon County Campus).

Program Length

This program leads to a diploma. Day and evening classes are offered. *Note: The quarter in which courses are offered may vary; thereby requiring more than five quarters for completion.*

COMPUTER PROGRAMMING SPECIALIST

(Prerequisites in parentheses—*Co-requisite in Italics*) **Credit Hrs**

ENG 111 Business English	5
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Mathematics	5
PSY 100 Interpersonal Relations	3
CIS 103 Operating Systems Concepts (SCT 100)	5
CIS 105 Program Design and Development (Keyboarding skills, CIS 106)	5
CIS 106 Computer Concepts (SCT 100)	5
CIS 112 System Analysis and Design (CIS 105)	4
CIS 214 Database Management (Adv Language Course)	6
SCT 100 Introduction to Microcomputers	3

and one Core language course 7
 CIS 157 Introduction to Windows Programming Using Visual BASIC (CIS 105) (7)

and Occupationally related courses 18
 ACC 101 Principles of Accounting (6)
 CIS 101 Keyboarding (3)
 CIS 127 Word Processing & Desktop Publishing (SCT 100) (7)
 CIS 255 Intro to "C" Programming (CIS 105) (7)

and Language courses 28
 CIS 113 COBOL Programming I (CIS 105) (7)
 CIS 114 COBOL II (CIS 113) (7)
 CIS 250 RPG I Programming (CIS 105) (7)
 CIS 251 Adv. RPG Programming (CIS 250) (7)

Minimum Hours for Graduation: Computer Programming 99

Employment Opportunities

Graduates are qualified for jobs as entry-level business computer programmers; microcomputer specialists; or as networking specialists with financial institutions, hospitals, insurance companies, manufacturers, government, agencies, and educational institutions.

COMPUTER INFORMATION SYSTEMS — Diploma

Campus Availability

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

Mission Statement

The mission of the Computer Information Systems program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed as programmers, microcomputer, and/or networking specialists.

CIS students learn concepts, principles, and techniques associated with computers for business applications. Upon completion of a core curriculum, students choose among specializations in:

1. **Computer Programming**
2. **Microcomputer Specialist**
3. **Networking Specialist**

Entrance Date

Fall and Spring entry dates are recommended because they provide 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 regular admission to the program are:

- Education: High school diploma or GED
- Tests: Appropriate test scores for program admission
- 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 are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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

An Associate In Applied Science Degree may be earned by those in this program who complete additional course work at Floyd College (Rome Campus) or Dalton College (Calhoun/Gordon County Campus).

Program Length

This program leads to a diploma. Day and evening classes are offered. *Note: The quarter in which courses are offered may vary; thereby requiring more than five quarters for completion.*

MICROCOMPUTER SPECIALIST

(Prerequisites in parentheses—*Co-requisite in Italics*) **Credit Hrs**

ENG 111 Business English	5
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Mathematics	5
PSY 100 Interpersonal Relations	3
CIS 103 Operating Systems Concepts (SCT 100)	5
CIS 105 Program Design and Development (Keyboarding skills, CIS 106)	5
CIS 106 Computer Concepts (SCT 100)	5
CIS 122 Microcomputer Installation & Maint. (SCT 100, CIS 103)	7
CIS 124 Microcomputer Database Programming (CIS 105, CIS 128)	7
CIS 127 Word Processing & Desktop Publishing Techniques (SCT 100)	7
CIS 128 Spreadsheet and Database Techniques (SCT 100)	7
CIS 140 Networking Concepts (SCT 100, CIS 103, CIS 106 or instructor approval)	5
SCT 100 Introduction to Microcomputers	3

and one Core language course 7

CIS 157 Introduction to Windows Programming Using Visual BASIC (CIS 105) (7)	7
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and Occupationally related courses 23

ACC 101 Principles of Accounting (6)	6
CIS 101 Keyboarding (3)	3
CIS 156 Introduction to the Internet & Wide Area Networks (SCT 100) (5)	5
CIS 160 Introduction to Multimedia Development (SCT 100) (5)	5
CIS 255 Intro to "C" Programming (CIS 105) (7)	7

Minimum Hours for Graduation: 99

Employment Opportunities

Graduates are qualified for jobs as entry-level business computer programmers; microcomputer specialists; or as networking specialists with financial institutions, hospitals, insurance companies, manufacturers, government, agencies, and educational institutions.

COMPUTER INFORMATION SYSTEMS — Diploma

Campus Availability

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

Mission Statement

The mission of the Computer Information Systems program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed as programmers, microcomputer, and/or networking specialists.

CIS students learn concepts, principles, and techniques associated with computers for business applications. Upon completion of a core curriculum, students choose among specializations in:

1. Computer Programming
2. Microcomputer Specialist
3. Networking Specialist

Entrance Date

Fall and Spring entry dates are recommended because they provide 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 regular admission to the program are:

- Education: High school diploma or GED
- Tests: Appropriate test scores for program admission
- 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 are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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

An Associate In Applied Science Degree may be earned by those in this program who complete additional course work at Floyd College (Rome Campus) or Dalton College (Calhoun/Gordon County Campus).

Program Length

This program leads to a diploma. Day and evening classes are offered. *Note: The quarter in which courses are offered may vary; thereby requiring more than five quarters for completion.*

NETWORKING SPECIALIST

(Prerequisites in parentheses—Co-requisite in <i>Italics</i>)	Credit Hrs
ENG 111 Business English	5
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Mathematics	5
PSY 100 Interpersonal Relations	3
CIS 103 Operating Systems Concepts (SCT 100)	5
CIS 105 Program Design and Development (Keyboarding skills, CIS 106)	5
CIS 106 Computer Concepts (SCT 100)	5
CIS 122 Microcomputer Installation & Maint. (SCT 100, CIS 103)	7
CIS 140 Networking Concepts (SCT 100, CIS 103, CIS 106, or instructor approval)	5
CIS 141 Client/Server Database Management (CIS 146, CIS 147)	7
CIS 142 Multiple Networks and WANS (CIS 140; CIS 258)	7
CIS 146 Microsoft NT Administrator (CIS 140)	7
CIS 147 Microsoft NT Installation and Configuration (CIS 146)	7
CIS 148 Microsoft NT Diagnostics & Troubleshooting (CIS 146, CIS 147)	7
CIS 156 Introduction to the Internet and WANS (SCT 100)	5
CIS 258 Introduction to Data Communications (SCT 100)	4
SCT 100 Introduction to Microcomputers	3
and one Core language course	7
CIS 157 Introduction to Windows Programming Using Visual BASIC (CIS 105) (7)	7
Minimum Hours for Graduation:	99

Employment Opportunities

Graduates are qualified for jobs as entry-level business computer programmers; microcomputer specialists; or as networking specialists with financial institutions, hospitals, insurance companies, manufacturers, government, agencies, and educational institutions.

COSMETOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Cosmetology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of cosmetology.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission 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: Appropriate test scores for program admission
- 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 are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

This program leads to a diploma and requires a minimum of four quarters and 1500 unit hours for completion with the following schedule. Day classes are offered. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

COSMETOLOGY

First Quarter	Credit Hrs
COS 100 Introduction to Cosmetology Theory	5
COS 101 Introduction to Permanent Waving/Relaxing	2
COS 102 Introduction to Hair Color	4
COS 103 Introduction to Skin, Scalp, and Hair	2
COS 104 Introduction to Manicuring & Pedicuring	1
COS 105 Introduction to Shampooing & Styling	3
COS 106 Introduction to Haircutting	2
MAT 100 Basic Mathematics	3
Second Quarter	
COS 107 Haircutting Techniques	2
COS 108 Permanent Waving and Relaxing	3
COS 109 Hair Color	2
COS 110 Skin, Scalp, and Hair	2
COS 111 Styling	3
COS 112 Manicuring and Pedicuring	1
ENG 101 English	5
Third Quarter	
COS 113 Practicum I	4
COS 114 Practicum II	5
PSY 100 Interpersonal Relations	3
Fourth Quarter	
COS 115 Practicum/Internship I	4
COS 116 Practicum/Internship II	5
COS 117 Salon Management	4
DIS 150 Directed Individual Study	3
Credits required for graduation	68

Employment Opportunities

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

DRAFTING — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Drafting program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of drafting.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

DRAFTING

First Quarter	Credit Hrs
SCT 100 Introduction to Microcomputers	3
ENG 101 English	5
MAT 103 Algebraic Concepts	5
PSY 100 Interpersonal Relations	3
DDF 101 Introduction to Drafting	6
Second Quarter	
MAT 104 Geometry and Trigonometry	5
DDF 102 Size and Shape Description I	5
DDF 103 Size and Shape Description II	5
DDF 105 Auxiliary Views	3
Third Quarter	
DDF 106 Fasteners	3
DDF 107 Introduction to CAD	6
DDF 108 Intersections and Development	5
Fourth Quarter	
DDF 109 Assembly Drawings I	5
DDF 111 Intermediate CAD	6
DDF 112 3-D Drawing and Modeling	6
<i>and Related Electives (DDS 202 Adv CAD, 6 hrs suggested)</i>	3
Credits required for graduation 74	

Note: This course may substitute for DDF 109
 DDS 205 Residential Architectural Drawing I (6 hrs.)

Employment Opportunities

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

EARLY CHILDHOOD CARE & EDUCATION — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Campus Availability

- Coosa Valley Tech Calhoun/Gordon County Campus

Mission Statement

The mission of the Early Childhood Care and Education program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of early childhood care and education.

This program provides classroom and center-based training that prepares students for successful employment. Students develop skills for creative interaction with children and an awareness of their health, nutritional, and educational needs.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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 additional academic course work at Dalton College (Calhoun/Gordon County Campus).

Program Length

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

EARLY CHILDHOOD CARE & EDUCATION Program Outline Credit Hrs

(Prerequisites in parentheses—Co-requisite in Italics)

ENG 101 English	5
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
SCT 100 Introduction to Microcomputers	3
ECE 101 Introduction to Early Childhood Care and Education	5
ECE 103 Human Growth and Development I	5
ECE 105 Health, Safety, and Nutrition	5
ECE 112 Curriculum Development I <i>(ECE 101, ECE 103)</i>	4
ECE 121 Early Childhood Care and Education Practicum I <i>(ECE 101, ECE 103)</i>	3
ECE 122 Early Childhood Care and Education Practicum II <i>(ECE 121)</i>	3
ECE 113 Art for Children	3
ECE 114 Music & Movement	3
ECE 115 Language Arts & Literature <i>(ECE 103, ENG 101)</i>	5
ECE 116 Math & Science <i>(ECE 103; MAT 101)</i>	5
ECE 123 Parent Involvement	3
ECE 124 Early Childhood Care and Education Internship III <i>(Departmental approval)</i>	12

Credits required for graduation: 72

Employment Opportunities
 Graduates find employment as child care providers with area child development facilities.

ELECTRICAL CONSTRUCTION AND MAINTENANCE — Diploma

Mission Statement

The mission of the Electrical Construction and Maintenance program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of residential or commercial wiring.

The Electrical Construction and Maintenance program consists of classroom and lab training in electrical wiring, motor controls and control systems, electrical code requirements, and the maintenance of electrical equipment.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

ELECTRICAL CONSTRUCTION AND MAINTENANCE

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

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.

INDUSTRIAL ELECTRICAL TECHNOLOGY—Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Industrial Electrical Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of industrial electricity.

The Industrial Electrical Technology program consists of classroom and lab training in electrical wiring, motor controls and control systems, electrical code requirements, and the maintenance of electrical equipment. Emphasis is placed on the installation, programming, and use of programmable logic controllers.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

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

Employment Opportunities

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

INDUSTRIAL MAINTENANCE — Diploma

Campus Availability

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

Mission Statement

The mission of the Industrial Maintenance program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of industrial maintenance.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

Associate Degree Opportunity

The Associate In Applied Science Degree may be earned by persons in this program who complete additional academic course work at Dalton College (Calhoun/Gordon County Campus).

INDUSTRIAL MAINTENANCE Electrical Specialization Curriculum

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

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

INDUSTRIAL MAINTENANCE Mechanical Specialization Curriculum

Core Courses	Credit Hrs
MAT 103 Algebraic Concepts	5
ENG 101 English	5
PSY 100 Interpersonal Relations	3
Fundamental Technical Courses	
SCT 100 Introduction to Microcomputers	3
IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
IFC 102 Alternating Current I	4
IFC 103 Solid State Devices	4
IMT 102 Problem Solving In Technology	4
Mechanical Maintenance Specialization Courses	
ACT 100 Refrigeration Fundamentals	4
IMT 108 Industrial Mechanics I	7
IMT 110 Industrial Mechanics II	6
IMT 113 Industrial Hydraulics	8
IMT 115 Pneumatics I	4
IMT 128 Pumps and Piping Systems	2
IMT 133 Industrial Maint. Mechanical Review	3
MCH 109 Lathe Operations I	7
WLD 133 Metal Welding & Cutting Techniques	3
and Technical or Tech. Related Electives	4
Credits Required for Graduation	82

MACHINE TOOL TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Machine Tool Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of machine tool technology.

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 setup of general machine shop equipment, characteristics of metals, and computer/CNC literacy.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

MACHINE TOOL TECHNOLOGY

First Quarter	Credit Hrs
MAT 101 General Mathematics	5
MCH 101 Introduction to Machine Tool	6
MCH 102 Blueprint Reading for Machine Tool	5
MCH 109 Lathe Operations I	7
Second Quarter	
MCH 104 Machine Tool Math I	5
MCH 110 Lathe Operations II	6
MCH 114 Blueprint Reading II	5
MCH 115 Mill Operations I	7
Third Quarter	
ENG 101 English	5
PSY 100 Interpersonal Relations	3
MCH 105 Machine Tool Math II	5
MCH 116 Mill Operations II	6
MCH 118 Computer/CNC Literacy	5
Fourth Quarter	
MCH 107 Characteristics of Metal/Heat Treat.	4
MCH 112 Surface Grinder Operations	6
MCH 151 Machine Tool Technology Internship	5
Credits required for graduation	85

ADVANCED MACHINE TOOL TECHNOLOGY

Completion of the 85 credit hour Machine Tool program and the following advanced courses:

Advanced General Machinist Specialization

	Credit Hrs
MCA 201 Advanced Milling I	5
MCA 203 Advanced Milling II	5
MCA 205 Advanced Lathe Operations I	5
MCA 207 Advanced Lathe Operations II	5
MCA 208 Advanced Grinding I	3
MCA 209 Advanced Grinding II	3
and Electives	12
Total credits required for graduation	123

Computer Numerical Control Specialization

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

Tool & Die Specialization

	Credit Hrs
MCA 220 Die Design I	6
MCA 221 Die Construction I	3
MCA 223 Die Design II	6
MCA 224 Die Construction II	3
MCA 226 Machining Math III	5
MCA 228 Characteristics of Metal/Heat Treat. II	4
and Electives	11
Total credits required for graduation	123

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.

MANAGEMENT AND SUPERVISORY DEVELOPMENT — Diploma

Campus Availability

- Coosa Valley Tech Calhoun/Gordon County Campus

Mission Statement

The mission of the Management and Supervisory Development program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of management.

The Management and Supervisory Development program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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

An Associate In Applied Science Degree may be earned by those in this program who complete additional course work at Dalton College (Calhoun/Gordon County Campus).

Program Length

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. Day and evening classes are offered. *Note: The quarter in which courses are offered may vary from the following curriculum outline; thereby requiring more than four quarters for completion.*

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Program Outline	Credit Hrs
SCT 100 Introduction to Microcomputers	3
ENG 111 Business English	5
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Mathematics	5
PSY 100 Interpersonal Relations	3
MKT 101 Principles of Management	5
MKT 104 Principles of Economics	5
MKT 105 Accounting for Marketing Applications (MAT 111)	5
MSD 101 Interpersonal Employee Relations	5
MSD 102 Legal Environment for Supervisors	5
MSD 103 Leadership and Decision Making	5
MSD 104 Personnel Administration for Supervisors	5
MSD 105 Labor Law and Labor Relations	5
MSD 106 Counseling and Disciplinary Actions	5
MSD 107 Training and Performance Evaluation	5
MSD 108 Management & Supervisory Seminar (MSD 103)	5
MSD 110 Management & Supervision - Occupationally Based Instruction I (MKT 101, ENG 111)	3
xxx xxx Essential Electives	9
Credits required for graduation	88

Employment Opportunities

Employment may be as a supervisor, manager, manager trainee, or other position involving employee and/or production oversight.

MARKETING MANAGEMENT — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Marketing Management program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of marketing.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate placement test scores for provisional admission 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 additional academic course work at Floyd College.

Program Length

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. Day and evening classes are offered. *Note: The quarter in which courses are offered may vary from the following curriculum outline; thereby requiring more than four quarters for completion.*

MARKETING MANAGEMENT

First Quarter	Credit Hrs
ENG 111 Business English	5
MKT 100 Introduction to Marketing	5
MKT 103 Business Law	5
MKT 106 Fundamentals of Selling	5
MKT 109 Visual Merchandising	4
Second Quarter (<i>Prerequisites are in parentheses</i>)	
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Math	5
SCT 100 Introduction to Microcomputers	3
MKT 101 Principles of Management	5
MKT 107 Buying	5
Third Quarter	
MKT104 Principles of Economics	5
MKT108 Advertising	4
MKT110 Entrepreneurship	8
ACC 101 Principles of Accounting I	6
Fourth Quarter	
PSY 100 Interpersonal Relations	3
MKT 130 Marketing Administration/Occupationally-Based Instruction I (<i>MKT 101</i>)	3
MKT 131 Marketing Administration/Occupationally-Based Instruction II (<i>MKT 130</i>)	3
<i>and</i> Occupationally Related Electives	9
Credits required for graduation	88

Employment Opportunities

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

MEDICAL ASSISTING — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Medical Assisting program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of medical assisting.

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.

Entrance Date

Fall and spring 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 regular admission are:
- Education: High school diploma or GED required
 - Tests: Appropriate test scores for program admission
 - Age: 17 years and older
 - Other: Medical and dental exam, personal references.

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.

Program Length

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

MEDICAL ASSISTING

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

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

PARAMEDIC TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Paramedic Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of paramedic technology.

The Paramedic Technology program prepares persons who have a minimum of six months experience working as basic EMT's for certification as paramedics and appropriate employment in the health services field. Graduates of the program receive an Paramedic Technology diploma and are eligible to sit for the paramedic certification test.

Entrance Date

Classes for Paramedic Technology students begin in October.

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED and be currently certified as an Emergency Technician and documentation of six months experience working as an EMT
- Tests: Appropriate test scores for program admission
- Age: 18 years and older (furnish birth certificate)
- Other: Pass written and practical exam on 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.

Program Length

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. A day class schedule is offered.

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

PARAMEDIC TECHNOLOGY

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

Employment Opportunities

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

PRACTICAL NURSING — Diploma

Campus Availability

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

Mission Statement

The mission of the Practical Nursing program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of practical nursing.

Program Description

The Practical Nursing program is designed to prepare students to write the NCLEX-PN-CAT (national exam) for licensure in Georgia 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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED documentation.
- Tests: Appropriate test scores for program admission
- Age: 17 years and older
- Other: Physical and dental report, Two personal references

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.

Program Length

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

State Legal Requirements for Licensure or entry into the occupation/profession:

- Proof of having graduated from a PN program that is approved by the Georgia Board of Examiners Licensed Practical Nurses
- Age 18 or older at time of application for licensure
- High school graduate or equivalent
- Demonstrated ability to speak, write, and understand the English language
- Proof of payment of all required fees for licensure
- Submission of such legal papers as required by Georgia laws
- Take and pass the NCLEX-PN Exam

PRACTICAL NURSING

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

Employment Opportunities

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

RADIOLOGIC TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Radiologic Technology program is to provide educational opportunities consistent with the Georgia Department of Technical and Adult Education to individuals in a didactic and clinical environment that will enable them to obtain knowledge, skills, and attitudes necessary to graduate and become successful in the field of Radiography.

Radiologic technologists perform an important function in this rapidly growing branch of medicine. Radiologic technologists (radiographers) assist radiologists, physicians who specialize in the use of ionizing radiation, to help diagnose and treat disease and injury. As a radiographer, you will apply knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph. You will also use mobile radiographic equipment at a patient's bedside or in surgery.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED documentation
- Tests: Appropriate test scores for program admission
- Age: 17 years and older
- Other: Physical report, Two personal references

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 additional academic course work at Floyd College.

Program Length

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

State Legal Requirements for Licensure or entry into the occupation/profession:

- Proof of having graduated from an accredited program in radiologic technology is required for persons seeking credentials from the American Registry of Radiologic Technologists. Such credentialing is generally required by accredited employers for entry into the profession.

RADIOLOGIC TECHNOLOGY

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

Employment Opportunities

Most radiologic technologists are usually employed in hospitals, but employment may also be found in a physician's office, industry, government, education, clinics, and with the armed forces.

Experts say that job outlook is good for those professionals who are skilled and capable. Advancement opportunities for certified

radiologic technologists are numerous.

With additional training, such opportunities include: nuclear medicine, ultrasound, radiation therapy, CT scanning, mammography, special procedures, MRI, administration, and education.

RESPIRATORY THERAPY TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Respiratory Therapy Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to successfully compete in the field of respiratory therapy.

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.

Entrance Date

Fall entry is possible; however, limits on class size make early application advisable. Core classes may be scheduled during the summer quarter to decrease first quarter load.

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED documentation
- Tests: Appropriate scores for program admission
- Age: 17 years and older
- Other: Documentation of a physician's examination, submission of an immunization record, and 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.

Program Length

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

State Legal Requirements for Licensure or entry into the occupation/profession:

- Age 18 or older at time of application for licensure
- Proof of having graduated from a RTT program supported by the Committee on Accreditation for Respiratory Care (CoARC) or accredited by the AMA Committee on Allied Health Education (CAHEA), or its successor, the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

- Graduates must complete their program by the last day of the month prior to the month of the examination for which they are applying (February 28 for the March Exam, June 30 for the July exam, or October 31 for the November exam).
- State licensure is required to practice in the state of Georgia. Temporary licensure is offered for a term of 18 months to those who have successfully completed an accredited course of respiratory therapy study. Permanent licensure is obtained by successfully completing the NBRC (see above) exam and achieving CRTT credentialing.

RESPIRATORY THERAPY TECHNOLOGY

First Quarter	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
AHS 101 Anatomy and Physiology	5
xxx xxx Elective (see list of suggested electives)	3
RES 101 Introduction to Respiratory Therapy	5
RES 102 Foundations of Respiratory Therapy	5
Second Quarter	
RES 103 Respiratory Therapy Equipment	5
RES 104 Cardiopulmonary Anatomy and Physiology	5
RES 106 Pharmacology	5
RES 107 Patient Assessment	2
Third Quarter	
RES 108 Patient Monitoring	2
RES 109 Airway Management	2
RES 110 Microbiology	3
RES 111 Pathophysiology	6
RES 121 Respiratory Clinical Orientation	2
RES 122 Respiratory Care I	2
Fourth Quarter	
RES 113 Mechanical Ventilation	4
RES 114 Mechanical Ventilators	3
RES 115 Introduction to Pulmonary Function Testing	1
RES 123 Respiratory Care II	2
RES 124 Respiratory Critical Care	5
Fifth Quarter	
RES 116 Neonatal/Pediatric Respiratory Care	3
RES 117 Pulmonary Rehabilitation	1
RES 120 Respiratory Therapy Seminar	2
RES 125 Respiratory Critical Care II	10
Credits required for graduation	93

Suggested electives:

AHS 109 Medical Terminology	3
SCT 100 Introduction to Microcomputers	3
PSY 100 Interpersonal Relations	3

Employment Opportunities
Graduates find employment in general hospitals, VA hospitals, skilled nursing facilities, home care agencies, and clinics.

WELDING AND JOINING TECHNOLOGY — Diploma

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Mission Statement

The mission of the Welding and Joining Technology program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of welding and joining.

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.

Entrance Date

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

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or 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 GED certificate.
- Tests: Appropriate test scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission 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.

Program Length

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

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

Employment Opportunities

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

Technical Certificate Programs

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

A Technical Certificate of Credit is a complete body of study that:

1. does not, by itself, lead to a diploma;
2. normally requires one or two quarters of study; and
3. is composed of credit courses that are related to an area of specialized study.

The credential that the student will receive after successfully completing a certificate curriculum will acknowledge training specialization in that field. The institution will also maintain records reflecting the course work attempted and grades earned. A transcript of such course work will be made available upon request by the student.

Tuition & Fees For Technical Certificate Classes:

Tuition will be charged per credit hour scheduled. Classes, taught as a part of a regular diploma program schedule, will be at \$21 per credit hour. Due to the extra expense of hiring adjunct instructors, tuition for EMT technical certificate classes are expected to be higher than that charged for regular diploma classes

Book costs vary but often equal the cost of tuition. Financial aid through Georgia's HOPE Grant is available to Georgia residents.

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 Awarded Upon Course Completion

Course work is designed to award certificate credit. Such credit may be converted to diploma credit should the student successfully completing admissions requirements for a diploma program.

Entrance Requirements

The requirements for regular admission are:

- Education: High school diploma or GED preferred but not required for admission; however, students will not be allowed to receive a technical certificate until they have first earned a high school diploma or GED certificate.
- Tests: Appropriate scores for program admission
- 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 program. The requirements for provisional admission are:

- Education: The same as for regular admission status
- Tests: Appropriate placement test scores for provisional admission or recommendation by program faculty and designated admissions personnel based upon interview and assessment of student potential
- Age: 16 years or older

Accounting Data Entry Clerk

Certificate

Mission Statement

The mission of the Accounting Data Entry Clerk certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of accounting data entry.

Campus Availability

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

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

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

Required Courses (Prerequisite in parenthesis)	Credit Hours
ACC 101 Principles of Accounting I	6
ACC 102 Principles of Accounting II (ACC 101)	6
MAT 111 Business Math	5
BUS 101 Beginning Document Processing	5
SCT 100 Introduction to Microcomputers	3
BUS 157 Electronic Calculators	3
Credits required for graduation	28

Auto Body Repair Assistant

Certificate

Mission Statement

The mission of the Auto Body Repair Assistant certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of auto body repair.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

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

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

Required Courses	Credit Hours
ACR 100 Safety	1
ACR 101 Automobile Component Identification	3
ACR 102 Equipment and Hand Tools	1
ACR 104 Mechanical and Electrical Systems	2
ACR 105 Body Fiberglass, Plastics & Rubber Repair	3
ACR 107 Trim, Accessories, and Glass	2
ACR 110 Minor Collision Repair	2
ACR 128 Bolt-on Body Panel Removal/Replacement	3
ACR 130 Sanding, Priming & Paint Preparation	4
Credits required for graduation	21

Basic Structural Steel Welding

Certificate

Mission Statement

The mission of the Basic Structural Steel Welding certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of auto body repair.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Coosa Valley Tech Polk County Campus

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

Admissions Criteria Applicant must be at least 18 years of age. A high school diploma or equivalent is not required for admission. Applicant must make appropriate placement test scores for provisional or regular admission.

Required Courses	Credit Hours
WLD 100 Introduction to Welding Technology	6
WLD 101 Oxyfuel Cutting	4
WLD 104 Shielded Metal Arc Welding I	6
WLD 105 Shielded Metal Arc Welding II	6
WLD 106 Shielded Metal Arc Welding III	6
WLD 153 Flux Cored Arc Welding	4
Credits required for graduation	32

Business Computer Applications

Certificate

Mission Statement

The mission of the Business Computer Applications certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of business computer applications.

Campus Availability

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

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

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

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

Application Process

- Check with the Student Services office for a schedule of courses and information on testing.
- Submit an application, pay a non-refundable application fee, and take the admissions test.

Business Data Entry Clerk

Certificate

Mission Statement

The mission of the Business Data Entry Clerk certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of business data entry.

Campus Availability

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

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

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

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

Cabinetmaking Fundamentals

Certificate

Mission Statement

The mission of the Cabinetmaking Fundamentals certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of cabinetmaking.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Beginning classes for first-time students vary from quarter to quarter. Evening classes are available and may be scheduled on a space-available basis. Fall, Winter, Spring, and Summer entry is possible.

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

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

Certified Customer Service

Specialist – Certificate

Mission Statement

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

Campus Availability

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

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

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

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

Certified Manufacturing Specialist

Certificate

Mission Statement

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

Campus Availability

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

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

Admissions Criteria

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

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

Application Process

- Check with the Student Services office for a schedule of courses and information on testing.
- Submit an application, pay a non-refundable application fee, and take the admissions test.

Child Development Associate I

Certificate

Mission Statement

The mission of the Child Development Associate I certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of child development.

Campus Availability

• *Coosa Valley Tech Calhoun/Gordon County Campus*

Beginning classes for first-time students vary from quarter to quarter. Evening classes are available and may be scheduled on a space-available basis. Fall, Winter, Spring, and Summer entry is possible.

Admissions Criteria Applicant must be at least 18 years of age and make appropriate placement test scores for provisional or regular admission. High school diploma or 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 GED certificate.

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

Computerized Assisted Drafting

Certificate

Mission Statement

The mission of the Computerized Assisted Drafting certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of computer assisted drafting.

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

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

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

A review course, MTH 098 Developmental Algebra, will be offered for those with placement test scores below minimum program level.

Required Courses	Credit Hours
MAT 103 Algebraic Concepts	5
DDF 101 Introduction to Drafting	6
DDF 102 Size & Shape Description I	5
DDF 103 Size & Shape Description II	5
DDF 105 Auxiliary Views	3
DDF 106 Fasteners	3
DDF 107 Introduction To CAD	6

DDF 109 Assembly Drawing I	5
DDS 202 Advanced CAD	6
DDF 112 3-D Modeling and Drawing	6
Credits required for graduation	50

Computerized Accounting

Certificate

Mission Statement

The mission of the Computerized Accounting certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of computerized accounting.

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

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

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

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

Computerized Tomography

Certificate

Mission Statement

The mission of the Computerized Tomography certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of computerized tomography.

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

Usually offered once each year, this program requires two quarters for completion. Call for information on the next beginning date. Classes are usually scheduled two days per week during evening hours or one day per week during day hours.

Admissions Criteria Open to persons with certification and a diploma in Radiologic Technology.

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

Application Process

• Check with the Student Services office for a schedule of courses and information on testing.

• Submit an application, pay a nonrefundable application fee, and take the admissions test.

Diagnostic Medical Sonography

Certificate

Mission Statement

The mission of the Diagnostic Medical Sonography certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of diagnostic sonography.

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

Usually offered once each year, this program requires two quarters for completion. Call for information on the next beginning date. Classes are usually scheduled two days per week during evening hours or one day per week during day hours.

Admissions Criteria Open to persons with certification and a diploma in Radiologic Technology.

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

Emergency Medical Technician

Certificate

Mission Statement

The mission of the Emergency Medical Technician (EMT) certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to successfully complete certification as EMT's and succeed in the field of emergency medical care.

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

Usually offered once each year, this program requires four quarters for completion. Call for information on the next beginning date. Classes are usually scheduled during evening hours

Admissions Criteria Applicants must be at least 18 years of age, have a high school diploma or GED, a valid driver's license, and make appropriate placement test scores for admission to the program.

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

Industrial Construction - Electrician

Certificate

Mission Statement

The mission of the Industrial Construction - Electrician certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of industrial construction as an electrician.

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

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

Admissions Criteria

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

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

Mammography

Certificate

Mission Statement

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

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

Usually offered once each year, this program requires two quarters for completion. Call for information on the next beginning date. Classes are usually scheduled two days per week during evening hours or one day per week during day hours.

Admissions Criteria Open to persons with certification and a diploma in Radiologic Technology.

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

Application Process

- Check with the Student Services office for a schedule of courses and information on testing.
- Submit an application, pay a non-refundable application fee, and take the admissions test.

Medical Coding

Certificate

Mission Statement

The mission of the Medical Coding certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of medical coding.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

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

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

Required Courses (Prerequisite in parenthesis)	Credit Hours
AHS 101 Anatomy & Physiology	5
AHS 109 Medical Terminology for Allied Health	3
MAS 112 Human Disease (AHS 101, AHS 109)	5
BUS 101 Beginning Document Processing	5
ENG 101 English	5
MAS 151 ICD-9-CM Coding I (MAS 112)	4
MAS 152 ICD-9-CM Coding II (MAS 151)	4
MAS 153 CPT-4 Coding (MAS 112)	2
Credits required for graduation	33

Medical Receptionist

Certificate

Mission Statement

The mission of the Medical Receptionist certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of medical reception.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Coosa Valley Tech Polk County Campus

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

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

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

Medical Transcription

Certificate

Mission Statement

The mission of the Medical Transcription certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of medical transcription.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

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

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

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

Nail Technician

Certificate

Mission Statement

The mission of the Nail Technician certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of manicuring, nail care and decoration.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Beginning classes for first-time students vary from quarter to quarter. Evening classes are available and may be scheduled on a space-available basis. Fall, Winter, Spring, and Summer entry is possible.

Admissions Criteria Applicants must be at least 16 years of age, have completed the 9th grade or higher, or have the GED, and make appropriate placement test scores for provisional or regular admission.

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

Application Process

- Check with the Student Services office for a schedule of courses and information on testing.
- Submit an application, pay a non-refundable application fee, and take the admissions test.

Office Assistant

Certificate

Mission Statement

The mission of the Office Assistant certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of office assisting.

Campus Availability

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

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

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

Required Courses <i>(Prerequisite in parenthesis)</i>	Credit Hours
ENG 111 Business English	5
MAT 111 Business Math	5
BUS 101 Beginning Document Processing	5
BUS 102 Intermediate Document Processing (BUS108)	5
BUS 107 Machine Transcription (BUS102, ENG 111, SCT 100)	3
BUS 108 Word Processing (BUS101)	5
SCT 100 Introduction to Microcomputers	3
XXX XX Electives	8
Credits required for graduation	39

Patient Care Assistant

Certificate

Mission Statement

The mission of the Patient Care Assistant certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed as certified nursing assistants in the field of personal and home health care.

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Beginning classes for first-time students vary from quarter to quarter. Day and/or evening classes may be scheduled on a space-available basis. Fall, Winter, Spring, and Summer entry is possible.

Admissions Criteria Applicants must be at least 18 years of age, have a high school diploma or GED, and make appropriate placement test scores for admission to the program.

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

Supervisory & Management Development

Certificate

Mission Statement

The mission of the Supervisory & Management Development certificate program is to provide educational opportunities to individuals that will enable them to obtain knowledge, skills, and attitudes necessary to succeed in the field of supervision and personnel management.

Campus Availability

- Calhoun/Gordon County Campus

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

Admissions Criteria Applicant must be at least 18 years of age, have a high school diploma or earn GED equivalent before graduation, and make appropriate placement test scores for provisional or regular admission.

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

Application Process

- Check with the Student Services office for a schedule of courses and information on testing.
- Submit an application, pay a non-refundable application fee, and take the admissions test.

Associate Degree Programs — *With Area Colleges*

Cooperative programs with area colleges are open to presently enrolled and graduated Coosa Valley Technical Institute students who also meet the college's admission requirements for career programs. Cooperative 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 fields in which cooperative program leading to the associate degree have been developed are:

- Associate of Applied Science in Business
- Associate in Applied Science in Child Development
- Associate in Applied Science in Health
- Associate in Applied Science in Technology

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 the selected college.

**Rome/Floyd Campus Programs and
Floyd College**

Business

Associate In Applied Science Degree

This cooperative program requires completion of one of the following programs at Coosa Valley Technical Institute and 34 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:

Credits required by Coosa Valley Tech	Credit Hours
Accounting	See page 25 69
Business and Office Technology	See pages 30, 32 68
Computer Information Services	
• Computer Programming	See page 33 84
• Microcomputer Specialist	See page 34 84
• Network Specialist	See page 35 84
Marketing Management	See page 44 73

Above totals assume English and math will be taken at Floyd College

Courses required by Floyd College	Credit Hours
<i>One of the following 5-hour courses</i>	5
■ ENGL 101 Composition I	
● or ENGL 171 English Skills ***	
<i>One of the following 5-hour courses</i>	5
■ ENGL 102 Composition II	
■ or SPCH 208 Fundamentals of Speech ***	
■ or ENGL 251 Technical, Professional, and Business Communication	
■ or BAGB 208 Business, Professional, and Technical Communication	
<i>One of the following 5-hour courses</i>	5
■ MATH 105 Principles of Mathematics	
■ or MATH 113 College Algebra	

- or MATH 116 Precalculus I
- or MATH 171 Mathematics I
- or MATH 175 Algebra

Each of the following:

● HIST 100	U.S. & Georgia History **	5
■ BAGB 200	Introduction to Business	5
■ ECON 202	Principles of Economics	5
■ HPER 101	Concepts in Physical Education	2
■ HPER 106	Standard First Aid	2
CSCI 100 or CVT equivalent ****		

Total Required Hours From Floyd College 34

Health

Associate in Applied Science Degree

This cooperative program requires completion of the following program at Coosa Valley Technical Institute and 40 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:

Credits required by Coosa Valley Tech	Credit Hours
Radiologic Technology	See page 48 116

Above totals assume English and math will be taken at Floyd College

Courses required by Floyd College	Credit Hours
<i>One of the following 5-hour courses</i>	5
■ ENGL 101 Composition I	
● or ENGL 171 English Skills ***	
<i>One of the following 5-hour courses</i>	5
■ MATH 113 College Algebra	
■ or MATH 116 Precalculus I	
● or MATH 175 Algebra	

Each of the following:

■ BIOL 212	Anatomy & Physiology I	5
■ BIOL 213	Anatomy & Physiology II	5
■ PSYC 201	General Psychology	5
● HIST 100	U.S. & Georgia History **	5
■ BAIS 205	Computer Systems and Applications to Business	5
● DAHS 101	Medical Terminology	3
■ HPER 106	Standard First Aid	2
CSCI 100 or CVT equivalent ****		

Total Required Hours From Floyd College 40

Symbols

■ Part of the UGA Core Curriculum which is transferrable to institutions in the UGA system and most private colleges. Courses not preceded by a black box (■) are designed for career programs. See your advisor.

**Those planning transfer to a four-year program may take POL 101 together with HIS 251 or HIS 252 for HIS 100. This will add 5 credit hours to the total required by Floyd College.

*** Students who choose ENGL 171 must take SPCH 208.

**** Computer literacy is required for degree completion. Students must include CVT's BUS 104 or its equivalent or take Floyd's CSCI 100.

Associate Degree Cooperative Programs With Area Colleges

Cooperative programs leading to the Associate of Applied Science degree have been established by Coosa Valley Technical Institute with Floyd and Dalton Colleges.

Students participating in cooperative 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.

Calhoun/Gordon Campus Programs and Dalton College

Business

Associate In Applied Science Degree

This cooperative program requires completion of one of the following programs at the Calhoun/Gordon County Campus of Coosa Valley Technical Institution and 30+ quarter hours at Dalton 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 Dalton 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:

Credits required by Coosa Valley Tech Credit Hours

Business and Office Technology	See pages 30, 32	81
Computer Information Services		
• Computer Programming	See page 33	99
• Microcomputer Specialist	See page 34	99
• Network Specialist	See page 35	99
Management & Supervisory Develop.	See page 43	88

Courses required by Dalton College Credit Hours

ENGL	101	Composition I	5
SPCH	108	Fundamentals of Speech	5
MATH	100	College Algebra	5
HIST	251	American History	5
or HIST	252	American History	5
POL	101	American Government	5

Social Science elective from below:

HIST 201, 202, 251 252; PSY 101; SOC 105	5
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Total Required Hours From Dalton College 30*

* Additionally, satisfy the requirement for PE 100 First Aid/Adult CPR

Child Development

Associate In Applied Science Degree

This cooperative program requires completion of one of the following programs at the Calhoun/Gordon County Campus of Coosa Valley Technical Institution and 30+ quarter hours at Dalton 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 Dalton 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:

Credits required by Coosa Valley Tech Credit Hours

Early Childhood Care and Education	See page 38	72
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Courses required by Dalton College Credit Hours

ENGL	101	Composition I	5
SPCH	108	Fundamentals of Speech	5
MATH	100	College Algebra	5
HIST	251	American History	5
or HIST	252	American History	5

POL	101	American Government	5
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Social Science elective from below:

HIST 201, 202, 251 252; PSY 101; SOC 105	5
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Total Required Hours From Dalton College 30*

* Additionally, satisfy the requirement for PE 100 First Aid/Adult CPR

Technology

Associate in Applied Science Degree

This cooperative program requires completion of one of the following programs at the Calhoun/Gordon County Campus of Coosa Valley Technical Institution and 30+ quarter hours at Dalton 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 Dalton 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:

Credits required by Coosa Valley Tech

Industrial Maintenance	See page 41	79
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Courses required by Dalton College Credit Hours

ENGL	101	Composition I	5
SPCH	108	Fundamentals of Speech	5
MATH	100	College Algebra	5
HIST	251	American History	5
or HIST	252	American History	5
POL	101	American Government	5

Social Science elective from below:

HIST 201, 202, 251 252; PSY 101; SOC 105	5
--	---

Total Required Hours From Dalton College 30*

* Additionally, satisfy the requirement for PE 100 First Aid/Adult CPR

Associate Degree Cooperative Programs With Area Colleges
Cooperative programs leading to the Associate of Applied Science degree have been established by Coosa Valley Technical Institute with Floyd and Dalton Colleges.

Students participating in cooperative 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.

COURSE DESCRIPTIONS—*How To Read The Entries*

The following are course descriptions for diploma and technical certificate courses offered by Coosa Valley Technical Institute and other technical institutes governed by the Georgia Department of Technical and Adult Education.

Each course title is preceded by a three-letter prefix and the course number. The three numbers on the right indicate lecture hours per week, lab hours per week, and total credit hours, as shown below.

Course Prefix	Course Number	Course Title	Lecture Hours/Week	Lab Hours Per Week	Quarter Hours of Credit
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CIS 255 Introduction to "C" Programming 4-6-7

Prerequisite: Program admission, Prerequisite/Co-requisite: CIS 105

Provides opportunity to gain a working knowledge of "C" programming. Includes creating, editing, executing, and debugging "C" programs of moderate difficulty.

Topics: basic "C" concepts, simple I/O and expressions, I/O and control statements, and managing data and development plans

Prerequisites and Co-requisites

Many courses have prerequisites or co-requisites listed.

A prerequisite must be taken prior to the student entering a course.

A co-requisite must be taken prior to or concurrently with the course.

Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.

In such cases, granting a waiver is at the discretion of the instructor with written approval from the supervising director of instruction.

COURSE DESCRIPTIONS - *Diploma and Certificate Credit*

ACC 101 Principles of Accounting I 4-4-6
 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. Topics: accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, accounting for a merchandising enterprise, cash control.

ACC 102 Principles of Accounting II 4-4-6
 Prerequisite: Program admission: ACC 101
 Applies the basic principles of accounting to account classifications and subsidiary record accounting. Topics: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns.

ACC 103 Principles of Accounting III 4-4-6
 Prerequisite: ACC 102
 Provides a fundamental understanding of corporate and cost accounting. Topics: accounting for a corporation, department accounting, cost accounting, and budgeting.

ACC 104 Computerized Accounting 1-5-3
 Prerequisite: ACC 102, BUS 101 or CIS 101
 Emphasizes operation of computerized accounting systems from manual input forms. Topics: equipment use, general ledger, receivables and payables, advanced payroll, and financial reports.

ACC 105 Accounting Database Fundamentals 1-4-3
 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 Accounting Spreadsheet Fundamentals 1-4-3
 Prerequisite: ACC 101, BUS 101, SCT 100
 The use of electronic software packages for program-related spreadsheet applications is covered. Topics: spreadsheet creation, data entry, data entry modification, computer use functions, and program-related spreadsheet applications.

ACC 107 Full-time Accounting Internship 0-36-12
 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, required weekly seminars, and a required student project.

ACC 108 Half-time Accounting Internship 0-18-6
 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.

ACC 150 Advanced Cost Accounting 2-6-5
 Prerequisite: ACC 103
 Provides a through understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics: job order, cost accounting, process cost accounting, and standard cost accounting.

ACC 151 Individual Income Tax 2-2-0
 Prerequisite: ACC 101
 Provides instruction for preparation of both state and federal income tax returns for individuals. Topics: dependency tests, gross income inclusions and exclusions, adjustments to income,

taxable income, income adjustments, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 152 Payroll Accounting 3-2-4
 Prerequisite: ACC 101
 Provides students with an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics: payroll and personnel records, computing and paying wages and salaries, various taxes, and analyzing and journalizing payroll transactions.

ACC 156 Tax Accounting 3-2-4
 Co-requisite: ACC 102
 Provides instruction for preparation of both state and federal income tax. Topics: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACR 100 Safety 1-0-1
 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 3-1-3
 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 1-1-1
 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 1-3-2
 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 1-5-3
 Prerequisite/Corequisite: Program admission, ACR 100, 101, 102
 Instruction in nonmetallic 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 1-5-3
 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 1-3-2
 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.

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<p>Prerequisites and Co-requisites</p> <p>Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>ACR 109 Damage Identification and Assessment 2-2-3 Prerequisite: Program admission, MAT 101, ENG 101, ACR 101, 102, 106, 107, 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.</p> <p>ACR 110 Minor Collision Repair 1-5-2 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.</p> <p>ACR 120 Conventional Frame Repair 1-4-2 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.</p> <p>ACR 121 Unibody Identification/Damage Analysis 1-4-2 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.</p> <p>ACR 122 Unibody Measuring & Fixturing Systems 1-4-2 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.</p> <p>ACR 123 Unibody Straightening Systems/Techniques 1-9-4 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.</p> <p>ACR 124 Unibody Welding Techniques 1-6-3 Prerequisite: ACR 122 Instruction in specific welding applications. Topics: MIG welder panel welding, plug weld, butt weld, lap weld, and safety.</p> <p>ACR 125 Unibody Structural Panel Repair/Replacement 1-8-4 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.</p> <p>ACR 126 Conventional Body Structural Panel Repair 1-4-2 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.</p> <p>ACR 127 Unibody Suspension and Steering Systems 1-2-1 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</p>	<p>replacement, front end suspension equipment, damage analysis, and safety procedures.</p> <p>ACR 128 Bolt-on Body Panel Removal/Replacement 2-6-3 Prerequisite: Provisional admission Instruction in the removal and replacement of bolt-on automobile body panels. Topics: hoods, header panels, head lamp and filler panels, grills, and head lamp adjustment.</p> <p>ACR 130 Sanding, Painting, and Paint Preparation 2-8-4 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.</p> <p>ACR 131 Acrylic Lacquer Refinishing Application 1-5-3 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.</p> <p>ACR 132 Special Refinishing Applications 1-9-4 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 re-texturing and refinishing of fiberglass, plastics, and rubber.</p> <p>ACR 133 Acrylic Enamels Refinishing Applications 2-10-6 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.</p> <p>ACR 134 Urethane Enamels Refinishing Applications 2-10-6 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.</p> <p>ACR 135 Tint and Match Colors 2-8-6 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.</p> <p>ACT 100 Refrigeration Fundamentals 3-2-4 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.</p>
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ACT 101 Principles & Practices of Refrigeration 4-6-7
 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 4-6-7
 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 7-3-8
 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 2-3-3
 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 2-6-5
 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 2-5-4
 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 5-3-6
 Prerequisite/Corequisite: ACT 102, 106, MAT 101
 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 2-3-3
 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 3-9-7
 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 2-6-5
 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 2-3-3
 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 2-3-3
 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 5-0-5
 Prerequisite: Program admission
 A study of the basic normal structure and function of the human body. Topics: medical terms describing the human body, structure and function of the human body.

AHS 102 Drug Calculation and Administration 4-0-3
 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 2-0-2
 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 for Allied Health 3-0-3
 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: word origins, word building, abbreviations and symbols, terminology related to human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.

AHS 152 Advanced Anatomy and Physiology 5-0-5
 Prerequisite/Corequisite: Program Admission
 Provides additional information on the normal structure and function of the human body as presented in AHS 101. Emphasis is on anatomical and physiological processes and includes a discussion of diseases associated with body systems.

AMF 152 Manufacturing Organizational Principles 2.5-0-2
 Prerequisite: None
 Provides an overview of the functional and structural composition of manufacturing organizations. Topics: manufacturing / consumer connection, manufacturing operational types, structure of manufacturing organizations, manufacturing business principles, and types of manufacturing processes.

AMF 154 Manufacturing Work-force Skills 2-0-2
 Prerequisite: AMF 152
 Provides students with the knowledge and skills needed to succeed in the manufacturing environment. Topics: communication skills, listening skills, team interaction, managing personal wellness, decision making, and job interview skills for manufacturing careers.

AMF 156 Manufacturing Production Requirements 2-0-2
 Prerequisite: AMF 152
 Provides students with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics: world class manufacturing, statistical process control, and tools for excellence.

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	<p>AMF 160 Representative Manufacturing Skills 5-0-5 Prerequisite / Corequisite: AMF 152 Provides students with an introduction to representative manufacturing skills and associated safety requirements. Topics: plant safety, materials movement equipment, and precision measurement for manufacturing.</p>	<p>AUT 108 Ignition Systems 4-6-6 Prerequisite: AUT 101, 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.</p>	<p>AUT 109 Electrical/Electronic Instrumentation 5-3-6 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.</p>
	<p>AUT 100 Introduction to Automotive Technology 3-2-3 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.</p>	<p>AUT 110 Engine Diagnosis II 3-7-5 Prerequisite: AUT 101, AUT 108 Continues the study of automotive engine theory with emphasis on inspection, testing, and diagnostic techniques. Topics: general diagnosis of engines; inspection, diagnosis, and repair of engine block and timing mechanism.</p>	<p>AUT 111 Fuel and Exhaust Systems 3-6-5 Prerequisite: AUT 106 A study of various fuel and exhaust systems. Includes fundamentals of fuel and exhaust systems, malfunction diagnosis, inspection procedures, adjustment procedures, removal and replacement, and automotive diesel service.</p>
	<p>AUT 101 Engine Diagnosis I 4-6-6 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.</p>	<p>AUT 112 Emissions Control Systems 3-6-5 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.</p>	<p>AUT 113 Anti-lock Brake Systems 2-3-3 Prerequisite: AUT 102, AUT 106 Introduces students to the fundamentals of anti-lock braking systems (ABS). Topics: components description and location, system description and theory of operation, system differences, diagnosis and testing, adjustment procedures, and service procedures.</p>
	<p>AUT 102 Brake Systems 4-6-6 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.</p>	<p>AUT 114 Front and Rear Suspension 3-7-5 Prerequisite: AUT 103 Introduces students to steering and suspension systems, operation, design, diagnosis, service and repair procedures. Topics: steering gears and pumps; suspension parts; steering parts; MacPherson Struts; steering fluid levels, drive belts and hoses.</p>	<p>AUT 115 Four Wheel Alignment 3-7-5 Prerequisite: AUT 114 Introduces students to procedures used to diagnose and service front and rear suspension and alignment problems. Topics: tie rods, suspension systems, and steering wheel system.</p>
	<p>AUT 103 Suspension and Steering 3-3-4 Prerequisite/Corequisite: AUT 100, AUT 106 Introduces students to the fundamentals of vehicle chassis types and components. Topics: steering systems, suspension systems, and wheel and tire service, chassis lubrication, steering and suspension alignment.</p>	<p>AUT 104 Automatic Transmissions/Transaxle I 2-3-3 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.</p>	<p>AUT 150 Emerging Technologies in Automotive Service 1-4-3 Prerequisite: AUT 106 Provides information on emerging technologies in automotive servicing. Emphasis is placed on developing servicing skills for overhead cam and multiple valve systems. Topics: automotive update resources, multiple cam systems, valve system evaluation, cylinder head evaluation, and multiple turbos and superchargers.</p>
	<p>AUT 105 Clutch Diagnosis and Repair 2-3-3 Prerequisite/Corequisite: Program admission, AUT 100 Introduces fundamental principles of clutch operations, diagnosis of malfunctions, testing procedures, and repair techniques.</p>	<p>AUT 106 Introduction to Automotive Electrical Systems 3-6-5 Prerequisite/Corequisite: 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.</p>	
	<p>AUT 107 Starting and Charging Systems 2-6-4 Prerequisite/Corequisite: AUT 106 The service/repair of batteries, starting system components,</p>		

<p>AUT 202 Automatic Transmission/Transaxle II 6-4-7 Prerequisite/Corequisite: AUT 104 Automatic transmission/transaxle theory, fundamental hydraulic circuitry, testing, diagnostic techniques, and overhaul procedures are covered in this course.</p> <p>AUT 203 Manual Transmission/Transaxle 3-6-5 Prerequisite/Corequisite: Program admissions, AUT 105 Manual transmission/transaxle operation, diagnostic techniques, and repair/replacement measures are covered in this course.</p> <p>AUT 204 Drivelines 2-6-4 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.)</p> <p>AUT 205 Four-Wheel Drive Components 2-6-4 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.</p> <p>AUT 206 Heating and Air Conditioning Systems 4-6-6 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.</p> <p>AUT 207 Automatic Transmission/Transaxle III 6-4-7 Prerequisite/Corequisite: AUT 202 Continues the study of automatic transmission/transaxle theory, fundamental hydraulic circuitry, testing, diagnostic techniques, and overhaul procedures. Topics: removal and replacement procedures, repair procedures.</p> <p>AUT 208 Automotive Technician Internship 0-30-10 Prerequisite: All non-elective courses required for program completion. 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.</p> <p>AUT 250 Advanced Electronics Training 3-2-4 Covers advanced applications of electronics to automobiles. Topics: basic semiconductors and circuits, specialized semiconductors, basic digital theory, and computer theory.</p> <p>AUT 252 Computer Controlled Automatic Transmissions 2-3-3 Familiarizes students with emerging technologies in computer controlled automobile transmissions. Topics: transmission construction, theory of operation, computer controls, sensing devices, troubleshooting, and repair.</p> <p>BUS 101 Beginning Document Processing 1-9-5 Prerequisite: Provisional Admission Introduces the touch system of typewriting with emphasis on correct techniques and simple business correspondence. Students attain a minimum keyboarding speed of 25 words per minute with a maximum of three errors on a three minute timed keyboarding test.</p> <p>BUS 102 Intermediate Document Processing 1-9-5 Prerequisite: BUS 101 Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Stu-</p>	<p>dents attain a minimum keyboarding speed of 40 words per minute with a maximum of five errors on a five minute timed keyboarding test.</p> <p>BUS 103 Advanced Typewriting 1-9-5 Prerequisite: BUS 102, ENG 111 Development of increased keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum keyboarding speed of 50 words per minute with a maximum of five errors on a five minute timed keyboarding test.</p> <p>BUS 104 Microcomputer Fundamentals 2-6-5 Prerequisite/Corequisite: 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.</p> <p>BUS 105 Database Fundamentals 1-4-3 Prerequisite: Program admission; SCT 100 Use of database management software to access, manipulate, and create file data. Topics: data entry, data access, data manipulation, database creation, and file documentation.</p> <p>BUS 106 Office Procedures 3-2-4 Prerequisite: Program admission, <i>Corequisite BUS 101</i> Emphasizes essential skills required for the typical business office. Topics include: office protocol, prioritizing, time management, telephone techniques, office equipment, mail services, reference materials, filing, correspondence, and travel/meeting arrangements.</p> <p>BUS 107 Machine Transcription 1-4-3 Prerequisite: BUS 102, ENG 111, SCT 100 Transcribing mailable documents from dictation using a typewriter or word processor. Topics: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.</p> <p>BUS 108 Word Processing 1-9-5 Prerequisite: Program admission, BUS 101 Use of word processing equipment to create and revise mailable documents or reports from rough copy and straight copy. Topics: equipment usage, work area management, word processing software, productivity, and mailability.</p> <p>BUS 109 Applied Office Procedures 1-4-3 Prerequisite: Be in last quarter; <i>may take concurrently with other coursework</i> Serves as a capstone course which provides students with the opportunity to apply skills acquired in other coursework. Topics: applied word/information processing skills, applied communications skills, applied telecommunications skills, applied records management skills, public relations skills, use of office equipment, and procurement of office equipment/supplies.</p> <p>BUS 151 Introduction To Business 5-1-5 Prerequisite: Provisional admission Introduces organization and management concepts of the business world. Topics: business organization, enterprise management, marketing management, and financial management.</p> <p>BUS 157 Electronic Calculators 1-4-3 Prerequisite: Provisional admission Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics: machine parts and features, touch system techniques, and arithmetic applications.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
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	<p>BUS 162 Desktop Publishing II 2-6-5 Prerequisites: BUS 101, BUS 104, BUS 161 Emphasizes intensive use of desktop publishing software to create advanced publications such as advertisements, proposals, manuals, newspapers and books. Topics: advanced layout and design, style sheets, templates, printing capabilities and advanced desktop publishing applications.</p>	<p>BUS 215 Medical Office Specialist Internship 0-36-12 Prerequisite: Be in last quarter; <i>may take concurrently with other coursework</i> 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.</p>
	<p>BUS 201 Advanced Word Processing 1-4-3 Prerequisite: BUS 108, ENG 111 Provides instruction in advanced word processing. Topics include advanced word processing concepts and applications, work area management, equipment and supplies, productivity and mailability.</p>	<p>BUS 216 Medical Office Procedures 1-4-3 Prerequisite: BUS 102, BUS 212 Emphasizes essential skills required for the medical office. Topics: medical law and ethics, patient relations/human relations, medical records management, scheduling appointments, pegboard accounting, health insurance, and billing/collecting.</p>
	<p>BUS 202 Spreadsheet Fundamentals 1-4-3 Prerequisite: SCT 100, MAT 111 Instruction in the use of electronic spreadsheet software for business applications. Topics: spreadsheet creation, data entry, entry modification, computation using functions, charts and graphs, and printing.</p>	<p>BUS 221 Secretarial Internship 0-18-6 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.</p>
	<p>BUS 203 Office Management 4-0-4 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.</p>	<p>BUS 224 Business Office Specialist Internship 0-36-12 Prerequisite: Be in last quarter; <i>may take concurrently with other coursework</i> Work experience in an off-campus business office environment. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.</p>
	<p>BUS 204 Half-Time Business Office Specialist Internship 0-18-6 Prerequisite: Successful completion of all required course work Provides work experience in the business office environment. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.</p>	<p>BUS 225 Office Simulation 0-24-8 Prerequisite: Successful completion of all required course work in a B&OT 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.</p>
	<p>BUS 205 Half-Time Medical Office Specialist Internship 0-18-6 Prerequisite: Successful completion of all required course work Provides work experience in the medical office environment. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.</p>	<p>CAB 101 Cabinet Design and Layout 2-3-2 Prerequisite: MAT 100, CAR 105 Instruction in the planning, design, and layout of cabinet units. Topics: parts identification, cabinet styles and floor arrangements, estimation procedures, cabinet layout, and working sketches.</p>
	<p>BUS 208 Office Accounting 3-2-4 Prerequisite: MAT 111 Introduces the fundamental concepts of accounting. Topics: accounting equations, debits, credits, journalizing; posting and proving the general ledger; accounts receivable ledger, accounts payable ledger; financial statements; and payroll.</p>	<p>CAB 102 Cabinet Assembly I 1-9-5 Prerequisite: CAR 101 Instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames. Topics: clamping devices, safe use of tools, cabinet base assembly, wall unit assembly, and face frame assembly</p>
	<p>BUS 211 Medical Terminology 3-2-4 Prerequisite: Program admission The spelling, pronunciation, and use of medical terms as related to anatomy, treatment, surgery, and drugs. Topics: word analysis, word elements, spelling, pronunciation, and semantics.</p>	<p>CAB 103 Cutting Cabinet Components 1-5-2 Prerequisite: MAT 100, CAR 105 Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics: equipment safety, frame member cutting, shelving cutting, drawer component and door cutting, and counter top cutting.</p>
	<p>BUS 212 Anatomy and Terminology 5-0-5 Prerequisite: BUS 211 The structure and function of the human body including medical terminology. Topics: body structure, body functions, medical terminology.</p>	

<p>CAB 106 Cabinet Assembly II 1-9-5 Prerequisite: CAB 102 Instruction in the assembly of cabinet components emphasizing drawer and door assembly . Topics: drawer assembly, door assembly.</p> <p>CAR 101 Safe Use of Hand and Power Tools 3-7-5 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.</p> <p>CAR 103 Materials 5-0-5 Prerequisite: Provisional admission Various building materials used in residential and commercial construction are studied. Topics: fasteners, wood products, finishing materials, and manufactured products.</p> <p>CAR 105 Print Reading 5-0-5 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.</p> <p>CAR 107 Site Layouts, Footings, and Foundations 2-8-4 Prerequisite: CAR 105 Concepts and production methods associated with building foundations are studied. Basic site layout and footing construction utilizing layout equipment for on-site laboratory practice are introduced. Topics: estimating material, types of foundations, forms, water proofing, and soil testing and excavation; zoning restrictions and codes, batter boards, builders levels, squaring methods, types of footings, and plot plans interpretation.</p> <p>CAR 110 Floor Framing 2-3-3 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.</p> <p>CAR 111 Wall Framing 2-3-3 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.</p> <p>CAR 112 Ceiling and Roof Framing 4-6-6 Prerequisite: CAR 101, CAR 103, CAR 105 A study of materials and installation procedures used for roof framing and ceiling installation. Topics: types of roof systems, terminology, estimation, layout and installation, decking, ladder safety, vent systems, types of ceiling systems, estimation of material, layout and installation of components, and scaffolding safety.</p> <p>CAR 114 Roof Covering 1-2-1 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.</p> <p>CAR 115 Insulation and Interior Wall and Ceiling Coverings 3-3-4 Prerequisite: Program admission; CAR 101, CAR 103, CAR 105 A study of the various types of materials and installation procedures used to construct interior walls, insulate buildings, and cover ceilings. Topics: types of paneling, types of gypsum board, acoustical ceiling tile, types of ceilings, fire wall applications, and finishing methods., insulation materials, R values, methods of</p>	<p>application, and thermal and sound control.</p> <p>CAR 117 Interior Trim 1-4-2 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.</p> <p>CAR 118 Exterior Finishes and Trim 2-8-5 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.</p> <p>CAR 121 Cornice and Soffit 1-2-1 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.</p> <p>CAR 123 Finish Floors 2-3-3 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.</p> <p>CAR 125 Interior Doors 1-4-2 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.</p> <p>CAR 126 Stairs 2-3-3 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.</p> <p>CHD 101 Introduction To Child Development and Related Care 5-0-4 See ECE 101</p> <p>CHD 103 Human Growth and Development I 5-0-5 See ECE 103</p> <p>CHD 104 Human Growth and Development II 5-0-5 Prerequisite: Provisional admission Introduces the physical, social, emotional, and intellectual development of the school age child (6-12 years of age). Provides learning experiences related to the principles of human growth, development and maturation and theories of learning and behavior. Topics: developmental characteristics, guidance techniques, and developmentally appropriate practices.</p> <p>CHD 105 First Aid, Health and Safety 4-1-4 See ECE 105</p> <p>CHD 106 Nutrition and Food Preparation 3-2-4 Prerequisite: Provisional admission Introduces concepts related to diet and nutrition and food preparation. Provides laboratory experiences to facilitate skill development. Topics: nutritional needs of children, feeding infants, supervision of meals and snacks, and nutrition education for children.</p> <p>CHD 110 Child Care Lab I 1-6-3 Prerequisite \ Corequisite: CHD 101, CHD 103 Introduces supervised work experiences which allow opportunities for application of classroom learning. Topics: development of good work habits, supervised planning, interaction with children and parents, application of guidance techniques, and classroom management.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
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	<p>CHD 112 Curriculum Development I 3-2-4 See ECE 112</p>	<p>CHD 126 CDA Certificate Assessment Preparation 2-1-2 Prerequisites: CHD 101, CHD 103, 105 Provides opportunities to demonstrate and obtain documentation of competence in the following areas: professional resource file completion; parent opinion questionnaires; formal observation; oral interview; and written assessment.</p>
	<p>CHD 113 Creative Activities: Art For Children 1-4-3 See See ECE 113</p>	<p>CHD 127 Child Care Internship IV 1-6-3 Prerequisite \ Corequisite: CHD 121, CHD 122 Provides the opportunity to gain experience in the actual job setting. Internship training topics include: good work habits, application of guidance techniques, interaction with children and parents, and classroom management, weekly plan formulation, daily schedule implementations, and equipment and supplies.</p>
	<p>CHD 114 Creative Activities: Music and Movement 1-4-3 See ECE 113</p>	<p>CHD 201 Exceptionalities 5-0-5 Prerequisites: CHD 103, CHD 104 Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and to appropriately guide their development. Emphasis will be placed on acquainting the student with programs and community resources serving families with special needs persons. Topics: main streaming theory and practice, physical disabilities, intellectual exceptionalities, and social/emotional disorders.</p>
	<p>CHD 115 Curriculum Development II: Language Arts and Literature 5-1-5 See ECE 113</p>	<p>CHD 202 Social Issues and Families 5-0-5 Prerequisite: Provisional admission Enables the student to become familiar with the social problems that can affect the families of today and to develop a plan for coping with such problems as they may occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics: professional responsibilities, family issues, social issues, environmental issues, and community resources.</p>
	<p>CHD 116 Curriculum Development III: Math and Science 4-1-4 See ECE 113</p>	<p>CHD 211 Paraprofessional In The Classroom 6-4-8 Prerequisites: CHD 118 or CHD 123 Develops knowledge and skills that will enable the student to become acquainted with the factors involved with a good program for pre-K through elementary school aged children. Topics: professional qualifications, methods and materials, and professionalism.</p>
	<p>CHD 116 Curriculum Development III: Math and Science 4-1-4 See ECE 116</p>	<p>CHD 221 Child Care Facility Management 7-0-7 Prerequisites: CHD 118 or CHD 123 Provides training in early childhood facilities management. Topics: money management such as budgeting, record keeping, and identifying funding sources; space management; and program management.</p>
	<p>CHD 117 Day Care Administration 5-0-5 Prerequisites \ Co-requisites: Program admission, CHD 110 Provides training in planning, implementation, and maintenance of a child care program. Topics: laws, rules, and regulations; administrative rules; equipment and supplies; maintenance of children's records; interaction with staff; and working with parents.</p>	<p>CHD 222 Child Care Personnel Management 3-0-3 Prerequisites \ Co-requisites: CHD 118 or CHD 123 Provides training in personnel management for early childhood programs. Topics: organizational structure, philosophy of early childhood programs, time management, and management of personnel.</p>
	<p>CHD 118 Child Care Lab III 1-6-3 Prerequisite \ Corequisite: CHD 111 Provides learning experiences in planning, organizing, and implementing a child development center that is conducive to learning and is appropriate for the developmental stages of children. Topics: good work habits, application of guidance techniques, interaction with children and parents, weekly plan formulation, daily schedule implementation, and equipment and supplies.</p>	
	<p>CHD 119 Child Care Lab IV 1-6-3 Prerequisites \ Co-requisites: CHD 110, CHD 111, CHD 118 Provides learning experiences in planning, organizing, and implementing a child development center that is conducive to learning and appropriate for the developmental stages of children. Topics: good work habits, application of guidance techniques, interaction with children and parents, weekly plan formulation, daily schedule implementations, and equipment and supplies.</p>	
	<p>CHD 121 Child Care Internship I 1-6-3 See ECE 121</p>	
	<p>CHD 122 Child Care Internship II 1-6-3 See ECE 122</p>	
	<p>CHD 123 Child Care Internship III 1-6-3 Prerequisite \ Corequisite: CHD 122 Provides the opportunity to gain experience in the actual job setting. Internship training topics include: good work habits, application of guidance techniques, interaction with children and parents, and classroom management, weekly plan formulation, daily schedule implementations, and equipment and supplies.</p>	
	<p>CHD 124 Child Development & Related Care Internship 1-36-12 See ECE 124</p>	

<p>CIS 101 Keyboarding 1-4-3 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.</p> <p>CIS 102 Introduction to Computers 5-2-6 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.</p> <p>CIS 103 Operating Systems Concepts 3-5-5 Prerequisite/Corequisite: SCT 100 An overview of operating systems functions and commands necessary in a micro/mainframe computer working environment. Topics: multiprogramming, multi-user systems, data communications, utilities, task control languages, allocation of system resources, and networking.</p> <p>CIS 105 Program Design and Development 5-0-5 Prerequisite: Keyboarding skills, Prerequisite/Corequisite: CIS 106 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.</p> <p>CIS 106 Computer Concepts 5-0-5 Prerequisite/Corequisite: SCT 100 An overview of computers and information processing. Topics: computer history and terminology, data representation, data storage concepts, fundamentals of information processing, hardware operation, fundamentals of communication and networking, structured programming concepts, program development, systems development, and computer numbering systems.</p> <p>CIS 112 Systems Analysis and Design 3-2-4 Prerequisites: CIS 105, programming language 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.</p> <p>CIS 113 COBOL I 4-6-7 Prerequisite: Program admission, Prerequisite/Corequisite: CIS 105 A study of the COBOL programming language. Topics: divisions, input/output, arithmetic operations, conditional control, editing of input, and single level control breaks.</p> <p>CIS 114 COBOL II 4-6-7 Prerequisite: CIS 113 Reinforces and extends concepts and applications introduced in CIS 113-COBOL I. Topics: multilevel control breaks, sequential file processing and updating, debugging techniques, elementary table processing, and elementary sorting.</p> <p>CIS 122 Microcomputer Installation/Maintenance 4-6-7 Prerequisites: SCT 100 and CIS 103 or CIS 261 An introduction to procedures for installing and maintaining microcomputers. Topics: identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.</p> <p>CIS 123 Microcomputer Productivity Tools (old curriculum) 6-4-8 Prerequisite: Program admission; CIS 101, CIS 102 A study of microcomputer based productivity tools. Topics:</p>	<p>operating system fundamentals, macros, and file command programming.</p> <p>CIS 124 Microcomputer Database Programming 4-6-7 Prerequisite/Corequisite: CIS 105, 128 A study of database programming using microcomputer database management systems (DBMS) software packages. Topics: development of systems, structured programming techniques, data editing, and output design.</p> <p>CIS 125 Adv. Microcomputer Productivity Tools (old curriculum) 5-4-8 Prerequisite: CIS 123 This course continues the study of microcomputer based productivity tools. Topics: spreadsheet fundamentals, advanced spreadsheet concepts, macros, business graphics, Windows, and introduction to desktop publishing.</p> <p>CIS 127 Word Processing & Desktop Publishing Techniques 4-6-7 Prerequisite: SCT 100 Provides a study of word processing and desktop publishing. Topics: word processing fundamentals, desktop publishing fundamentals, advanced word processing concepts, development of macros, and presentation graphics fundamentals.</p> <p>CIS 128 Spreadsheet & Database Techniques 4-6-7 Prerequisite/Corequisite: SCT 100 Provides a study of spreadsheets and databases. Topics: spreadsheet fundamentals, advanced spreadsheet concepts, development of macros, database management fundamentals, and advanced database management concepts.</p> <p>CIS 140 Networking Concepts 5-0-5 Prerequisite: SCT 100, CIS 103, CIS 106 or instructor approval. Introduces the fundamental concepts involved in selecting and installing a local area network. Topics: introduction to LANS, networking components, LAN standards, network operating systems (NOS), data communication, and client-server concepts.</p> <p>CIS 141 Client-Server Database Management 4-6-7 Prerequisites/Co-requisites: CIS 146; CIS 147 Provides a study of networked database management systems. Topics: client-server architecture, relational model, SQL syntax, data modeling, creating database, data retrieval and data manipulation, installation and administration tools, managing storage, managing user accounts, managing remote servers, and optimizing DBMS.</p> <p>CIS 142 Multiple Networks and WANS 4-6-7 Prerequisites/Co-requisites: CIS 140, CIS 258 Provides a study of heterogeneous networks with an emphasis on wide area network (WAN) components and the linking of networks with disparate operating system software and/or disparate hardware. Topics: networks, protocols, multiple protocol networks, bridges, routers, and integration of disparate networks.</p> <p>CIS 143 Network Administration 4-6-7 Prerequisite: CIS 140 Provides a study of NOVELL NetWare Administration. Topics: the following NetWare components: file system, integrity and security, system and user account automation, file server, workstation, printing, communications, and installing network software.</p> <p>CIS 144 Netware Installation and Configuration 4-6-7 Prerequisite: CIS 143 Provides a study of planning, designing, and implementing a NOVELL NetWare network. Topics: the following network components: design, planning, implementation, cabling and components, hardware installation, server and client NOS installation, and installation of application software.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
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Topics: the following Microsoft NT components: file system, integrity and security, system and user account automation, file server, workstation, printing, communications, and installing network software.</p> <p>CIS 147 Microsoft NT Installation and Configuration 4-6-7 Prerequisite: CIS 146 Provides a study of planning, designing, and implementing a Microsoft NT network. Topics: the following network components: design, planning, implementation, cabling and components, hardware installation, server and client NOS installation, and installation of application software.</p> <p>CIS 148 Microsoft NT Diagnostics and Troubleshooting 4-6-7 Prerequisites/Co-requisites: CIS 146, CIS 147 Provides a study in Microsoft NT network diagnostics and troubleshooting. Topics: analysis methodology, troubleshooting the network, NT server troubleshooting and analysis, troubleshooting the DOS workstation, troubleshooting network printing, protocol analysis, cable troubleshooting, network optimization and disaster control, and research tools.</p> <p>CIS 149 Windows Programming In C++ 4-6-7 Prerequisite: CIS 256 Introduces object oriented programming. Common elements of Windows applications will be discussed and created using a C++ integrated development environment. Topics: object oriented programming, Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, and incorporating graphics.</p> <p>CIS 156 Introduction to the Internet and Wide Area Networks 2-6-5 Prerequisite: SCT 100 Introduces the Internet, a nationwide computer network that links colleges, technical institutes, businesses, and government agencies. Provides an opportunity to understand, investigate and explore the Internet and related wide area networks. Topics: network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), telnet, Internet Gophers, and information services.</p> <p>CIS 157 Introduction to Windows Programming Using Microsoft Visual BASIC 4-6-7 Prerequisite: Program admission, Prerequisite/Corequisite: CIS 105 Introduces Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics: Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics.</p> <p>CIS 160 Introduction to Multimedia Development 2-6-5 Prerequisite: BUS 104 or CIS 102</p>	<p>Introduces the student to the use of an authoring package to develop a variety of multimedia presentations/tutorials. The course is designed for people with or without programming skills who wish to create their own multimedia applications. Topics: screen design principles, multimedia concepts, operation of authoring software, and development of multimedia applications.</p> <p>CIS 214 Database Management 4-4-6 Prerequisite: Advanced language course requiring random file accessing techniques 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.</p> <p>CIS 215 COBOL III 4-6-7 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.</p> <p>CIS 216 COBOL IV 4-6-7 Prerequisite CIS 215, Prerequisite/Corequisite: CIS 214 Provides skills development in more advanced techniques of COBOL programming utilizing disk files. Topics: interactive processing and database processing.</p> <p>CIS 250 RPG Programming I 4-6-7 Prerequisite: Program admission, Prerequisite/Corequisite: CIS 105 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.</p> <p>CIS 251 RPG Programming II 4-6-7 Prerequisite: CIS 250 Continues the study and development of programming for business applications using the RPG programming language.</p> <p>CIS 253 BASIC Programming I 4-6-7 Prerequisite: Program admission, Prerequisite/Corequisite: CIS 105 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.</p> <p>CIS 254 BASIC Programming II 4-6-7 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.</p> <p>CIS 255 Introduction to "C Programming 4-6-7 Prerequisite: Program admission, Prerequisite/Corequisite: CIS 105 Provides opportunity to gain a working knowledge of "C" programming. Includes creating, editing, executing, and debugging "C" programs of moderate difficulty. Topics: basic "C" concepts, simple I/O and expressions, I/O and control statements, and managing data and development plans</p>
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<p>CIS 256 Advanced "C" Programming 4-6-7 Prerequisite: CIS 255 Covers theory and practice in developing advanced skills in "C" programming. Topics: pointers, functions, arrays; file input/output; BIOS and system service level operations; and program design and development.</p>	<p>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.</p>	
<p>CIS 258 Introduction To Data Communications 3-2-4 Prerequisite: SCT 100 Provides an introduction to data communications and networks. Topics: data formats, data transmission techniques, protocol and networks, codes and terminals, modem control, basic network concepts, and models and standards.</p>	<p>COS 106 Introduction to Haircutting 1-2-2 Prerequisite/Corequisite: COS 100 The skills needed to apply haircutting techniques are developed. Topics: haircutting terminology, safety and sanitation, cutting implements, and haircutting techniques.</p>	
<p>CMP 101 Introduction to Microcomputers 1-4-3 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.</p>	<p>COS 107 Haircutting Techniques 1-2-2 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.</p>	
<p>CNA 100 CNA Fundamentals 6-4-8 Prerequisite: None This course focuses on tasks that will enable the student to assist the professional nursing staff in performing various patient care activities. Topics: ethics and law, professional orientation, infection control, patient care, first aid, death and dying, and other related topics.</p>	<p>COS 108 Permanent Waving and Relaxing 2-3-3 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.</p>	
<p>COS 100 Introduction to Cosmetology Theory 5-0-5 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.</p>	<p>COS 109 Hair Color 1-2-2 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.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p>
<p>COS 101 Introduction to Permanent Waving/Relaxing 1-2-2 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.</p>	<p>COS 110 Skin, Scalp, and Hair 1-2-2 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.</p>	<p>A prerequisite must be taken prior to the student entering a course.</p>
<p>COS 102 Introduction to Hair Color 4-1-4 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.</p>	<p>COS 111 Styling 1-4-3 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.</p>	<p>A co-requisite must be taken prior to or concurrently with the course.</p>
<p>COS 103 Introduction to Skin, Scalp, and Hair 2-1-2 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.</p>	<p>COS 112 Manicuring and Pedicuring 1-2-1 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.</p>	<p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
<p>COS 104 Introduction to Manicuring & Pedicuring 1-1-1 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.</p>	<p>COS 113 Practicum I 0-12-4 Prerequisites: COS 108, 109, 110, 111, 112 Prerequisite/Corequisite: 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.</p>	
<p>COS 105 Introduction to Shampooing & Styling 2-4-3 Prerequisite/Corequisite: COS 100</p>	<p>COS 114 Practicum II 0-15-5 Prerequisite/Corequisite: COS 113 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.</p>	

<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>COS 115 Practicum/Internship I 0-12-4 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.</p> <p>COS 116 Practicum/Internship II 1-12-5 Prerequisite: COS 113, COS 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.</p> <p>COS 117 Salon/Shop Management 3-2-4 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.</p> <p>DDF 101 Introduction to Drafting 2-8-6 Prerequisite: Provisional admission Emphasizes the development of fundamental drafting techniques. Topics: terminology, care and use of equipment, lettering, line relationships, and geometric construction.</p> <p>DDF 102 Size and Shape Description I 1-9-5 Prerequisite/Corequisite: DDF 101, MAT 103 Provides multi-view and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics: multi-view drawing and sketching in pencil and/or ink, precision measurement, tolerances and fits, and basic dimensioning.</p> <p>DDF 103 Size and Shape Description II 1-9-5 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.</p> <p>DDF 104 Pictorial Drawing 1-4-3 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.</p> <p>DDF 105 Auxiliary Views 1-4-3 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.</p> <p>DDF 106 Fasteners 1-4-3 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 use of welding symbols.</p> <p>DDF 107 Introduction to CAD 2-8-6 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.</p>	<p>DDF 108 Intersections and Developments 1-9-5 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.</p> <p>DDF 109 Assembly Drawings I 1-9-5 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.</p> <p>DDF 110 Assembly Drawings II 1-9-5 Prerequisite/Corequisite: DDF 109 Continues the development of assembly drawing skills. Topics: in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.</p> <p>DDF 111 Intermediate CAD 2-8-6 Prerequisites: DDF 107, MAT 105 Continues developing CAD utilization skills in discipline-specific applications. Topics: intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation, and system variables.</p> <p>DDF 112 3-D Drawing and Modeling 2-8-6 Prerequisites: DDF 111 Continues developing CAD utilization skills in discipline-specific applications. Topics: advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawing.</p> <p>DDS 202 Advanced CAD 2-8-6 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.</p> <p>DDS 205 Residential Architectural Drawing I 2-8-6 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.</p> <p>DDS 208 Residential Architectural Drawing II 2-8-6 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.</p> <p>DIS 150 Directed Individualized Instruction Varies Prerequisite: None Supervised activities supported by instruction and occupationally based work experiences. May include: practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. The course is variable credit with one (1) quarter hour being the minimum and ten (10) quarter hours being the maximum credit assigned.</p>
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<p>ECE 101 Introduction To Early Childhood Care and Education 5-0-5 Prerequisite: Provisional admission Introduces concepts relating to the responsibilities and procedures involved in a variety of early childhood care situations. Topics: historical perspective, career opportunities, work ethics, functioning in a team environment, guidance, transitional; activities, program management and learning environment, linguistics and cultural diversity, licensure and accreditation, and professional resource file (portfolio) guidelines.</p>	<p>ECE 121 Early Childhood Care and Education Practicum I 1-6-3 Prerequisites: ECE 101, ECE 103 Provides the opportunity to gain experience in the actual job setting. Internship training topics include: good work habits, supervised planning, application of guidance techniques, interaction with children and parents, and classroom management.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
<p>ECE 103 Human Growth and Development I 5-0-5 Prerequisite: Provisional admission Introduces the physical, social, emotional, and intellectual development of the young child (0-5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child. Topics: developmental characteristics, guidance techniques, and developmentally appropriate practices.</p>	<p>ECE 122 Early Childhood Care and Education Practicum I 1-6-3 Prerequisite: ECE 121 Provides the opportunity to gain experience in the actual job setting. Internship training topics include: good work habits, program planning, application of guidance techniques, interaction with children and parents, and classroom management.</p>	
<p>ECE 105 Health, Safety, and Nutrition 5-0-5 Prerequisite: Provisional admission Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics: CPR and first aid, children's health problems, fire safety, environmental health and safety, and child abuse and neglect, and nutritional needs of children.</p>	<p>ECE 123 Parent Involvement 3-0-3 Prerequisite: Provisional admission Examines ways in which the experienced and beginning early childhood teacher can plan and implement a comprehensive parent involvement program. Emphasis will be placed on fostering the preschool and early, elementary child's multicultural and anti-bias sensitivity through family involvement in the child's care and education on several levels. Addresses parent education and support, school-family activities, and teacher-parent communication and partnerships. Topics: child assessment and documentation, application of guidance techniques, linguistics and social diversity issues, anti-bias issues, parent interaction, and interpersonal skills.</p>	
<p>ECE 112 Curriculum Development I 3-2-4 Prerequisite \ Corequisite: CHD 101, CHD 103 Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics: instructional media, learning environments, curriculum approaches, development of curriculum materials, and community resources.</p>	<p>ECE 124 Early Childhood Care and Education Internship 0-36-12 Prerequisite: Program admission, Departmental approval Provides the student with experiences in a lab or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. Evaluation by a designee of the institution and the on-site supervisor will be used to critique student performance. Topics: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of child development and related care techniques, and professional development.</p>	
<p>ECE 113 Art For Children 1-4-3 Prerequisite: Provisional admission Introduces concepts related to creativity in art. Combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics: philosophy of creativity through art, media methods and materials for successful art experiences, planning and preparation of art lessons, and appreciation of children's art processes and products.</p>	<p>ELC 104 Soldering Technology I 1-1-1 Prerequisite: Provisional admission Soldering techniques used with electronic circuits and when repairing printed circuit boards are developed. Topics: soldering and de-soldering procedures, grounding, surface mount techniques, and repair of printed circuit boards.</p>	
<p>ECE 114 Music and Movement 1-4-3 Prerequisite: Provisional admission Introduces concepts related to creativity in music and movement. Combines lecture and lab experiences to introduce the developmental influences of music and movement; their social and emotional value; and media, methods, and materials used to foster musical activity and creative movement. Topics: types of spontaneous/planned music activities, musical equipment, musical props, movement materials and activities for self-expression, and coordinating music and movement.</p>	<p>ELC 106 Direct Current Circuits I 3-2-4 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.</p>	
<p>ECE 115 Language Arts and Literature 5-1-5 Prerequisites \ Co-requisites: ECE 103, ENG 101 Develops knowledge and skills that will enable the student to plan and implement appropriate listening, speaking, pre-writing and reading readiness activities for young children. Topics: reading readiness, oral communication, writing readiness, listening comprehension, literature selection and story presentation.</p>	<p>ELC 108 Direct Current Circuits II 4-6-7 Prerequisite/Corequisite: ELC 103, ELC 104, ELC 106, MAT 103 Continues the study of DC concepts and applications. Topics: DC theorems, RL/RC time constants, lab procedures, and safety.</p>	
<p>ECE 116 Math and Science 5-0-5 Prerequisites \ Co-requisites: ECE 103, MAT 101 Presents the process for introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics: cognitive development in math and science, math and science activity planning, and development of math and science materials.</p>	<p>ELC 109 Alternating Current I 4-6-7 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.</p>	

<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>ELC 110 Alternating Current II 4-6-7 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.</p> <p>ELC 111 Electronics Microcomputer Applications I 1-4-3 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.</p> <p>ELC 112 Electronics Microcomputer Applications II 1-4-3 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.</p> <p>ELC 114 Solid State Devices I 4-6-7 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.</p> <p>ELC 115 Solid State Devices II 3-2-4 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.</p> <p>ELC 116 Soldering Technology II 1-1-1 Prerequisite/Corequisite: ELC 115 Continues the development of skill and speed in soldering and de-soldering electronic circuits. Introduces advanced repair/rework problems and construction techniques.</p> <p>ELC 117 Linear Integrated Circuits 4-6-7 Prerequisite/Corequisite: ELC 114 The following topics are introduced: operational amplifiers, active filters, voltage regulators, timers, and phase lock loops.</p> <p>ELC 118 Digital Electronics I 4-6-7 Prerequisite/Corequisite: ELC 108 The basic building blocks of digital circuits are presented. Topics: Boolean algebra and minimization concepts, digital test equipment, AND, OR, NOR, NAND gates, and truth tables.</p> <p>ELC 119 Digital Electronics II 5-5-7 Prerequisite/Corequisite: ELC 118 Advanced digital circuits and devices are studied. Topics: logic families, flip-flops, register counters, encoding and decoding, multiplexers and de-multiplexers, A to D and D to A, display drivers, and digital system applications.</p> <p>ELC 120 Microprocessor I 5-5-7 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.</p> <p>ELC 121 Microprocessor II 3-2-4 Prerequisite/Corequisite: ELC 120</p>	<p>A continuation of the study of current microprocessors with emphasis on application and operation techniques.</p> <p>ELC 122 Microprocessor Interfacing 4-6-7 Prerequisite/Corequisite: ELC 121 Microprocessor interfacing with memory and programmable interface adapters is practiced. Topics: interfacing, memory configuration, input/output, and programmable peripheral interfaces.</p> <p>ELC 123 Communications Electronics Survey 4-6-7 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.</p> <p>ELC 124 Industrial Electronics Survey 2-3-4 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.</p> <p>ELC 200 Introduction to Computer Architecture 3-2-4 Prerequisite: ELC 122 A study of the basic architecture and operation of small computers. Topics: programming, hardware components, system-level architecture, and bus architecture.</p> <p>ELC 201 Computer Peripherals 3-3-4 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.</p> <p>ELC 202 Networking I 2-3-3 Prerequisite/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, and components associated with networks.</p> <p>ELC 203 Operating Systems I 2-3-3 Prerequisite/Corequisite: ELC 202 A study of interrelationships 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.</p> <p>ELC 204 Compiled High Level Language 2-3-3 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.</p> <p>ELC 205 Data Communications 2-1-2 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.</p> <p>ELC 206 Networking II 2-3-3 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 failures.</p>
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<p>ELC 207 Operating Systems 2-3-3 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.</p>	<p>A study of transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.</p>	
<p>ELC 208 Computer System Trouble Shooting 2-3-3 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.</p>	<p>ELC 224 Microwave Communications and Radar 4-6-7 Prerequisite/Corequisite: ELC 220 An overview of microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communication systems.</p>	
<p>ELC 211 Process Control 4-6-7 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.</p>	<p>ELC 225 Optical Communications Techniques 4-6-7 Prerequisite/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.</p>	
<p>ELC 212 Motor Controls 4-6-7 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.</p>	<p>ELT 101 Safety (discontinued in 1997) 2-1-2 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.</p>	
<p>ELC 213 Programmed Controls 4-6-7 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.</p>	<p>ELT 102 Electricity Principles (discontinued in 1997) Prerequisite/Corequisite: MAT 101 8-6-9 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.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p>
<p>ELC 214 Industrial Electronics Mechanical Drives 2-3-3 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.</p>	<p>ELT 103 Residential Wiring I (discontinued in 1997) Prerequisites: ELT 101-102, ELT 106 4-3-4 Residential wiring practices and procedures are taught. Topics: residential circuits, print reading, National Electrical Code, and wiring materials.</p>	<p>A prerequisite must be taken prior to the student entering a course.</p>
<p>ELC 215 Fluid Power for Industrial Electronics 2-3-3 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.</p>	<p>ELT 104 Residential Wiring II (discontinued in 1997) Prerequisite: ELT 103 3-5-4 This course covers hand and power tools, National Electrical Code, wiring materials, installations, branch circuits/feeders, and residential single family load calculations.</p>	<p>A co-requisite must be taken prior to or concurrently with the course.</p>
<p>ELC 216 Industrial Robotics 2-3-3 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.</p>	<p>ELT 105 Residential Wiring III (discontinued in 1997) Prerequisite/Corequisite: ELT 103, ELT 104 2-5-3 Students develop the ability to install all necessary aspects of a residential electrical system.</p>	<p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
<p>ELC 220 AM and SSB Circuit Analysis 4-6-7 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/band width considerations; and multiplexing/de-multiplexing.</p>	<p>ELT 106 Electrical Prints, Schematics, Symbols 3-1-3 Prerequisite: IFC 100, IFC 101 Introduces electrical symbols and explains their use in construction blueprints, electrical schematics, and diagrams.</p>	
<p>ELC 221 FM Circuit Analysis 3-2-4 Prerequisite: ELC 220 Topics covered include: frequency modulation and detection methods, FM transmitters and receivers, basic telemetry concepts, and FM multiplexing/de-multiplexing.</p>	<p>ELT 107 Commercial Wiring I 4-3-4 Prerequisite: ELT 106, ELT 121 Commercial wiring practices and procedures, including the National Electrical Code and commercial load calculations, are introduced with emphasis on safety.</p>	
<p>ELC 222 Advanced Modulation Techniques 3-2-4 Prerequisite: ELC 220, ELC 221 Continues the study of modulation and detection techniques. Topics: digital modulation techniques, pulse modulation techniques, and sampling techniques.</p>	<p>ELT 108 Commercial Wiring II 4-3-4 Prerequisite: ELT 107 A study of three phase power systems, AC motor control, and basic transformer connections (single phase and three phase step down).</p>	
<p>ELC 223 Antennae and Transmission Lines 4-6-7 Prerequisite/Corequisite: ELC 220</p>	<p>ELT 109 Commercial Wiring III 4-3-4 Prerequisite/Corequisite: ELT 107, ELT 108 This course includes conduit installation (EMT, thin wall, and hand-bent), system design concepts, and safety procedures.</p>	

<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>ELT 111 Single Phase and Three Phase Motors 5-1-5 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.</p> <p>ELT 112 Variable Speed/Low Voltage Controls 3-5-5 Prerequisite/Corequisite: ELT 111 Introduces types of electric motor control, reduced voltage starting, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics: motor controls, types of reduced voltage starting, reduced voltage motor connections, adjustable frequency drive, and oscilloscope operation.</p> <p>ELT 113 Programmable Logic Control I 4-2-4 Prerequisite: ELT 111, ELT 112 Corequisite: ELT 118 Non IET majors Prerequisites: IFC 101, IFC 102, IMT 120 An introduction to programmable logic controls. Topics: PLC programming, connections, field wiring/installation, start-up procedures, numbering systems, and relay programming logic.</p> <p>ELT 114 Programmable Logic Control II 1-5-2 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.</p> <p>ELT 115 Diagnostic Trouble-Shooting 1-5-2 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.</p> <p>ELT 116 Transformers (A&B) 4-2-4 Prerequisite: ELT 109 Instruction in the theory and operation of specific types of transformers. Emphasis on N.E.C. requirements related to the use of transformers. Topics: Transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.</p> <p>ELT 117 National Electrical Code Industrial Applications (A&B) 2-5-4 Prerequisite: ELT 109 Instruction in industrial applications of the National Electrical Code. Topics: rigid conduit installation, system design concepts, equipment installation (600 volts or less), and safety precautions.</p> <p>ELT 118 Electrical Controls 3-5-5 Corequisite: ELT 111, ELT 112 Concepts of line voltage switching, low voltage switching, manual controls, automatic controls and devices, and circuit controls are introduced. Topics: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, application and operation of controllers and controls.</p> <p>EMS 100 Emergency Medical Technology I 7-0-7 Prerequisite: Provisional admission Introduces Emergency Medical Services and Emergency Medical Technician's skills. Topics: introduction to blood and airborne pathogens, universal precautions, introductory anatomy and physiology, patient assessment, basic life support, airway adjuncts and oxygen therapy, wounds, bleeding, bandages, and emergency vehicle operations.</p>	<p>EMS 101 Emergency Medical Technology II 7-0-7 Prerequisite: EMS 100 Topics include : introduction to shock, instruction on MAST and IV therapy as invasive procedures; use of Epinephrin-SQ 1:1,000 in anaphylaxis; injuries to soft tissues; musculoskeletal injuries; injuries to the skull, chest, spine, and abdomen. Also introduces radio control, communication and medical/legal documentation. Supervised clinical experience is included.</p> <p>EMS 102 Emergency Medical Technology III 7-0-7 Prerequisite: EMS 101 Topics include: procedures in treatment of medical emergencies: obstetric, genitourinary, neonatal, pediatric, and environmental. Also covered are situations involving multi-casualty scenarios, supervised special patient handling, and extractions. Supervised clinical experience with patients is provided.</p> <p>EMS 103 Introduction to the Paramedic Profession 5-1-5 Prerequisite: Provisional admission Introduces the paramedic profession and emphasizes functions beyond the level of basic EMT. Includes topics in Division I, Sections 1,2,3,4, and 6 and Division II, Sections 1 and 2 of the national curriculum. Topics: role and responsibility of the paramedic, the emergency medical services system, medical/legal considerations, EMS communications, major incident response, medical terminology, anatomy and physiology, primary and secondary assessment, and early field management.</p> <p>EMS 104 Emergency Medical Technology IV 9-0-9 Prerequisite: EMS 102 A continuation and review of previous topics. Supervised clinical experience with patients is provided.</p> <p>EMS 105 Fluids, Electrolytes, and Shock 2-1-2 Prerequisite: Program admission. Prerequisite/Corequisite: EMS 103 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.</p> <p>EMS 106 General Pharmacology 2-1-2 Prerequisite: Program admission, Prerequisite/Corequisite: EMS 103&105, 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.</p> <p>EMS 107 Respiratory Function and Management 4-1-4 Prerequisite: Program admission, EMS 103 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.</p> <p>EMS 108 Cardiology 8-2-9 Prerequisite: Program admission, EMS 103 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.</p> <p>EMS 109 Trauma 4-2-5 Prerequisite/Corequisite: EMS 105 Introduces assessment and management of trauma patients.</p>
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<p>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.</p> <p>EMS 111 Medical Emergencies I 3-0-3 Prerequisite: EMS 105, 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.</p> <p>EMS 112 Medical Emergencies II 3-0-3 Prerequisite/Corequisite: EMS 111 The etiology and pathophysiology and infield 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.</p> <p>EMS 113 Obstetrics/Gynecology 1-1-1 Prerequisite: EMS 105 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.</p> <p>EMS 114 Pediatrics 2-1-2 Prerequisites: EMS 105, 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.</p> <p>EMS 116 Behavioral Emergencies 1-0-1 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 violent 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.</p> <p>EMS 118 Clinical Applications / Adv. Emergency Care (A, B&C) 0-36-12 Prerequisite: Program admission. Prerequisite/Corequisite: EMS 103 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.).</p> <p>ENG 100 English 5-0-5 Prerequisite: ENG 096 and RDG 096 or 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.</p>	<p>ENG 101 English 5-0-5 Prerequisite: ENG 097 and RDG 097 or 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.</p> <p>ENG 102 Technical Writing 5-0-5 Prerequisite: ENG 101, ENG 098 and RDG 098 or 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.</p> <p>ENG 111 Business English 5-0-5 Prerequisite: ENG 097 and RDG 097 or 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.</p> <p>ENG 112 Business Communications 5-0-5 Prerequisite: BUS 101, 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.</p> <p>IFC 100 Industrial Safety Procedures 2-1-2 Prerequisite: Provisional admission Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics: introduction to OSHA regulations, safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.</p> <p>IFC 101 Direct Current Circuits I 3-2-4 Prerequisite: MAT 101 Introduces direct current (DC) concepts and applications. Topics: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and lab procedures and safety practices.</p> <p>IFC 102 Alternating Current I 3-2-4 Prerequisite: IFC 101, MAT 101 Introduces the theory and application of varying sine wave voltage and current. Topics: magnetism, AC wave generation, AC test equipment, Inductance, capacitance, and basic transformers.</p> <p>IFC 103 Solid State Devices I 3-2-4 Prerequisite: IFC 102 Introduces the physical characteristics and applications of solid state devices. Topics: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.</p> <p>IMT 101 Industrial Maintenance Safety Procedures (discontinued in 1997) 2-1-2 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.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
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<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>IMT 108 Industrial Mechanics I 5-5-7 Prerequisite: Program admission math competency Explores basic concepts of physics that can be applied to the mechanics of industrial production equipment, teaches basic industrial applications of mechanical principles with emphasis on power transmission. Topics: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.</p> <p>IMT 110 Industrial Mechanics II 3-7-6 Prerequisite: IMT 108 Continues the application of mechanical principles to industrial production equipment with emphasis on power transmission. Topics: mechanical drive systems, couplings and alignment, clutches and brakes, linkage and levers, mechanical troubleshooting, and preventive maintenance.</p> <p>IMT 113 Industrial Hydraulics I 6-4-8 Prerequisite: Program admission math competency Concepts and theories for the safe operation of hydraulic components and systems are explored. Topics: types of fluids, hydraulic theory, suction side of pumps, activators, valves, pump motors, accumulators, symbols and circuitry, preventative maintenance, and servicing safety.</p> <p>IMT 115 Industrial Pneumatics I 3-2-4 Prerequisite/Corequisite: IMT 113 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.</p> <p>IMT 116 Fluid Power Trouble-Shooting 1-4-2 Prerequisite/Corequisite: IMT 113, IMT 115 Instruction in fundamentals of hydraulic and pneumatic systems diagnosis and repair. Principles of analysis and problem solving are applied to fluid power systems. Topics: hydraulic/pneumatic system diagnosis and verification, servicing safety.</p> <p>IMT 118 DC and AC Motors 3-2-4 Prerequisite/Corequisite: IFC 101, IFC 102, MAT 103 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.</p> <p>IMT 119 Fundamentals of Motor Controls 3-2-4 Prerequisite/Corequisite: IMT 118 Concepts, principles, and devices associated with industrial motor control are studied. Topics: principles of motor control, and control devices.</p> <p>IMT 120 Magnetic Starters and Braking 3-4-4 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.</p> <p>IMT 121 Two-Wire Control Circuits 1-4-3 Prerequisite/Corequisite: IMT 120 Provides instruction in automatic and circuit controls. Topics: automatic controls and devices, and control circuits.</p> <p>IMT 122 Advanced Motor Controls 2-2-3 Prerequisite/Corequisite: IMT 121 Continues the study of motor control with emphasis on starters and reversing. Topics: starters, electronic solid state starters, reduced voltage starters, and reversing.</p>	<p>IMT 123 Variable Speed Motor Control 3-2-4 Prerequisite/Corequisite: IMT 122 Instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics: fundamentals of variable speed control, AC and DC motors, solid state controls, installation procedures, and ranges.</p> <p>IMT 126 Programmable Logic Control Practicum 1-9-4 Prerequisite/Corequisite: ELT 114 Hands-on development of operational skills in the maintenance and troubleshooting of automated industrial machinery using advanced features of industrial PLC's. Topics: sequencers, file commands, analog I/O, block transfers, and troubleshooting.</p> <p>IMT 127 Industrial Maintenance Internship 1-9-4 Prerequisite: All non-elective required courses. Provides occupationally based instruction that applies learned skills to actual work experience. Emphasizes students' opportunities to practice programmable logic control skills and troubleshooting.</p> <p>IMT 128 Pumps and Piping Systems 1-4-2 Prerequisite/Corequisite: Program level math competency Instruction in the fundamental concepts of industrial pumps and piping systems. Topics: pump identification; pump operations; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.</p> <p>IMT 129 Industrial Wiring I 2-8-5 Prerequisite/Corequisite: IFC 101, IFC 102 Instruction in the fundamental concepts of industrial wiring with an emphasis on NEC requirements. Topics: wiring devices and materials, symbols and blueprint reading, branch and feeder circuits, switches, receptacles, cord connectors, grounding, wire sizing, overcurrent protection, and NEC requirements.</p> <p>IMT 130 Industrial Wiring II 2-8-5 Prerequisite/Corequisite: IMT 129 Continues instruction in the study of industrial wiring. Topics: raceway installations, three phase systems, industrial lighting systems, and NEC requirements.</p> <p>IMT 131 Industrial Maintenance Review 2-3-3 Prerequisite: All required program courses. Provides an instructional review of the Industrial Maintenance program with a comprehensive assessment of each area of study. Assessment consists of written, identification, and hands-on exams.</p> <p>MT 132 Industrial Maintenance Electrical Review 2-3-3 Prerequisite: All required program courses. Provides an instructional review of the Industrial Maintenance electrical courses of study with a comprehensive assessment of each area. Assessment consists of written, identification, and hands-on exams.</p> <p>IMT 133 Industrial Maintenance Mechanical Review 2-3-3 Prerequisite: All required program courses. Provides an instructional review of the Industrial Maintenance mechanical courses with a comprehensive assessment of each area. Assessment consists of written, identification, and hands-on exams.</p> <p>MAS 101 Medical Law and Ethics 2-0-2 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.</p>
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<p>MAS 103 Pharmacology 5-0-5 Prerequisite: AHS 101, AHS 109, MAT 100 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.</p>	<p>MAS 153 CPT-4 Coding 2-0-2 Prerequisite: MAS 152 Provides instruction in the use of CPT-4 Coding procedures for identification and billing reference purposes by medical professionals.</p>	
<p>MAS 104 Medical Administrative Procedures I 1-5-3 Prerequisite: Program admission, AHS 109, BUS 101 Develops essential administrative skills needed in a typical medical office. Topics: accounting procedures, insurance preparation and coding.</p>	<p>MAT 100 Basic Mathematics 3-0-3 Prerequisite: MAT 096 or program level math competency Emphasizes basic mathematical concepts. Topics: whole numbers, fractions, decimals, percents, ratio/proportion, and measurement using English and metric units.</p>	
<p>MAS 105 Medical Administrative Procedures II 2-8-5 Prerequisite: MAS 103, MAS 104 Develops essential administrative skills needed in a typical medical office. Topics: introduction to the computer, and medical transcription.</p>	<p>MAT 101 General Mathematics 5-0-5 Prerequisite: MAT 097 or 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.</p>	
<p>MAS 108 Medical Assisting Skills I 2-8-5 Prerequisite: Program admission, AHS 101, AHS 109 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.</p>	<p>MAT 103 Algebraic Concepts 5-0-5 Prerequisite: MAT 098 or 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.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p>
<p>MAS 109 Medical Assisting Skills II 2-8-5 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.</p>	<p>MAT 104 Geometry and Trigonometry 5-0-5 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.</p>	
<p>MAS 112 Human Diseases 5-0-5 Prerequisite: AHS 101, AHS 109 Provides clear, succinct, and basic information about common medical conditions. Topics: introduction to disease, body systems, nutritional implications, and pharmacological implications.</p>	<p>MAT 105 Trigonometry 5-0-5 Prerequisite: MAT 103 Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics: geometric formulas, right triangle and unit circle trigonometric values, evaluation and graphing of trigonometric functions, laws of sines and cosines, vectors, complex numbers, logarithms, and logarithmic and exponential functions.</p>	<p>A prerequisite must be taken prior to the student entering a course.</p>
<p>MAS 113 Maternal and Child Care 5-0-5 Prerequisite: AHS 101, AHS 109, MAS 103 Focuses on female and male reproductive systems, intrauterine development, prenatal care, labor and delivery, and stages of child development.</p>	<p>MAT 111 Business Math 5-0-5 Prerequisite: MAT 097 or 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.</p>	<p>A co-requisite must be taken prior to or concurrently with the course.</p>
<p>MAS 117 Medical Assisting Externship 0-20-6 Prerequisite: Completion of all required courses except MAS 118, Corequisite: MAS 118 This clinical Practicum places the student in a medical office job setting and allows for professional-level application of skills learned during the program.</p>	<p>MCA 201 Advanced Milling I 2-8-5 Prerequisite: MCH 115, MCH 116 Instruction in the advanced techniques of milling machine operation. Topics: vertical milling, horizontal milling, compound angles, and gear cutting.</p>	
<p>MAS 118 Medical Assisting Seminar 4-0-4 Prerequisite: Completion of all required courses except MAS 117; Corequisite: MAS 117 This course focuses on preparation for employment, maintenance of skills, and review for the certification examination.</p>	<p>MCA 203 Advanced Milling II 2-8-5 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.</p>	
<p>MAS 151 ICD-9-CM Coding I 4-0-4 Prerequisite: Program admission Provides instruction in the use of ICD-9-Coding procedures for identification and billing reference purposes by medical professionals.</p>	<p>MCA 205 Advanced Lathe Operations I 3-8-5 Prerequisite: MCH 109, MCH 110 Provides instruction in advanced lathe operations and procedures. Topics: thread cutting, precision boring, precision knurling and tapers.</p>	<p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
<p>MAS 152 ICD-9-CM Coding II 4-0-4 Prerequisite: MAS 151 Continues instruction in the use of ICD-9-Coding procedures for identification and billing reference purposes by medical professionals.</p>	<p>MCA 207 Advanced Lathe Operations II 2-8-5 Prerequisite: MCA 205 Continues instruction begun in MCA 205 by introducing fur-</p>	

<p>ther advanced lathe operations and procedures. Topics: special setups, eccentric turning, and tolerance turning.</p> <p>MCA 208 Advanced Grinding I 1-4-3 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.</p> <p>MCA 209 Advanced Grinding II 2-3-3 Prerequisite: MCA 208 Provides instruction in advanced grinding techniques and procedures. Topics: grinding theory, abrasives, wheel preparation, and form grinding.</p> <p>MCA 211 CNC Fundamentals 6-4-7 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.</p> <p>MCA 213 CNC Mill Manual Programming 5-5-6 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 setup, process control, and practical application.</p> <p>MCA 215 CNC Lathe Manual Programming 5-5-6 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 setup, process control, and practical application.</p> <p>MCA 217 CNC Practical Applications 4-6-6 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.</p> <p>MCA 219 CAD/CAM Programming 5-5-6 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.</p> <p>MCA 220 Die Design I 5-5-6 Prerequisite: MCH 101, MCH 107, MCH 109, MCH 110, MCH 112, MCH 115, MCH 116 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.</p> <p>MCA 221 Die Construction I 0-10-3 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.</p> <p>MCA 223 Die Design II 5-5-6 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.</p> <p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>MCA 224 Die Construction II 0-10-3 Prerequisite/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.</p> <p>MCA 226 Machining Math III 5-0-5 Prerequisite: MCH 105 A continuation of advanced machining mathematics concepts. Topics: interpolation of compound angles, advanced algebraic equations, compound and complex geometric functions, and advanced trigonometry.</p> <p>MCA 228 Characteristics of Metal/Heat Treatment II 4-1-4 Prerequisite: MCH 107 The proper selection of tool steel for specific tooling operations and 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.</p> <p>MCH 101 Introduction To Machine Tool 2-8-6 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.</p> <p>MCH 102 Blueprint Reading For Machine Tool 5-0-5 Prerequisite: Provisional admission Introduces concepts necessary to interpret drawings and produce sketches for the machine tool applications. Topics: interpretation of blueprints and sketches.</p> <p>MCH 104 Machine Tool Math I 5-0-5 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.</p> <p>MCH 105 Machine Tool Math II 5-0-5 Prerequisite: MCH 104 Continues the development of math competencies as applied to machine tool technology. Emphasis on geometric and trigonometric principles in machining.</p> <p>MCH 107 Characteristics of Metals/Heat Treatment 3-2-4 Prerequisite: Provisional admission Introduces the properties of various metals, production methods and identification of ferrous and non-ferrous metals. Topics: metallurgy, and heat treatment.</p> <p>MCH 109 Lathe Operations I 4-6-7 Prerequisite: Provisional admission Provides opportunities to develop skills using bench grinders and lathes. Topics: lathes, bench grinders, lathe calculations, setup, and operations; bench grinder operations.</p> <p>MCH 110 Lathe Operations II 2-8-6 Prerequisite: Provisional admission Provides additional opportunities to develop skills using lathes. Topics: lathes, lathe calculations, setup, and operations.</p> <p>MCH 112 Surface Grinder Operations 2-8-6 Prerequisite: Provisional admission The setup, operation, maintenance, and assembly operations of surface grinders are studied. Topics: surface grinders and their maintenance, surface grinder setup and operations.</p>
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<p>MCH 114 Blueprint Reading II 5-0-5 Prerequisite: MCH 104 Continues the development of blueprint reading competencies as applied to machine tool technology. Topics: advanced sectioning, geometric dimensioning, geometric tolerancing, and assembly drawings.</p>	<p>financial statements, and ratios.</p>	
<p>MCH 115 Mill Operations I 4-6-7 Prerequisite: Provisional admission Instruction in the calculations, setup, and operations of milling machines. Topics: milling machines; calculations, setups, and operations.</p>	<p>MKT 106 Fundamentals of Selling 5-0-5 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.</p>	
<p>MCH 116 Mill Operations II 2-8-6 Prerequisite: Provisional admission Further instruction in the calculations, setup, and operations of milling machines. Topics: vertical and horizontal mill calculations, setups, and operations.</p>	<p>MKT 107 Buying 5-0-5 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.</p>	
<p>MCH 118 Computer/CNC Literacy 5-0-5 Prerequisite: Provisional admission 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 sub-routines, machine tool applications, Cartesian coordinates, absolute and incremental programming, and the capabilities and limitations of CNC.</p>	<p>MKT 108 Advertising 3-2-4 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.</p>	
<p>MCH 151 Machine Tool Technology Internship 0-15-5 Prerequisite: Successful completion of all required subjects. Provides for student work experience in an occupational environment under the supervision of the MTT program instructor. Topics: work and personal skills development.</p>	<p>MKT 109 Visual Merchandising 3-2-4 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.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p>
<p>MKT 100 Introduction to Marketing 5-0-5 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.</p>	<p>MKT 110 Entrepreneurship 6-4-8 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.</p>	<p>A prerequisite must be taken prior to the student entering a course.</p>
<p>MKT 101 Principles of Management 5-0-5 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.</p>	<p>MKT 125 Retail Operations Management 6-4-8 Prerequisite: Program admission Emphasizes planning, organizing, and managing of retail firms. Topics: organizational development, strategic and short-term planning, human resource management, inventory control, profit and loss statements, balance sheets and entrepreneurship.</p>	<p>A co-requisite must be taken prior to or concurrently with the course.</p>
<p>MKT 103 Business Law 5-0-5 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.</p>	<p>MKT 130 Marketing Admin./Occupationally-Based Instruction I 0-10-3 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.</p>	<p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
<p>MKT 104 Principles of Economics 5-0-5 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.</p>	<p>MKT 131 Marketing Admin./Occupationally-Based Instruction II 0-10-3 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.</p>	
<p>MKT 105 Accounting For Marketing Applications 5-0-5 Prerequisite: MAT 111 Gives the student an awareness of the financial aspects of business. Topics: forecasting and budgeting, stock records, the dollar value of overtime, costs of changes, justifying improvements, basic accounting principles, basic accounting cycle,</p>	<p>MKT 136 Retail Management/Occupationally-Based Instruction I 0-10-3 Prerequisite: Program admission, ENG 111, MKT 101 Actual job placement or Practicum experience introduces students to retail management and employability principles. MKT</p>	

<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>136 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.</p> <p>MKT 137 Retail Management/Occupationally-Based Instruction II 0-10-3 Prerequisite/Corequisite: MKT 136 Actual job placement or Practicum experience focuses on the application and reinforcement of retail management and employability principles. MKT 137 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.</p> <p>MKT 161 Service Industry Business Environment 2-0-2 Prerequisite: Provisional admission Introduces students to the service industry. Topics: service industry business environment, learning to learn, work ethics / work place values, customer service overview, team building, introduction to business principles.</p> <p>MKT 162 Customer Contact Skills 6-0-6 Prerequisite: MKT 161 Provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics: creating positive customer relations, problem solving in customer service, telephone skills, sale skills in the service environment, managing the difficult customer, and managing the multi-cultural customer.</p> <p>MKT 163 Computer Skills For Customer Service 3-0-3 Prerequisite: MKT 162 Provides students with the fundamentals of computer skills in a customer service environment. Topics include introduction to the following: computer technology, Windows, word processing, spreadsheets, databases, E-mail, and credit card processing.</p> <p>MKT 164 Business Skills for the Customer Service Environment 3-0-3 Prerequisite: MKT 163 Provides students with the fundamentals of basic business skills in the customer service environment. Topics: basic business writing, basic business math, change management, managing multiple tasks and priorities, and tools for service excellence.</p> <p>MKT 165 Personal Effectiveness in Customer Service 1-0-1 Prerequisite: MKT 164 Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics: positive image, personal wellness, and job interview skills.</p> <p>MSD 101 Interpersonal Employee Relations 5-0-5 Prerequisite: Provisional admission Provides a general knowledge of the human relations aspect of the senior-subordinate workplace environment. Topics: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.</p> <p>MSD 102 Legal Environment for Supervisors 5-0-5 Prerequisite: Provisional admission Develops a working knowledge of the legal environment of business necessary for supervisors. Topics: legal system and public policy making, administrative law and business contracts, individual accountability and liability, debtor-creditor relationships,</p>	<p>consumer and competition - federal protective laws, Title VII of the Civil Rights Act, OSHA, and employee protective laws.</p> <p>MSD 103 Leadership and Decision Making 5-0-5 Prerequisite: Provisional admission Familiarizes the student with the principles and methods of sound leadership and decision making. Topics: leadership principles, senior-subordinate relationships, decision making process, sound and timely decision making, leadership relative to major functions of management, and delegation of authority and responsibility.</p> <p>MSD 104 Personnel Administration For Supervisors 5-0-5 Prerequisite: Provisional admission Acquaints the student with the authority, responsibility, functions, and problems of the personnel administrator. Topics: personnel manager / line manager relations, job description analysis and development, interview of prospective employees, diagnosis of organizational condition, personnel action laws and guidelines, employee training, and employability skills.</p> <p>MSD 105 Labor Law and Labor Relations 5-0-5 Prerequisite: Provisional admission Acquaints the student with labor laws and labor relations principles which define the proper conduct of labor relations. Topics: labor laws, collective bargaining, contract negotiations, Taft-Hartley and Wagner Acts, labor union practices and laws, unfair labor practices, 1959 Disclosure Act, and arbitration procedures.</p> <p>MSD 106 Counseling and Disciplinary Actions 5-0-5 Prerequisite: Provisional admission Develops an understanding of the proper counseling and disciplinary techniques to use in various workplace situations. Topics: use of counseling approaches and techniques, communications for counselors, needs recognition, and disciplinary counseling and techniques.</p> <p>MSD 107 Training and Performance Evaluation 5-0-5 Prerequisite: Provisional admission Shows the student how to recognize when training is needed, and how to properly use the performance evaluation system. Topics: principles of training, techniques of training, supervisor's training responsibilities, steps in training, significance and use of performance evaluation, and fairness and equity in performance evaluation preparation.</p> <p>MSD 108 Management and Supervisory Seminar 5-0-5 Prerequisite: MSD 103 Encourages students to discuss their perceptions of management practices which have been studied during the Management / Supervisory Development program. Topics: current issues and problems in supervision and management, and state-of-the-art supervisory and management techniques.</p> <p>MSD 110 Management and Supervision Occupationally-Based Instruction I 5-0-5 Prerequisite: Program admission, Prerequisite / Corequisite: ENG 101, MKT 101 Introduces students to the application and reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic situations and are provided with insights into management and supervisory applications on the job. Topics: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development.</p>
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<p>NPT 112 Medical Surgical Nursing I Practicum 0-21-7 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, integumentary, urinary, and gastrointestinal systems and associated illnesses; diet therapy; pharmacology; and nursing procedures/techniques utilizing the nursing process.</p>	<p>health. Topics: the reproductive system; obstetrics; maternal child, and associated illness; pharmacology; and nursing procedures/techniques; and utilizing the nursing process.</p>	
<p>NPT 113 Medical Surgical Nursing II Practicum 0-21-7 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: wellness and prevention of illness, nursing care, treatments, drug and diet therapy related to patients with disorders of the musculoskeletal, neurological, integumentary, and sensory systems; nursing care, treatments, drug and diet therapy related to patients with mental health disorders; and oncology.</p>	<p>NSG 215 Nursing Leadership 2-0-2 Prerequisite: AHS 102, AHS 103; NSG 111. Corequisite: NPT 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.</p>	
<p>NPT 214 Maternal-Child Nursing Practicum 0-14-4 Prerequisite: AHS 102, AHS 103, NSG 111, Corequisite: NSG 214 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, pediatrics, and associated illness; diet therapy; pharmacology; and nursing procedures/techniques utilizing the nursing process.</p>	<p>PHY 221 Physics I 5-0-5 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.</p>	
<p>NPT 215 Nursing Leadership Practicum 0-8-2 Prerequisite: AHS 102, AHS 103, NSG 111; Corequisite: NSG 215 Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics: leadership skills, management skills, and employability skills.</p>	<p>PHY 222 Physics II 5-0-5 Prerequisite: PHY 221 Continues the study of the practical applications of mechanics theory. Topics: heat, light, sound, statics, and fluid dynamics.</p>	
<p>NSG 111 Nursing Fundamentals 7-14-13 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.</p>	<p>PSY 100 Interpersonal Relations 3-0-3 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.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed. A prerequisite must be taken prior to the student entering a course. A co-requisite must be taken prior to or concurrently with the course.</p>
<p>NSG 112 Medical Surgical Nursing I 9-0-9 Prerequisite: AHS 102, AHS 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.</p>	<p>PSY 101 Psychology 5-0-5 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.</p>	
<p>NSG 113 Medical Surgical Nursing II 9-0-9 Prerequisite: AHS 102, AHS 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.</p>	<p>RAD 101 Introduction to Radiography 5-2-6 Prerequisite: Program admission An overview of radiography and patient care. Topics: ethics, medical/legal considerations, Right To Know Law, professionalism, basic principles of radiation protection, principles of exposure, equipment, hospital and department organization, and patient care with consideration for physical and psychological conditions.</p>	
<p>NSG 214 Maternal-Child Nursing 10-0-10 Prerequisite: AHS 102, AHS 103, NSG 111. Corequisite: NPT 214 Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of</p>	<p>RAD 104 Radiographic Procedures I 2-3-3 Prerequisite/Corequisite: AHS 101, RAD 101 Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis on production of quality radiographs. Topics: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures; anatomy; and topographical anatomy related to body cavities, upper extremities, and the shoulder girdle.</p>	<p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
	<p>RAD 106 Radiographic Procedures II 2-3-3 Prerequisite: RAD 104 Continues the study of radiographic procedures. Topics: anatomy and routine projections of the lower extremities, pelvic girdle, spine, and bony thorax.</p>	
	<p>RAD 107 Principles of Radiographic Exposure I 3-3-4 Prerequisite/Corequisite: RAD 101 A study of factors governing the production of radiographic images. Topics: radiographic density, radiographic contrast, recorded detail, distortion, characteristics, handling, and storage of film, artifacts, silver recovery, and state/federal regulations.</p>	

<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>RAD 109 Radiographic Procedures III 3-1-3 Prerequisite: RAD 106 Continues development of skills required prior to execution of radiographic procedures in clinical situations. <i>Topics:</i> gastrointestinal, genitourinary, and biliary system procedures.</p> <p>RAD 111 Radiologic Science I 5-0-5 Prerequisite/Corequisite: MAT 103 Concepts of basic physics with emphasis on the fundamentals of x-ray generating equipment. <i>Topics:</i> units of measure, physical principles, atomic structure, the structure of matter, electrostatics, magnetism, and electromagnetism, electrodynamics, and control of high voltage and rectification.</p> <p>RAD 113 Radiographic Procedures IV 2-1-2 Prerequisite: RAD 104 Continues development of knowledge and skills required to perform radiographic procedures. <i>Topics:</i> anatomy and routine cranial and facial radiography.</p> <p>RAD 114 Radiologic Science II 2-0-2 Prerequisite: RAD 111 Continues concepts of basic physics as relate to x-ray equipment. <i>Topics:</i> x-ray tubes, x-ray circuits, and production and characteristics of radiation.</p> <p>RAD 116 Principles of Radiographic Exposure II 3-0-3 Prerequisite: RAD 107 Continues instruction related to production of the radiographic image on film. <i>Topics:</i> beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.</p> <p>RAD 117 Radiographic Imaging Equipment 3-3-4 Prerequisite: RAD 116 A survey of equipment used to produce diagnostic images. <i>Topics:</i> radiographic equipment, image intensified fluoroscopy, recording media, image noise, computer literacy, monitoring and maintenance, state/federal regulations.</p> <p>RAD 118 Special Radiologic Procedures I 3-1-3 Prerequisite: RAD 113 Instruction in the more complicated special radiologic procedures. <i>Topics:</i> minor procedures, sterile technique, special equipment, introduction to angiographic and interventional procedures.</p> <p>RAD 119 Radiographic Pathology 2-1-2 Prerequisite: AHS 101 Pathology and disease as related to radiographic procedures are discussed. <i>Topics:</i> pathology fundamentals, trauma/physical injury, systemic classifications of disease.</p> <p>RAD 120 Principles of Radiation Biology & Protection 5-0-5 Prerequisite: Program Admission Radiation effects on cells and factors affecting cell response are presented. <i>Topics:</i> radiation detection and measurement, patient protection, personnel protection, maximum permissible dose, agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction, effects of radiation.</p> <p>RAD 126 Radiologic Technology Review 4-0-4 Prerequisite/Corequisite: RAD 134, RAD 138 A review of previous course work to help the student prepare for a national certification exam. <i>Topics:</i> radiographic exposure; radiographic procedures; anatomy, physiology, pathology, terminology; radiation protection; patient care techniques.</p> <p>RAD 132 Introduction to Clinical Radiography I 0-14-4 Prerequisite: RAD 104; Prerequisite/Corequisite: RAD 106 Introduces the hospital clinical setting and the opportunity for</p>	<p>students to participate in or observe radiographic procedures. <i>Topics:</i> orientation; participation in/observation of procedures related to body cavities, shoulder girdle, upper extremities, lower extremities, pelvic girdle, spine, and bony thorax.</p> <p>RAD 133 Introduction to Clinical Radiography II 0-21-7 Prerequisite: RAD 106, RAD 132, Prerequisite/Corequisite: RAD 109 Continues clinical work experience. <i>Topics:</i> equipment utilization; participation in/observation of projections of the lower extremities, pelvic girdle, spine, bony thorax, gastrointestinal, genitourinary, and biliary systems.</p> <p>RAD 134 Intermediate Clinical Radiography 0-21-7 Prerequisite: RAD 109, RAD 133, Prerequisite/Corequisite: RAD 113, RAD 114 Continues clinical work experience. <i>Topics:</i> participation in/observation of procedures related to gastrointestinal, genitourinary, and biliary systems procedures, and cranial/facial radiography.</p> <p>RAD 135 Intermediate Clinical Radiography II 0-21-7 Prerequisite: RAD 134; Prerequisite/Corequisite: RAD 118 Continues clinical work experience. <i>Topics:</i> sterile techniques; participation in/observation of procedures related to genitourinary system, cranial, and facial radiography.</p> <p>RAD 136 Intermediate Clinical Radiography III 0-21-7 Prerequisite: RAD 118, RAD 135 Continues clinical work experience. <i>Topics:</i> advanced radiographic anatomy, equipment utilization, sterile techniques; participation in/observation of angiographic, interventional, genitourinary procedures, and special equipment.</p> <p>RAD 137 Advanced Clinical Radiography I 0-28-9 Prerequisite: RAD 136, Prerequisite/Corequisite: RAD 120 Continues clinical work experience. <i>Topics:</i> equipment, exposure techniques, routine and special radiographic procedures.</p> <p>RAD 138 Advanced Clinical Radiography II 0-28-9 Prerequisite: RAD 137 Culminates hospital work experience. <i>Topics:</i> equipment, exposure techniques, routine and special radiographic procedures.</p> <p>RAD 251 Mammography - Clinical 7-0-7 Prerequisite: Program admission Introduces students to the mammography department and provides opportunities to participate in or observe mammography procedures. Emphasis is on anatomy, pathology, positioning, routine breast imaging and technique, special mammographic imaging quality control and film critique.</p> <p>RAD 252 Mammography Anatomy — Pathology and Positioning 4-0-4 Prerequisite: Program admission Provides the student with an overview of mammography anatomy and physiology of the breast, pathology, positioning, patient care, and patient education. <i>Topics to be covered include:</i> organization of the mammography department, professional and legal responsibilities, epidemiology, early detection, staging and treatment planning, patient education/risk vs benefit of mammography, breast anatomy and physiology, benign and malignant breast pathology, routine and special positioning techniques, and interventional procedures</p> <p>RAD 253 Mammography Physics, Instrumentation and Quality Assurance 5-0-5 Prerequisite: Program admission Provides students with concepts of mammography physics, instrumentation, and quality assurance. <i>Topics to be covered include:</i> characteristics of dedicated film screen mammography unit, image receptor, techniques, radiation protection, and quality control.</p>
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<p>RAD 254 Introduction to Sonography - Clinical 5-0-5 Prerequisite: Program admission Introduces students to the ultrasound department and provides opportunities to participate/observe/perform ultrasound procedures. Emphasis is on ultrasound principles and equipment such as transducers and imaging instruments while participating/performing general abdominal, neck, breast, and superficial structures ultrasound exams.</p>	<p>RAD 264 Computerized Tomography, Patient Care and Imaging Procedures 8-0-8 Prerequisite: Program admission Provides knowledge necessary to perform CT procedures. Topics: patient preparation assessment and monitoring, IV procedures, contrast agents, planning and evaluation of exams, imaging anatomy, special procedures and radiation safety.</p>	
<p>RAD 255 Abdominal Anatomy — Pathology and Procedures 5-0-5 Prerequisite: Program admission Introduces abdominal anatomy, pathology and procedures for diagnostic medical sonography. Emphasis is on liver, biliary tree, pancreas, urinary tract, neck, superficial structures, breast, vascular anatomy, and surgical procedures</p>	<p>RES 101 Introduction to Respiratory Therapy 5-0-5 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.</p>	
<p>RAD 256 Sonography Physics and Instrumentation I 3-0-3 Prerequisite: Program admission Introduces factors involved with diagnostic ultrasound principles and instruments. Emphasis on the influences of ultrasound transducers and imaging instruments.</p>	<p>RES 102 Foundations of Respiratory Therapy 5-0-5 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, chest physiotherapy, and hyperinflation therapy.</p>	
<p>RAD 257 Advanced Sonography - Clinical 5-0-5 Prerequisite: Program admission Students in a clinical setting develop proficiency in equipment utilization and participate in general abdominal, neck, breast, and superficial structures sonography exams. Emphasis on advanced equipment used in obstetric and gynecologic sonography.</p>	<p>RES 103 Respiratory Therapy Equipment 3-5-5 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 humidity therapy, chest physiotherapy, hyperinflation, oximetry, concentrations and compressors.</p>	<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p>
<p>RAD 258 OB-GYN Anatomy — Pathology and Procedures 6-0-6 Prerequisite: Program admission Introduces OB-GYN anatomy, pathology and procedures for diagnostic medical sonography. Emphasis is on pelvic anatomy, physiology and anomalies, first trimester obstetrical ultrasound, placenta, assessment of gestational age/maturity, obstetrical pathology complications, gynecology, and patient care/preparation.</p>	<p>RES 104 Cardiopulmonary Anatomy and Physiology 5-0-5 Prerequisite: AHS 101, RES 101 Provides in-depth 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 level. 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.</p>	<p>A prerequisite must be taken prior to the student entering a course.</p>
<p>RAD 259 Sonography Physics and Instrumentation II 3-0-3 Prerequisite: Program admission Introduces factors involved with diagnostic ultrasound principles and instruments. Emphasis on Doppler instruments, artifacts and performance and safety procedures.</p>	<p>RES 106 Pharmacology 5-0-5 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.</p>	<p>A co-requisite must be taken prior to or concurrently with the course.</p>
<p>RAD 261 Computerized Tomography - Clinical I 5-0-5 Prerequisite: Program admission Introduces students to the computerized tomography department and provides opportunities for participation in or observation of CT procedures. Topics: equipment utilization, exposure techniques, evaluation of CT procedures, contrast medias, and progress toward completion of clinical competencies.</p>	<p>RES 107 Patient Assessment 2-1-2 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.</p>	<p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>
<p>RAD 262 Computerized Tomography Physics and Instrumentation I 7-0-7 Prerequisite: Program admission Introduces the concepts of basic physics and instrumentation for computerized tomography. Topics: System operation and components, imaging processing and display, image quality, and artifacts.</p>	<p>RES 108 Patient Monitoring 2-1-2 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.</p>	
<p>RAD 263 Computerized Tomography II 5-0-5 Prerequisite: Program admission Utilizes a hospital/clinical setting wherein students develop skill levels as demanded of a technologist specialized in Computerized Tomography. Topics: equipment utilization, exposure techniques, and imaging procedures.</p>	<p>RES 109 Airway Management 2-1-2 Prerequisite/Corequisite: RES 104 Techniques for emergency and long-term airway management are pre-</p>	

<p>Prerequisites and Co-requisites Many courses have prerequisites or co-requisites listed.</p> <p>A prerequisite must be taken prior to the student entering a course.</p> <p>A co-requisite must be taken prior to or concurrently with the course.</p> <p>Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.</p>	<p>sented. Proper placement of core of artificial airways is emphasized. Topics: artificial airways, complications of artificial airways, principle of airway suctioning, and manual resuscitators.</p> <p>RES 110 Microbiology 3-0-3 Prerequisite: Program Admission, Prerequisite/Corequisite: AHS 101 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.</p> <p>RES 111 Pathophysiology 6-0-6 Prerequisite/Corequisite: RES 108, RES 108, RES 110 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: obstructive pulmonary disease, restrictive neuromuscular disease, infections, and respiratory failure/trauma.</p> <p>RES 113 Mechanical Ventilation 4-0-4 Prerequisite: RES 103, Prerequisite/Corequisite: RES 108, 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.</p> <p>RES 114 Mechanical Ventilators 0-6-3 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.</p> <p>RES 115 Introduction to Pulmonary Function Testing 1-1-1 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.</p> <p>RES 116 Neonatal/Pediatric Respiratory Care 3-0-3 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.</p> <p>RES 117 Pulmonary Rehabilitation 1-1-1 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.</p> <p>RES 120 Respiratory Therapy Seminar 2-0-2 Prerequisite/Corequisite: 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.</p> <p>RES 121 Respiratory Clinical Orientation 0-8-2 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 resuscita-</p>	<p>tion (CPR) certification, orientation to the hospital, and observation.</p> <p>RES 122 Respiratory Care I 0-8-2 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.</p> <p>RES 123 Respiratory Care II 0-8-2 Prerequisite/Corequisite: RES 106, RES 108, RES 122 Provides in-depth clinical exposure to diagnostic and therapeutic modalities. Topics: humidity/aerosol therapy, oxygen therapy, hyperinflation therapy, bronchial hygiene, patient assessment and monitoring, and pulmonary diagnostics.</p> <p>RES 124 Respiratory Critical Care I 0-16-5 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.</p> <p>RES 125 Respiratory Critical Care II 0-32-10 Prerequisite/Corequisite: 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.</p> <p>SCT 100 Introduction To Microcomputers 4-6-7 Prerequisite: Provisional admission Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is on basic functions and familiarity with computer use. Topics: computer terminology; and an introduction to the following: Windows environment, networking, word processing, spreadsheets, and databases.</p> <p>WLD 100 Introduction to Welding Technology 4-4-6 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.</p> <p>WLD 101 Oxyfuel Cutting 2-6-4 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.</p> <p>WLD 102 Oxyacetylene Welding 1-2-1 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.</p> <p>WLD 103 Blueprint Reading I 1-4-3 Prerequisite/Corequisite: MAT 100 Introduces the knowledge and skills needed for reading weld-</p>
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ing 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 3-7-6

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 setup; 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 3-7-6

Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests (horizontal position) are used in the evaluation of student progress. 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 3-7-6

Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests (vertical position) are used in the evaluation of student progress. 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 3-7-6

Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests (overhead position) are used in the evaluation of student progress. 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 1-4-3

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 Arc Welding (GMAW/MIG) 3-7-6

Prerequisite: WLD 100

Provides knowledge of theory, safety practices, equipment, and techniques required for successful gas metal arc welding. Qualification tests (all positions) are used in the evaluation of student progress. Topics: GMAW safety and health practices; theory; machines and setup; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints.

WLD 110 Gas Tungsten Arc Welding (GMAW/TIG) 2-5-4

Prerequisite: WLD 100

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests (all positions) are used in the evaluation of student progress. Topics: theory; safety and health practices; metals weldable using GTAW; shielding gases; metal cleaning procedures; GTAW machines and setup; 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 2-6-4

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.

WLD 133 Metal Welding and Cutting Techniques 2-3-3

Prerequisite: Provisional Admission

Instruction in the fundamentals of electric arc welding and the use of oxyacetylene cutting equipment. Topics: arc welding, flame cutting, safety practices, oxyfuel welding, and brazing.

WLD 151 Fabrication Practices 2-6-5

Prerequisite: Provisional Admission

Presents practices common in the welding and metal fabrication industry. *Topics:* ordering materials, special tools, handling and pricing special jobs, and specialized repair and fabrication techniques

WLD 152 Pipe Welding 2-6-5

Prerequisite: Provisional Admission

Provides opportunities to apply skills to pipe welding operations. *Topics:* fixed position welds on horizontal pipe, fixed position welds on vertical and 45 degree pipe, and laying out and cutting connections.

WLD 153 Flux Cored Arc Welding 2-3-4

Prerequisite: Provisional Admission

Provides knowledge of theory, safety practices, equipment and techniques required for successful flux cored arc welding. *Topics:* FCAW safety and health practices, FCAW theory, machine setup and operation, shielded gas selection, and FCAW joints in all positions.

Prerequisites and Co-requisites
Many courses have prerequisites or co-requisites listed.

A prerequisite must be taken prior to the student entering a course.

A co-requisite must be taken prior to or concurrently with the course.

Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.

COURSE DESCRIPTIONS — *Developmental Studies*

Prerequisites and Co-requisites
Many courses have prerequisites or co-requisites listed.

A prerequisite must be taken prior to the student entering a course.

A co-requisite must be taken prior to or concurrently with the course.

Under certain circumstances, individuals may request that a prerequisite or co-requisite be waived.

ENG 095 English I 1-8-5 I
Prerequisite: Entrance scores in accordance with Department of Technical and Adult Education admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. 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 5-0-5 IC
Prerequisite: ENG 095, or entrance English score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. A developmental studies course that reviews the standard rules of English grammar. Topics: basic capitalization rules, end punctuation marks, commas, apostrophes, word usage in simple sentences, identification of subjects and predicates, and spelling.

ENG 097 English III 5-0-5 IC
Prerequisite: ENG 096, or entrance English score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. 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 5-0-5 IC
Prerequisite: ENG 097, or entrance English score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. 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 0-10-5 IC
Prerequisite: Entrance arithmetic score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. 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 5-0-5 IC
Prerequisite: MAT 095 or entrance arithmetic score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. 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 5-0-5 IC
Prerequisite: MAT 096 or entrance arithmetic score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis. 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 5-0-5 IC
Prerequisite: MAT 097 or entrance arithmetic score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis.

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 0-10-5 IC
Prerequisite: Entrance reading score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis.

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 5-0-5 IC
Prerequisite: RDG 095 or entrance reading score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis.

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 5-0-5 IC
Prerequisite: RDG 096 or entrance reading score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis.

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 5-0-5 IC
Prerequisite: RDG 097 or entrance reading score in accordance with DTAE admission score levels. *Note:* Lab may be substituted, as needed, for class hours on a 2 to 1 basis.

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.

ADMINISTRATION AND STAFF

President's Office

Craig McDaniel, President

Diane Blair, Director of Institutional Effectiveness

- Heidi Popham, Executive Secretary to the President

Vice President's Office of Administrative Services

Terry Williamson, Vice President, Administrative Services

- Jackie Hartley, Accounting Technician
- Donna Hicks, Accounts Receivable Technician
- Liz Shields, Payroll/Personnel Technician
- Kelly Barnes, Accounting Technician

Calhoun/Gordon County Campus

Dr. George L. Baker, Vice President, Calhoun/Gordon County Campus

Clare H. Lewis, Director of Student Services

Keith Parker, Supervisor of Buildings and Grounds

- Sherry Lusk, Student Services Secretary
- Candie Freeman, Instructional Services Secretary
- Betty Phillips, Switch Board/Receptionist (P-T)
- Kenneth Thomason, Maintenance Technician

Polk County Campus

Dr. Will Joe Knighten, Vice President, Polk County Campus

(position vacant), Director of Student Services

(position vacant), Supervisor of Buildings and Grounds

- (position vacant), Student Services Secretary
- (position vacant), Instructional Services Secretary
- (position vacant), Switch Board/Receptionist (P-T)
- (position vacant), Switch Board/Receptionist (P-T)
- (position vacant), Maintenance Technician

Vice President's Office of Economic

Development Services

Pete McDonald, Vice President, Economic Development Services

Greg Clark, Director of Business and Industry Services

Susan Hackney, Director, Adult Literacy Programs

- Amber Jordan, Secretary
- Martha Ann Smith, Adult Literacy Secretary
- Faye Vann, Adult Literacy Secretary (P-T)

Vice President's Office of Instructional Services

Dr. Dottie Gregg, Vice President, Instructional Services

Edwin C. Buice, Director, Personnel Services and Evening School

Dr. David Cox, Director, Instructional Services

Lionell Earwood, Director, Buildings and Grounds

- Mardi Jackson, Media Services Coordinator
- LuAnn Peirson, Secretary
- Amanda Stuckey, Receptionist, Evening Secretary (P-T)
- Mary Ann Westmoreland, Department Secretary
- Justin Van Nest, Computer Information Systems Technician
- Alan McDougle, Support Technician
- Ron Vick, Support Technician

Vice President's Office of Student Services

Dr. Steve Bradshaw, Vice President, Student Services

David McBurnett, Director, Student Services and Job Placement

Bonnie Bowen, Coordinator, New Connections Program

Tresa Duck, Financial Aid Officer

Lucy Hale, Coordinator, JTPA Program

Karen Teems, Counselor/Student Activities Advisor

Robin McCary, MIS/Banner Specialist

- Juana Brumbelow, Financial Aid Secretary
- Kay Chandler, Data Clerk (P-T)
- Sherry Gatlin, Testing Specialist (P-T)
- Jan Gore, Student Services Secretary
- Kathy Kitchens, Student Services Secretary
- Lynn Myer, Switch Board/Receptionist

Maintenance- Buildings and Grounds

Lionell Earwood, Director, Buildings and Grounds

- Phillip Frazier, Maintenance Technician
- Mike Hopkins, Maintenance Technician
- Hubert Johnson, Maintenance Technician
- Brenda Maddox, Custodial

FACULTY DIRECTORY

Full-Time

ADAMS, NANCY, Instructor, Business and Office Technology program; Ed.S., State University of West Georgia, 1986.

BAKER, GEORGE L., Vice President, Calhoun-Gordon Campus; Ed.D., University of Northern Colorado, 1970.

BLAIR, DIANE, Director of Institutional Effectiveness; M.Ed., Georgia State University, 1994.

BOSWELL, SHELOR, Instructor, Business and Office Technology program; M.Ed., State University of West Georgia, 1975.

BOWEN, BONNIE, New Connections Coordinator; B.A., Queens College, 1968.

BRADSHAW, STEVE, Vice President for Student Services; Ed.D., University of Georgia, 1991.

BROOKS, COLLEEN, Instructor, Adult Literacy program; B.A., Carson Newman College, 1969.

BUICE, EDWIN, Director, Instructional Services; Ed.S., State University of West Georgia, 1975.

BURCHETT, JEAN, Instructor, Information and Office Technology program; Ed.S., State University of West Georgia, 1981.

CARNEY, JAN, Instructor, Computer Information Systems program; B.S., Georgia State University, 1980.

CARNEY, VIVIAN, Instructor, Business and Office Technology program, Office Assistant program, Data Entry Clerk program; Ed.S., State University of West Georgia, 1983.

CARTER, BARRY, Instructor, Auto Collision Repair Technology program; Diploma, Carroll Technical Institute, 1980.

CARTER, DEWEY, Instructor, Machine Tool Technology; Journeyman Machinist.

CARTER, JACK, Instructor, Mathematics; M.A., University of Alabama, 1970.

CARTER, PAUL, Instructor, Marketing Management program, M.B.C., University of Georgia 1974

CLARK, GREG, Director of Continuing Education, B.S.; University of Georgia, 1986.

CLAY, ANN, Instructor, Adult Literacy program; B.S., Auburn University, 1971.

CLEMENTS, FRANCES, Instructor, Practical Nursing program; R.N., Diploma, Fort Sanders Presbyterian Hospital School of Nursing, 1963. *A.D. equivalency recognized by the state department.*

COFFMAN, BETTY, Instructor, Practical Nursing program; R.N., M.Ed., Georgia State University, 1986.

COX, DAVID, Director, Instructional Services; Ed.D., University of Georgia, 1996.

DELFALCO, SAMUEL, Instructor, Management and Supervisory Development, B.S.B.A., Century University, 1981.

DiPRIMA, LISA C., Instructor, Developmental Studies program; B.S.,

DUCK, TRESA, Financial Aid Officer; A.A., Floyd College, 1993.

DYE, JACK, Instructor, Air Conditioning Technology program; Diploma, Coosa Valley Technical Institute, 1996.

EARWOOD, LIONELL, Director of Buildings and Grounds; Diploma, Coosa Valley Technical Institute, 1979.

EVANS, CECIL (GENE), Instructor, Industrial Electrical Technology; Diploma, Industrial Electrical Technology, Coosa Valley Technical Institute, 1972. *Licensed Electrical Contractor, Class II - Nonrestricted, 1983.*

GAINES, KAY, Instructor, Business and Office Technology program; M.Ed., State University of West Georgia, 1981.

GREGG, DOTTIE, Vice President for Instructional Services; Ed.D., University of Georgia, 1997.

HACKNEY, SUSAN, Director of Adult Literacy Programs; Ed.S., Jacksonville State University, 1984.

HALE, LUCY, J.T.P.A. Program Director; M.A., State University of West Georgia, 1992. *Candidate for Ed.S. 1997.*

HAWKINS, FAITH, Instructor, Business and Office Technology program; Ed.S., State University of West Georgia, 1984.

HENDERSON, GAIL, Instructor, Cosmetology program; A.S., Georgia State University, 1980. *Licensure: Master Cosmetologist.*

HOUSE, RICK, Instructor, Industrial Electrical Technology; Diploma, Industrial Electrical Technology, Coosa Valley Technical Institute, 1974. *Licensed Electrical Contractor, Class II - Nonrestricted, City of Rome Electrical License, 1974, Georgia Electrical License, 1980, National Fire Protection Association, 1983.*

HOWELL, KAREN, Director, Workforce Development Project; M. Ed., Vanderbilt University, 1988.

JOHNSON, TONIA, Instructor, Business and Office Technology, B.S.; Shorter College, 1997.

KIZZIAH, PAM, Instructor, Business and Office Technology program, Medical Receptionist program, Medical Transcription program, Medical Coding program; B.S., Berry College, 1976.

KNIGHTEN, WILL JOE, Vice President, Polk County Campus; Ed.D. University of Alabama, 1994.

LINATOC, DOLORES, Instructor, Practical Nursing program; R.N., Ed.S., Georgia State University, 1986.

LEWIS, CLARE H., Director of Student Services, Calhoun/Gordon County Campus; B.A., Brenau College, 1984.

LISS, GREGORY J., Instructor, Computer Information Systems, B.S., Berry College, 1994.

MALLORY, SHIRL, Instructor, Accounting program, Computerized Accounting program, Data Entry Clerk program; B.S., Shorter College, 1984.

McBURNETT, DAVID, Director, Student Services/Job Placement, B.B.A., State University of West Georgia, 1987.

McCARY, ROBIN, Management Information System/Banner Specialist; A.S., Floyd College, 1996.

McDONALD, PETE, Vice President, Economic Development Services; M.B.A., Berry College, 1984.

MILLER, DALE, Instructor, Practical Nursing program; R.N., B.S.N., State University of West Georgia, 1995. *Certified Critical Care Nurse.*

PAPP, LEANN ILSE KLINE, Program, Director and Instructor, Respiratory Therapy Technology program; R.R.T., M.S., California College of Health Sciences, 1995. *Professional initials: R.R.T., R.N., R.C.P.*

PARRIS, RODNEY, Instructor, Automotive Technology program; Diploma, Coosa Valley Technical Institute, 1984. *ASE Master Certification in Automobiles, Heavy Trucks, and Engine Machinist.*

PAYNE, LAURA, Program, Director and Instructor, Early Childhood Care and Education program; M.Ed., Berry College, 1997.

PENROSE, LEIF, Instructor, Radiologic Technology program; R.T., B.A., Ottawa University (Kansas City), 1994. *Professional initials: R.T., (R.C.T.), R.D.M.S.*

PHARR, FRANK, Instructor and Clinical Director, Respiratory Therapy Technology program; R.R.T., University of Alabama - Birmingham, 1979. *Professional initials: R.R.T., R.C.P.*

RESCH, TERESA, Program Director and Instructor, Radiologic Technology program; R.T., M.Ed., Southern Illinois University, 1995. *Professional initials: R.T., (R.M.C.T.), R.D.M.S.*

RICE, JANE, Program Director and Instructor, Medical Assisting program; R.N., Diploma, Mobile Infirmary School of Nursing; 1965. *Certified Medical Assistant-Clinical. A.D. equivalency recognized by the state department.*

ROBINSON, JERRY, Instructor, Welding and Joining Technology; Diploma, Coosa Valley Technical Institute, 1971. *Certified Welding Inspector, American Welding Society.*

RUSSELL, JAMES (JIM), Instructor, Drafting program, Computer Assisted Drafting program; Diploma, Walker Technical Institute, 1978.

SHENEFIELD, JOE, Instructor, Computer Information Systems program; Microcomputer Specialist program; A.S., Marion Technical College, 1983.

SILVER, JAN, Instructor, Computer Information Systems program, Microcomputer Specialist program, Computer Applications program; A.S., Floyd College, 1983.

SIMMONS, NANCY, Coordinator of Rome-Floyd Adult Learning Center and Instructor, Adult Literacy program; B.S., University of Georgia, 1966.

TEEMS, KAREN, Counselor/Student Activities Advisor; M.S.W., University of Georgia, 1988.

TROTTER, JOHNNY, Instructor, Carpentry program, Cabinetmaking Fundamentals program; Diploma, Pepperell H.S., 1970. *Certification: A.G.C. Master Carpenter, 1990.*

VAN NEST, JUSTIN, Technician, Computer Information Systems; Diploma, Coosa Valley Technical Institute, 1996.

WATSON, SCOTT, Instructor and Lab Manager, Adult Literacy Programs, B.S., University of Georgia, 1982.

WEST, MISSY, Instructor and Clinical Coordinator, Radiologic Technology program; R.T., A.S., Brunswick College, 1986. *Professional initials: R.T., (R.M., C.T. CV.)*

WILLIAMS, BARRY, Instructor, Industrial Maintenance program; A.S.T., Floyd College, 1994.

WILLIAMSON, TERRY, Vice President of Administrative Services; M.B.A., Berry College, 1975. *Certified Public Accountant; Certified Governmental Financial Manager.*

WILSON, BARBARA, Instructor, Cosmetology program; A.S.; Floyd College, 1997. *Licensure: Master Cosmetologist.*

Part-Time

ANDERSON, MARGARET, (*Part-time*) Instructor, General Education Core Courses, M.A., Pacific Union College, 1970.

ANDERSON, SUSAN, (*Part-time*) Instructor, Adult Literacy program, Ed.S., University of Tennessee, 1973.

BARNETTE, MICHELLE, (*Part-time*) Instructor, General Education Core Courses, M.A., State University of West Georgia, 1992.

BARNETT, PRISCILLA, (*Part-time*) Instructor, General Education Core Courses, B.A., Shorter College, 1963.

BAXTER, BRENDA, (*Part-time*) Instructor, Nail Technology program, Diploma, Floyd College, 1989

BLOODWORTH, BARBARA, (*Part-time*) Instructor, Adult Literacy program, M.S., University of Georgia, 1964.

BOWERS, JAMES, (*Part-time*) Instructor, Adult Literacy program, Ed.S., Jacksonville State University, 1980.

BRADSHAW, HERMAN, (*Part-time*) Chief Examiner, GED program; M.A., Emory University, 1969.

BROWN, KATHY, (*Part-time*) Instructor, Adult Literacy program, B.S., Kennesaw State College, 1990.

BRUCE, NADINE, (*Part-time*) Instructor, General Education Core Courses; M.S., University of Alabama, 1976.

CHEATWOOD, KEITH M., (*Part-time*) Instructor, Auto Collision Repair program, Diploma, Cedartown High School.

CLEMONES, CARLA, (*Part-time*) Instructor, Accounting program, B.S., Berry College, 1993.

COCHRAN, KATHY, (*Part-time*) Instructor, Business and Office Technology program, Medical Coding program; B.S.N., State University of West Georgia, 1989.

COOMES, DONNA, (*Part-time*) Instructor, Medical Transcription program; A.S., AHIMA, (Chicago, IL.), 1993 *Professional Initials: A.R.T.*, 1993.

CRUMLEY, LISA, (*Part-time*) Instructor, Business and Office Technology; B.S., University of Georgia, 1990.

CZAHOR, SHARMAN, (*Part-time*) Instructor, Adult Literacy program, Ed.S., Jacksonville State University, 1989

DOWNS, GLENN, (*Part-time*) Instructor, Basic Emergency Medical Technology program; B.S.A., University of Florida, 1966.

DULANEY, MURIEL, (*Part-time*) Instructor, Accounting program, B.B.A., State University of West Georgia, 1989.

ELROD, DIANE, (*Part-time*) Instructor, Adult Literacy program, B.S., Berry College, 1976.

FRAZIER, MARGIE, (*Part-time*) Instructor, Patient Care Assistant program; M.N., Emory University, 1991.

FROST, HOWARD, (*Part-time*) Instructor, General Education Core Courses, B. CHE. E., Fenn College (Cleveland State University) 1956.

GALLMAN, BROOKS, (*Part-time*) Instructor, Computer Information Systems, B.S., Kennesaw State University, 1993.

GATLIN, SHERRY, (*Part-time*) Admission Testing; B.S., Berry College, 1965.

GILMORE, ALTON, (*Part-time*) Instructor, Adult Literacy program, B.S., University of Georgia, 1959.

GRIGGS, WILLIAM, (*Part-time*) Instructor, Electronics Technology program, Diploma, Coosa Valley Tech, 1981

HANEY, BUFORD, (*Part-time*) Instructor, Air Conditioning Technology program; Pepperell H.S., 1952.

HASTINGS, SUE, (*Part-time*) Instructor, Practical Nursing program, A.S., Floyd College, 1981.

HAYDEN, JARROD, (*Part-time*) Instructor, Welding and Joining Technology program, Diploma, Coosa Valley Tech, 1992.

HOPKINS, ASHLEY, (*Part-time*) Instructor, Adult Literacy program, B.A., University of Georgia, 1995.

HUBLER, SUSAN, (*Part-time*) Instructor, Adult Literacy program, B.S., Tennessee Temple University, 1970.

INGRAM, MARGARET, (*Part-time*) Alternate Examiner, GED program; M.Ed., State University of West Georgia, 1990.

JACKSON, KRISTA, (*Part-time*) Instructor, Business and Office Technology program; B.S., Berry College, 1974.

JOHNSON, SUSAN, (*Part-time*) Instructor, Georgia Tech Satellite program; B.B.S., Webber College (Florida), 1965.

JOHNSTON, DENNIS, (*Part-time*) Instructor, Adult Literacy program, M.S., University of Georgia, 1979.

KAPA, JUDITH, (*Part-time*) Instructor, Adult Literacy program, B.S., Auburn University, 1972.

KEENER, TRUMAN, (*Part-time*) Correctional Instructor, Adult Literacy program; B.S., University of Tennessee, 1959.

LAMBERT, CHARLES R., (*Part-time*) Instructor, Air Conditioning Technology program, Diploma., Coosa Valley Tech, 1987.

LEDFORD, LELAND, (*Part-time*) Instructor, Welding and Joining Technology program; Diploma, Coosa Valley Technical Institute, 1982. *Certification by the American Welding Society.*

MANN, JOSEPH, (*Part-time*) Instructor, Machine Tool Technology, Diploma, Apprenticeship Program NCR 1969, Patterson Co-op, Dayton, Ohio.

MASSEY, JO ANN, (*Part-time*) Instructor, Developmental Studies program; M.A., State University of West Georgia, 1973.

McDERMOTT, ESTELLA, (*Part-time*) Instructor, Adult Literacy program, M. Ed., Georgia State University, 1974.

McEVER, CHRISTOPHER, (*Part-time*) Instructor, Accounting program, B.S., Berry College, 1990.

MONCUS, ED, (*Part-time*) Instructor, Welding and Joining Technology program; B.S., Auburn, 1979.

MURDOCK, CANDACE, (*Part-time*) Instructor, Adult Literacy program, Ph.D., Mississippi State, 1979.

PALMER, JERRY, (*Part-time*) Instructor, Adult Literacy program, Ed.S., Middle Georgia College, 1981.

PARKER, SONJA, (*Part-time*) Instructor, Adult Literacy, M.S., State University of West Georgia, 1975.

PARSON, DUANE, (*Part-time*) Instructor, General Education Core Courses, M.E.A., Virginia Polytechnic Institute and State University, 1989.

PATEL, YOGINI, (*Part-time*) Lab Assistant, Computer Information Systems, B.S., Gujarat University, India, 1976.

RAY, REGINA, (*Part-time*) Instructor, Marketing Management; B.B.A., State University of West Georgia, 1994.

RICHARDSON, WILLIAM G., (*Part-time*) Instructor, Business and Office Technology, B.S., Berry College, 1969.

RIDDLE, JOYCE, (*Part-time*) Instructor, Adult Literacy program; B.S.Ed., University of Georgia, 1977.

ROBERTS, ROBIN, (*Part-time*) Instructor, Information and Office Technology program; B.B.A., State University of West Georgia, 1995.

ROWLAND, CLIFTON, (*Part-time*) Instructor, Automotive Technology program; Diploma, Coosa Valley Technical Institute, 1993.

RUSSELL, WILLIAM, (*Part-time*) Instructor, Welding and Joining Technology program, Diploma, Coosa Valley Tech, 1980.

SCOGGINS, BILL, (*Part-time*) Instructor, Business and Office Technology program; B.S./E.E.T., Southern College of Technology, 1994.

SELMAN, GERTRUDE, (*Part-time*) Instructor, General Education Core Courses, B.S., Georgia College, 1951.

STEVENSON, LANEY, (*Part-time*) Instructor, Adult Literacy program, M.A., State University of West Georgia, 1972.

STONE, RANDY, (*Part-time*) Instructor, Computer Information Systems program; B.B.A., Kennesaw State College, 1988.

TERRY, JAMES, (*Part-time*) Instructor, Industrial Electrical Technology program; Diploma, Coosa Valley Technical Institute, 1984.

THORNBROUGH, LAMAR, (*Part-time*) Instructor, General Education Core Courses, Ed.S., State University of West Georgia, 1988.

THREADGILL, LeANN, (*Part-time*) Instructor, Adult Literacy program, M.Ed., State University of West Georgia, 1988.

VANDERGRIFF, LARRY, (*Part-time*) Instructor, Paramedic Technology program; A.S., Dalton College, 1978.

VICK, RON, (*Part-time*) Instructor, Computer Information Systems, B.A., Freed-Hardeman, 1977.

WALLACE, GEORGE, (*Part-time*) Instructor, Mathematics; Ed.S., University of Georgia, 1974.

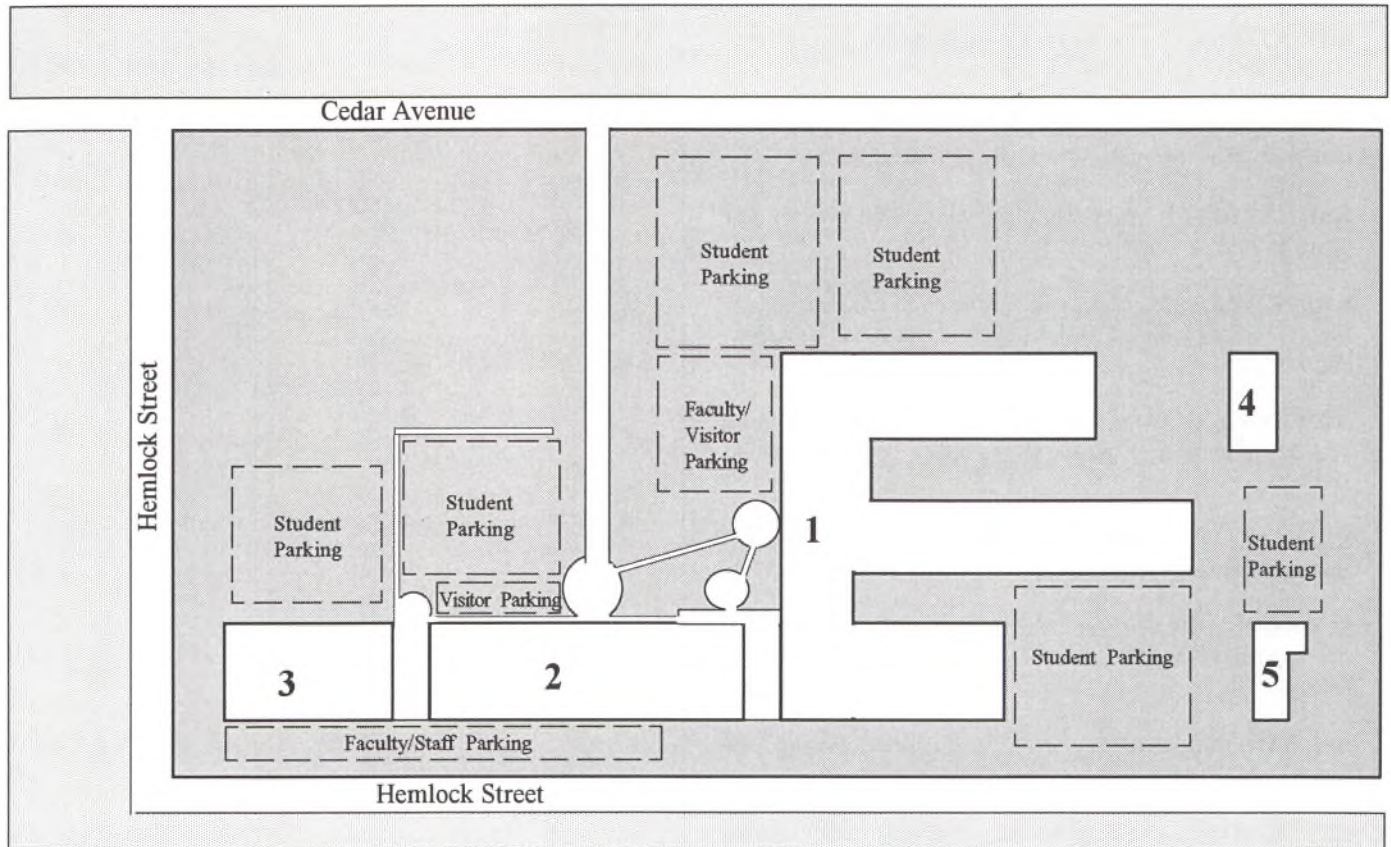
WELLS, LINDA, (*Part-time*) Instructor, Adult Literacy program, Ed.S., State University of West Georgia, 1991.

WILEY, JERRY W., (*Part-time*) Instructor, Machine Tool Technology, Diploma, Coosa Valley Tech, 1994.

WILLIAMS, STAN, (*Part-time*) Instructor, Mathematics; B.S., Kennesaw State University, 1994.

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CAMPUS MAP — Coosa Valley Tech, Rome/Floyd County Campus



Key To Buildings

1 - Business/Technical Programs, Offices - Rooms 100-148

- Career Center/Resource Library
- Faculty Lounge
- Maintenance Center
- Office - Adult Literacy
- Office - Evening School
- Office - JTPA Job Developer
- Office - Personnel
- Office - Buildings & Grounds/Maintenance
- Reprographics Center
- Student Center

Diploma Programs:

- Accounting
- Air Conditioning Technology
- Auto Collision Repair Technology
- Automotive Fundamentals
- Automotive Technology
- Business and Office Technology
- Carpentry
- Computer Information Systems
- Cosmetology
- Electrical Construction & Maint.
- Industrial Electrical Technology
- Industrial Maintenance
- Machine Tool Technology
- Marketing Management
- Paramedic Technology
- Residential Commercial Wiring

Certificate Programs:

- Accounting Data Entry Clerk
- Auto Body Repair Assistant
- Basic EMT
- Business Computer Applications
- Business Data Entry Clerk
- Cabinetmaking
- Computerized Accounting
- Medical Coding
- Medical Receptionist
- Medical Transcription
- Nail Technician
- Office Assistant

2 - Administration, Continuing Education - Rooms 200-238

- Administrative Services
- Auditorium
- Board Room
- Campus Store
- GSAMS Teleconferencing Room
- Office - Economic Development
- Computer Services
- Continuing Education
- Office - Instruction
- Office - President
- Office - Student Services

Diploma Program:

- Drafting

- Research and Development

- Financial Aid
- Student Activities

- Placement
- New Connections

Certificate Programs:

- Certified Customer Service Specialist
- CAD Operator
- Manufacturing Process Certification

2 - Health Occupations - Rooms 301-318

Diploma Programs:

- Medical Assisting
- Practical Nursing
- Radiologic Technology
- Respiratory Therapy Technology

Certificate Programs:

- Computerized Tomography
- Diagnostic Sonography
- Mammography
- Patient Care Assistant

4 - Welding Shop - Room W-1

Diploma Program:

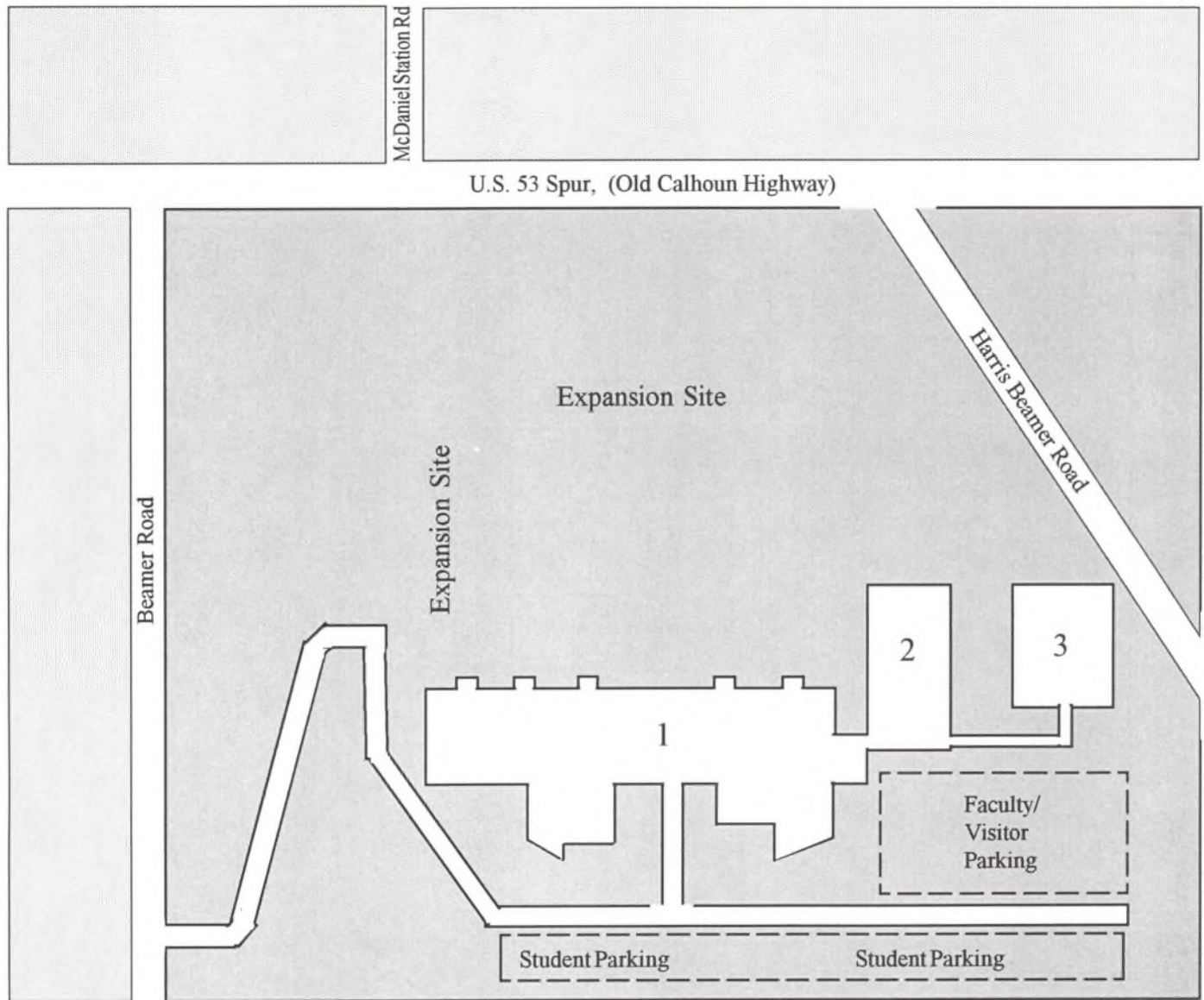
- Welding & Joining Technology

Certificate Program:

- Basic Structural Steel Welding

5 - Rome/Floyd County Adult Education Center - Room AE-1

CAMPUS MAP — Coosa Valley Tech, Calhoun/Gordon County Campus



Key To Buildings

1 - Administrative Offices /

Business/Health Programs

- Conference Room
- Campus Store
- Adult Learning Center, C/GC
- GSAMS Teleconferencing Room
- Office - Administration
- Office - Instruction
- Office - Student Services
 - Admissions
 - Financial Aid
- Reprographics Center
- Student Center

Diploma Programs:

- Business and Office Technology
- Certified Customer Service
- Computer Information Systems
- Management and Supervisory Development
- Practical Nursing

Certificate Programs:

- Accounting Data Entry Clerk
- Business Computer Applications
- Business Data Entry Clerk
- Certified Customer Service Spec.
- Manufacturing Processes Certif.
- Office Assistant
- Patient Care Assistant
- Supervisory & Management Development

2 - Auditorium

- Distance Learning Center

3 - Child Development Center

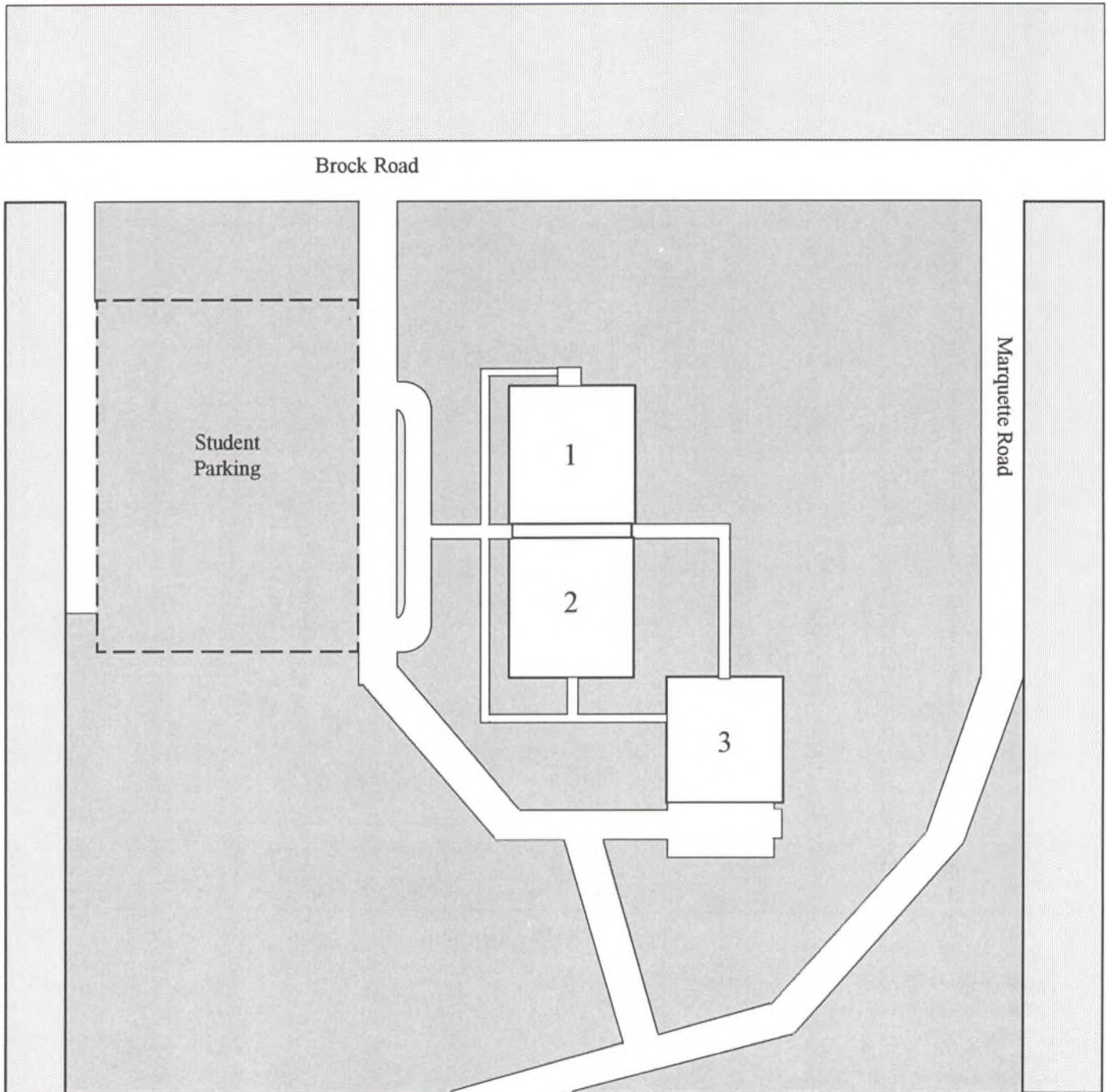
Diploma Programs:

- Early Childhood Care and Education

Certificate Programs:

- Child Development Associate I

CAMPUS MAP — Coosa Valley Tech, Polk County Campus



Key To Buildings

1 - Administrative Offices/Auditorium

- Auditorium
- Board Room
- Distance Learning Center
- Institutional Services Area
- Office - Administration
- Office - Instruction
- Office - Student Services
 - Admissions
 - Financial Aid
- Reprographics Center

2 - Classroom Building

- Adult Learning Center/Polk County
- Campus Store
- Diploma Programs:
 - Business and Office Technology
 - Computer Information Services
- Certificate Programs:
 - Accounting Data Entry Clerk
 - Business Computer Applications
 - Business Data Entry Clerk
 - Medical Receptionist

- Office Assistant

Contract Training:

- Continuing Education
- Short-term Training

- GSAMS Teleconferencing Room
- Vending Area

3 - Technology Building

- Diploma Programs:
 - Airconditioning Technology
- Certificate Programs:
 - Basic Structural Steel Welding

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