

COOSA VALLEY TECH



Bulletin

**BULLETIN OF
COOSA VALLEY VOCATIONAL
TECHNICAL SCHOOL**

Rome, Georgia

For all information pertaining to admission to the
Coosa Valley Vocational-Technical School,

address:

DIRECTOR OF ADMISSIONS

COOSA VALLEY VOCATIONAL-TECHNICAL SCHOOL

112 HEMLOCK STREET
ROME, GEORGIA 30161

PHONE: 235-1142

COOSA VALLEY VOCATIONAL-TECHNICAL SCHOOL

RESERVES THE RIGHT TO MAKE CHANGES IN THE REGULATIONS AND OFFERINGS ANNOUNCED IN THIS BULLETIN AS CIRCUMSTANCES MAY REQUIRE.

COOSA VALLEY VOCATIONAL TECHNICAL SCHOOL



BULLETIN AND CATALOG

Volume II

Rome, Georgia

1977 - 1978

Philosophy and Purpose

Coosa Valley Vocational-Technical School is dedicated to the belief that all education, to be meaningful, must be relevant; stress adaptability to change; and give priority to the needs and objectives of the individual. Following the guidelines set forth by the governing body, the institution strives to provide educational opportunities for all residents of its service area; to help students discover and develop their talents, and to assist them in locating suitable employment. Inherent in the school's philosophy and purpose is its responsibility to develop in students those attitudes, work habits, and appreciations representative of a good employee.

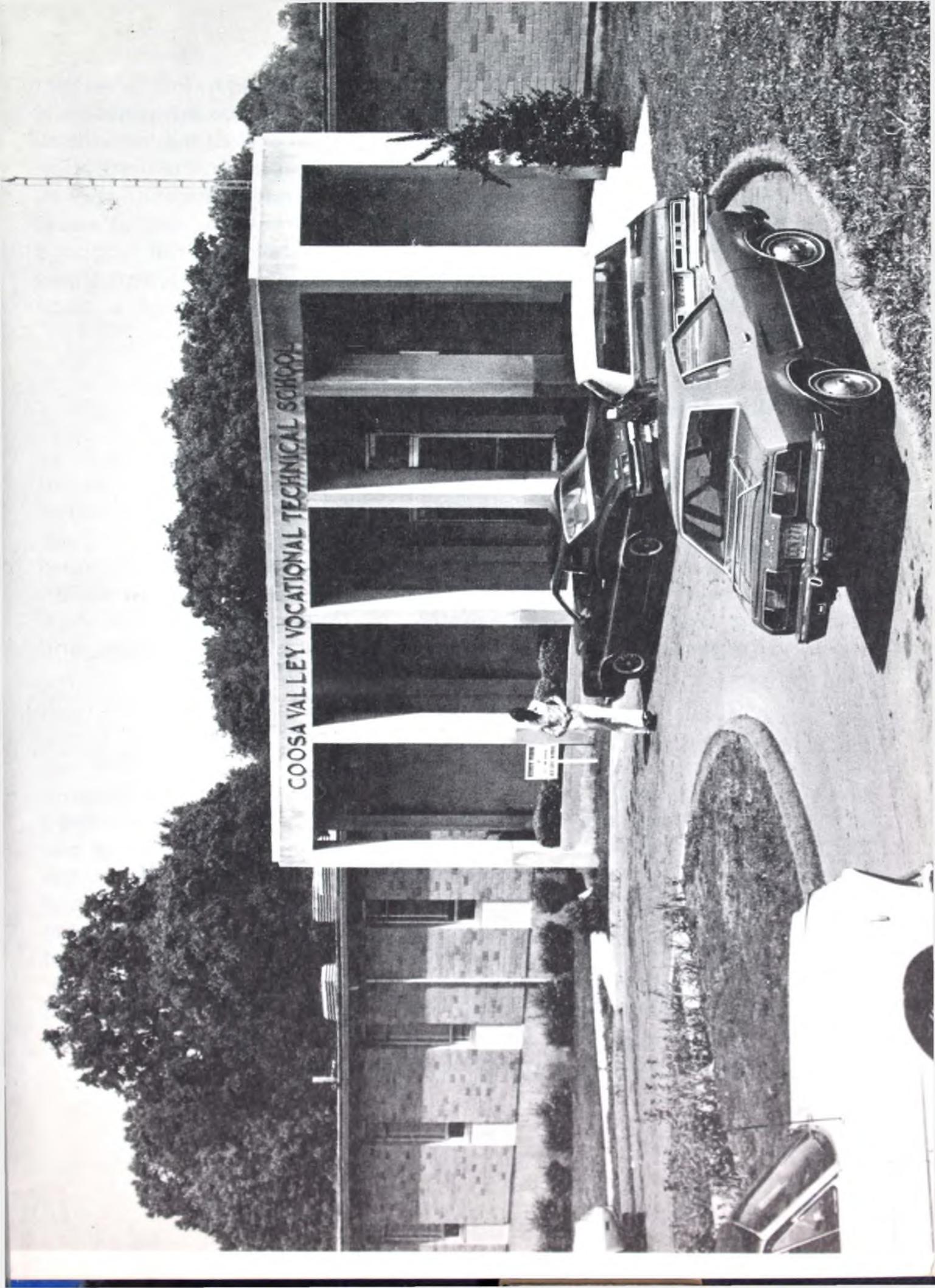
Governing Body

Coosa Valley Vocational-Technical School is one of a network of vocational-technical schools established by the Georgia Department of Education in cooperation with local authorities. The legally designated body charged with the operation of the school is the Coosa Valley Tech Board of Trustees. Created in 1969 by an act of the legislature, the board consists of seven members appointed as prescribed in the legislation establishing the board. Represented on the board are both local superintendents of education, leaders of industry and labor, and members of the business and professional community.

Faculty and Staff

The school's faculty and staff consists of instructors and administrators each with special qualifications of both education and experience in their particular occupational field. Instructors must have had extensive on-the-job experience in the field that they teach in order to qualify for the position as a member of the faculty. Additionally, college preparation in the art of teaching is required for all instructors. Each faculty member is professionally certified in his field by the Georgia Department of Education and periodically returns to college for courses designed to update their knowledge and teaching skills. Administrators and Student Services Coordinators have, in addition to basic preparation, specific graduate degrees in their areas of specialization.

COOSA VALLEY VOCATIONAL TECHNICAL SCHOOL





An accredited member of the
Commission on
Occupational Education Institutions
of the
Southern Association of Colleges and Schools



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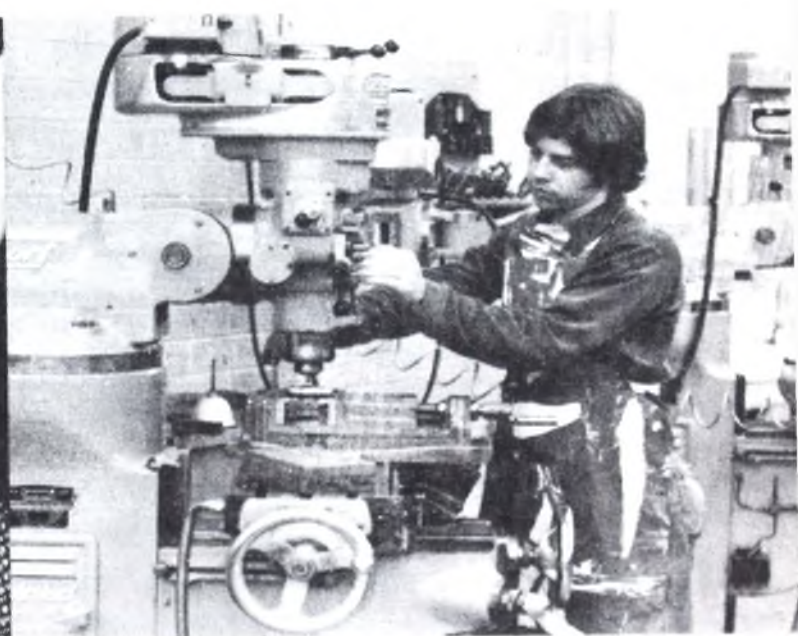
History of the School

The Coosa Valley Vocational-Technical School first opened its doors in September, 1962. The school was originally under the administration of the Floyd County Board of Education with the Rome City Board of Education contributing to the maintenance and operation costs. Originally, there were eight programs offered by the school. They were Mechanical Engineering Technology, Electronic Technology, Automotive Mechanics, Machine Shop, Heating and Airconditioning, Electrical Appliance Servicing, Practical Nursing, and Business Education. The school employed ten-full-time instructors and two administrative personnel in 1962.

In 1966, Coosa Valley Tech began planning for its first expansion. This expansion was funded through the Georgia State Department of Education, the Floyd County Board of Education, and a grant from the Appalachian Regional Development Act. The expanded facilities were occupied in February, 1968, adding 18,250 square feet to the existing buildings. The new facilities added classrooms and labs for six areas of instruction. The new programs added were Medical Office Assistant, Drafting and Design Technology, Data Processing Technology, Radio and Television Servicing, Welding, and Unit Records.

A student council was organized in 1968 to give the student body a larger voice in the operation of the school. In 1969, the Coosa Valley Vocational-Technical School Board of Trustees was formed by a legislative act thereby transferring operational responsibility to an appointed group representing educational, business, labor, and other community leaders. Maintenance and operations funds were provided by the Floyd County Board of Commissioners. The school's first yearbook, Beartracks, was published in the same year.

A Cosmetology program was added to the curriculum in 1971 with classes being held at the nearby vocational high school facilities. The first of several joint programs with Floyd Junior College was begun in 1970. Presently, the two schools jointly offer programs in Secretarial Science, Electronics Technology, Mechanical Technology, and Data Processing Technology. Accreditation by the Southern Association of Colleges and Schools was achieved in 1972 and, in the same year, a Work Sample



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GENERAL INFORMATION

Personal Development Courses

Coosa Valley Tech offers a variety of basic education classes that are designed to improve the academic skills of adults. These classes include preparation for the G.E.D. Test, basic math review, developmental reading courses and basic health occupations classes. Persons may also enroll for individual classes in business education as part-time students when their objective is to acquire skills for personal reasons.

Industrial (In-plant) Program

The industrial program assists industry in training and retraining its employees. These courses are conducted in existing industries using facilities within the plant or on the school's campus. Assistance is available to new industries locating within the school's service area who desire initial training of their employees.

The School Calendar

Coosa Valley Tech conducts classes throughout the year and divides the school year into four quarters as follows:

Fall Quarter September through December
Winter Quarter January through March
Spring Quarter April through June
Summer Quarter July to mid-September

The school observes most holidays and dismisses classes for several weeks during the summer and at Christmas. Several days are also set aside as holidays at Thanksgiving and Easter. Additionally, a number of days are set aside for professional meetings and staff preparation.

Advisory Committees

Each program offered by the school has an advisory committee made up of professionals in the field who advise the school on matters of curriculum. Committee members, representing local employers, keep the school up-to-date on employment trends and requirements.

Evaluation Laboratory was established on the campus. During the following year, an Industrial Plant Maintenance program was added to the curriculum utilizing existing facilities on an extended day basis.

Plans for a second expansion were approved in 1973. These plans called for the construction of new buildings to house existing programs in Welding and Cosmetology and to provide space for two new course offerings - - Carpentry and Masonry. In 1974, a Job Placement - Follow-up Specialist was added to the school's staff. Construction was completed and new facilities were occupied by Welding and Cosmetology in 1975. In February of 1976, classes were begun in the school's new Masonry and Carpentry programs.

CURRICULUM

The curriculum is designed to meet the needs of area residents seeking training for employment and supplies business and industry with skilled employees. Classes are generally available through full-time day or part-time night programs each quarter.

The Day Program

Full time day programs meet six hours each day during the morning or early afternoon and offer classes designed to prepare students for their first job in a major career field. These programs also provide residents of the area with the opportunity to retrain in another career field when circumstances so indicate.

The Evening Program

The evening program allows persons to attend classes less than full-time between the hours of 6:30 p.m. and 10:30 p.m., Monday through Thursday. These classes are intended for residents who, for reasons of employment, cannot attend full-time day classes. Students attending evening classes normally require twice the number of quarters required for completion of full-time day programs. Evening classes in business may be taken one or more nights per week on less than a program basis.

Grading Policies

In evaluating students, each instructor establishes standards and procedures emphasizing the need for quality performance of a job. At the end of each quarter, the instructor considers attendance, daily grades, written tests, class participation, and evaluation of job performance skills in arriving at a grade for each student.

BUSINESS, TRADE, AND TECHNICAL PROGRAMS		HEALTH OCCUPATIONS	
91 - 100	A	94 - 100	A
81 - 90	B	87 - 93	B
70 - 80	C	80 - 86	C
69 and below	Unsatisfactory	75 - 79	D
INC	Incomplete Work	Below 75	Unsatisfactory
WP	Withdrew Passing		
WF	Withdrew Failing		

An incomplete (INC) signifies that the student has not fulfilled all class requirements at the end of a grading period. Incompletes are removed by the instructor upon completion of class requirements.

Academic Probation

Students failing to maintain a quarterly grade average of 60 or better are subject to academic probation for the following quarter or period designated by the school and may be suspended from classes should satisfactory progress not be demonstrated. Notice will be given to any student placed on academic probation.

Attendance Requirements

A student is allowed to be absent 10% of the class days in a quarter and receive credit. Absences in excess of 10% for any reason, excused or unexcused, will require make-up work or the student will receive an incomplete grade. Persons accumulating 5 consecutive absences will be dropped on the fifth day unless notification is given to the school. Students accumulating 12 or more absences in any class will be dropped and must re-apply for admission under probation. Requirements vary for evening students.

Definitions Relating to Attendance

Specific definitions and policies relating to attendance are published under separate cover. Persons enrolling are provided with copies of these regulations. Copies are available to applicants upon request.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Any citizen of Georgia will be considered for admission to classes without regard to race, creed, sex, or national origin subject to the following conditions.:

1. Completion of the admissions requirements
2. Availability of space in the class
3. Ability to profit from the instruction

Applicants must be 16 years of age or older and no longer attending a secondary school. Cosmetology and Health applicants must be 17 years of age or older. Non-high school graduates are admitted to all programs when it is demonstrated that they have sufficient educational preparation to succeed in the program selected.

Admissions Requirements

All applicants should complete an application blank naming the program they plan to enter. Upon returning the application to the Office of Admissions, the applicant should schedule a date to take the school's placement tests for reading and math. These tests are given on a regular schedule and are free of charge. Following the testing, the applicant should call and set an appointment for a personal interview with the instructor for the program selected.

Applicants for Cosmetology must furnish proof of completion of the ninth grade or the equivalent.

Applicants for Health programs must furnish high school transcripts, birth certificate, medical and dental exams, personal references, a recent photograph, and a brief autobiography.

Developmental Classes

Applicants who score less than the established minimum for placement into credit classes are encouraged to enter non-credit developmental classes designed to up-grade basic reading and math skills. Upon completion, applicants are re-tested for credit classes.

Advanced Standing

Persons wishing to establish credit based on previous training or experience should submit all applicable documentation for evaluation by the school. Due to the wide variance under which this training or experience could have occurred, each case will have to be evaluated on an individual basis.

EXPENSES

Tuition

No tuition is charged to legal residents of Georgia. The bulk of the cost for operation of the school is obtained from local and state tax monies.

Supply Fees

Supply fees are charged each quarter to cover the costs of materials that are consumed during training. Supply fees vary with the type of training being provided. The following fees are now being charged:

\$21 per quarter for full-time business, health, cosmetology, and part-time evening trade and technical programs other than those listed below.

\$30 per quarter for full-time trade and technical programs other than those listed below.

Machine Shop fees are: Full-time \$40 for the first quarter and \$50 for each subsequent quarter. Part-time students attending two nights per week \$20 per quarter; part-time students attending four nights per week \$40 per quarter.

Welding fees are: Full-time \$75 for the first quarter, \$100 for the second quarter, and \$125 for the third and fourth quarters. Part-time students attending two nights per week \$45 for the first quarter and \$60 for each subsequent quarter.

\$7 per quarter is charged for each part-time day or night business subject with a maximum charge of \$21 per quarter.

Fees Subject To Change Without Notice.



Attendance Probation

Persons accumulating absences in excess of those allowed by the school may be placed on attendance probation by the Instructional Coordinator when such action appears appropriate. Persons placed on attendance probation will be advised of such in writing.

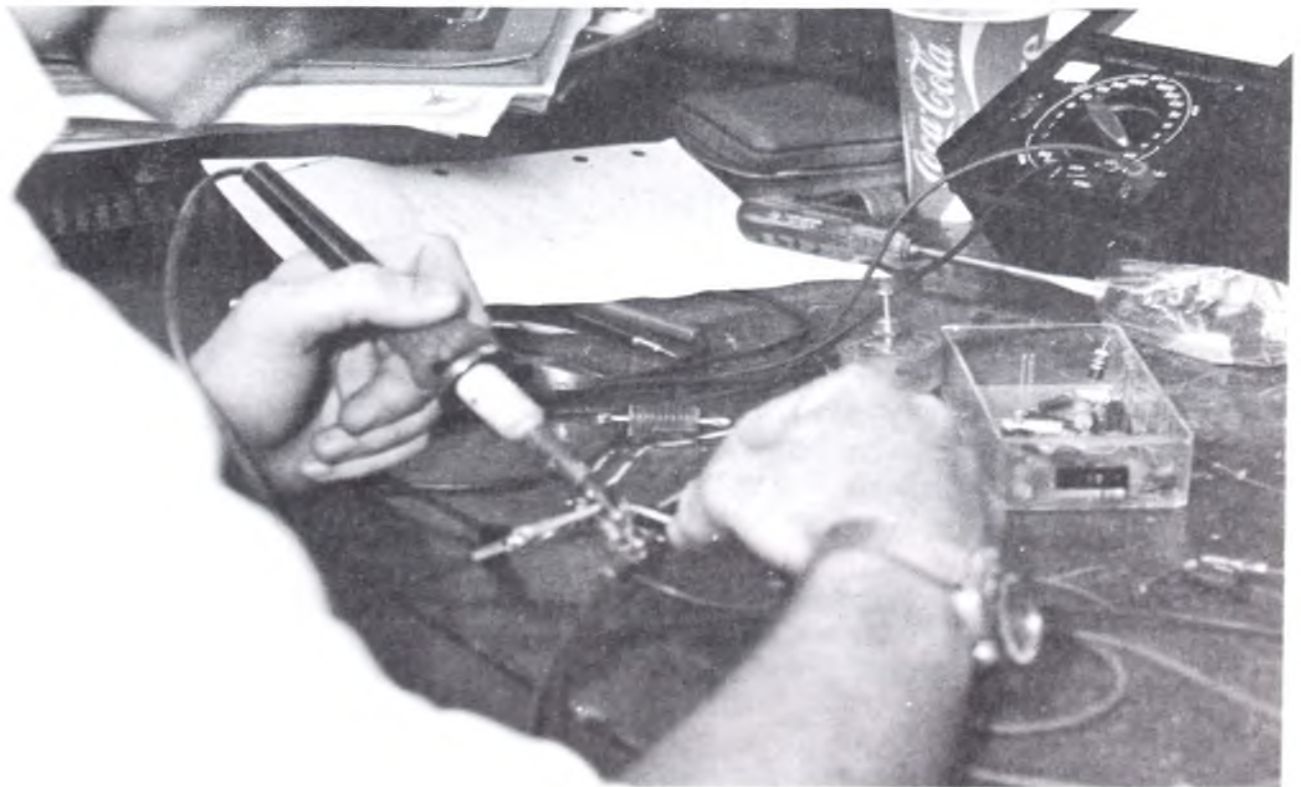
Rights of Appeal

Students have the right to appeal any action of the school which seeks to discipline their behavior or restrict their participation in ordinary school activities. All appeals should be directed to the school's chief administrative officer.

Graduation

Students completing all units of a course of study with a minimum grade average of 70* and 90*% attendance are eligible to receive a diploma from the school provided they are recommended by their instructor and have no outstanding debts owed to the school. Graduation exercises are held annually in September.

** Health occupations require higher standards.*



FINANCIAL AID

Financial Aid is available to any student who meets certain requirements for assistance. Personnel in the Office of Admissions are available to assist applicants with their questions regarding financial aid programs.

The Basic Educational Opportunity Grant

Basic grants are made by your federal government to eligible students based on data contained in the application submitted. The amount of the award is affected by the cost of attending school and the need of the individual. The award is in the form of a grant and does not require repayment.

The College Work Study Program

This program provides part-time jobs for needy students. Jobs are on campus and are supervised by school personnel. Family income is the primary basis for determining eligibility. The Parents' Confidential Statement or The Student's Financial Form is required.

The Georgia Incentive Scholarship (GIS)

This is a grant made by the State of Georgia to Georgia residents based on data contained in the application. It is designed to supplement the BEOG program. Non-repayable awards are made to those who qualify. Amounts range from \$50 to \$450 per academic year.

Veteran's Program (GI Bill)

Most programs at CVT are approved for veterans training under PL-894 for the disabled veteran, PL-634 for war orphans, and Chapter 34, Title 38, U. S. Code for the G. I. Bill.

To Apply:

Obtain the necessary application forms at any high school or college in your area or from Coosa Tech's Office of Admissions.

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Apply To:

Veterans Administration - 6 West 6th Avenue, Rome, Ga. 30161 or to the local office in your area.

A quarterly supply fee of \$7 is charged for personal improvement classes meeting one night per week. A fee of \$7 is charged for developmental classes. No charge is made for basic education classes or for adult GED Preparation classes.

Textbooks, Uniforms, and Equipment

The cost of textbooks, reference materials, special tools, uniforms, etc. differ from course to course. As a rule, business, health, and technical students purchase more textbooks than skilled trades students due to the difference in classroom time required by these programs. Uniforms are required in health programs. Personal hand tools are required in Automobile Mechanics.

Other Expenses

Class pins, accident insurance, graduation fees, state board examination fees, and the cost of accessories such as calculators, etc. represent additional expenses to some students.

Refund of Fees

Refunds of supply fees will be made only during the first ten days of the quarter in which the fees are paid. The student must file a request for refund with the school's office in order to receive a refund check. Refunds for monies paid for textbooks and instruments may be made at the discretion of the administration during the first ten days of the quarter in which they are purchased. The school is in no way obligated to refund monies for any reason after they have been paid and goods or services have been provided regardless of the period of time. Applications for refund are provided as a part of the receipt for monies paid to the school. To apply for a refund, simply complete the questions on the reverse of your receipt and return it to the school.

Accident Insurance

All students are required to either take low-cost accident insurance through the school or provide evidence that they have an existing personal policy. This requirement is in recognition of the possible dangers associated with training. Applications for coverage are available through the administrative office.

Programs Through the Georgia Department of Labor

The Department of Labor through local Employment Offices provides a number of types of assistance to persons attending school. Current programs include: C.E.T.A., the Comprehensive Education and Training Act of 1973 designed to aid the unemployed. The program provides for cost of books, fees, supplies, and pays a weekly training allowance for up to one year. WINN is the Work Incentive Program which is designed to assist persons receiving aid to families with dependent children. The program pays for books, fees, supplies, and provides a small weekly training allowance. Unemployment Compensation is paid to those who are displaced from their jobs on an extended basis when they are attending school.

OTHER STUDENT SERVICES

Counseling

Guidance and counseling services are provided for all day, afternoon, and evening students. One of the most important objectives of this service is to provide students with the necessary information, guidance, and counseling to assist them in making responsible decisions relating to their educational, social, personal, and career development. All counseling services are free and confidential. Students with personal, financial, and educational problems are encouraged to take advantage of this free service.

Evaluation and Testing

The school provides an evaluation - testing laboratory where free evaluations are made for persons unsure of their aptitudes, interest, or capabilities for success in programs offered by Coosa Valley Tech. Highly qualified personnel administer interest tests, intelligence tests, aptitude and achievement tests to form a guidance profile for the person being evaluated. Work sample evaluations are also provided where advisable. All evaluation and testing is by appointment only.

Student Follow-up

The school periodically contacts former students to gather information relating to their training. Data collected is used to evaluate and update the school's programs and in advising prospective students.

Social Security Benefits

Coosa Valley Tech cooperates in providing educational programs for dependent children of disabled or deceased workers that are covered by Social Security. Payments can be made until the dependent is age twenty-two if enrolled for twenty or more clock hours per week in an approved school or college.

Vocational Rehabilitation

Students over age sixteen with certain physical or mental handicaps which might prevent employment may receive corrective treatment, braces, guidance, counseling, and educational training. Cost of student's books, fees, and supplies is paid by the State of Georgia. The extent of assistance is related to the applicants ability to pay.

State Scholarship Commission

Georgia residents who anticipate enrolling in Practical Nursing and who are in need of financial aid may apply for a special scholarship awarded by the State Scholarship Commission. Recipients may repay this fund in cash at 6% interest or by practicing their profession in Georgia for a period equal to their training.

GHEAC Loans

Students may secure loans through the Georgia Higher Education Assistance Corporation. Students may be granted their loan by a participating local bank or granted directly by the State to the student that is unable to obtain a loan from a local bank.

Apply To:

Your local Social Security office or, if in Rome, the Social Security Administration, 600 East 1st St., Federal Building, Rome, Ga. 30161
Phone - 232-0861

Apply To:

Your local office for Vocational Rehabilitation. If in Rome: Building 614, The Northwest Ga. Regional Hospital, Rome, Ga. 30161
Phone - 295-6393

Write To:

State Scholarship Commission, 9 LaVista, Perimeter Park, 2187 Northlake Parkway, Tucker, Ga. 30084

Write To:

Georgia Higher Education Assistance Corporation, 9 LaVista, Perimeter Park, 2187 Northlake Parkway, Tucker, Ga. 30084



Job Placement Services

Coosa Valley Tech provides assistance to its students in locating full or part-time employment while in school and upon completion of a program of study. The school employs a full-time coordinator to assist students with their job placement needs. Additionally, each instructor works with the job placement office in a combined effort to place qualified graduates of the school. Students are encouraged to seek assistance from the Job Placement Office when needed.

The High School Senior Plan

High school students having attained "Senior" status may attend full time at Coosa Valley Tech in lieu of a regular high school during their senior year provided they are recommended in writing by their high school principal. Each local board of education sets guidelines under which participants in this program qualify. Persons interested in graduating from high school while attending full-time at Coosa Valley Tech should consult with the high school principal for more details.

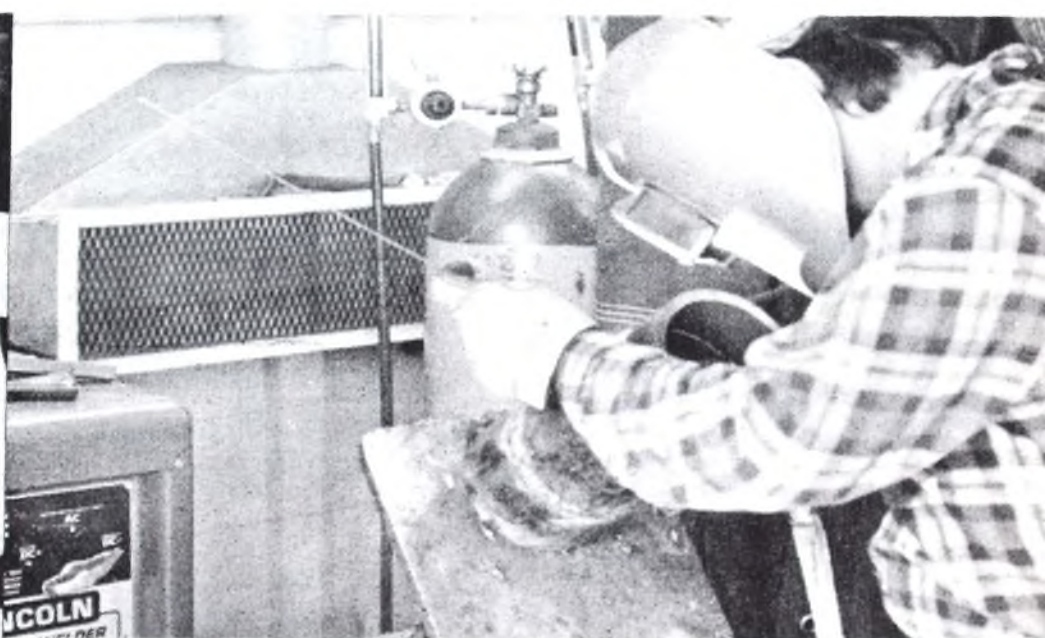
The Goal Program

The GOAL (Georgia Occupational Awards of Leadership) Program is a joint effort on the part of the local and Georgia Chambers of Commerce and the Georgia Department of Education wherein recognition is given to outstanding vocational-technical students. All full-time students at CVT are eligible to compete in the program if nominated by their instructor. Students so selected are screened first by a school committee, then by a local committee of the chamber of commerce, and finalist compete statewide for the honor of becoming Georgia's GOAL student. Local winners are awarded prizes. State finalist are recipients of additional awards and prizes. Grand prize for the State winner is usually a new automobile.

Student Council

Coosa Valley Tech annually conducts elections among the student body to determine representatives from each program to the Student Council. This body conducts students activities and fund raising events to promote the social and recreational needs of the students as well as the betterment of the school.





PART 2 TWO

PROGRAMS OF STUDY

AIR CONDITIONING SERVICE

Cirriculum

NIGHT CLASSES:

- HAC 707 BASIC REFRIGERATION
- HAC 708 BASIC ELECTRICITY

- HAC 714 AIR DISTRIBUTION

- HAC 717 PIPING & SYSTEM DESIGN
AND LAYOUT

- HAC 713 MOTORS, DRIVES, AND
CONTROLS

- HAC 719 AUTOMOBILE AIR
CONDITIONING

- HAC 709 SHEET METAL FABRICATION

- HAC 705 HEATING EQUIPMENT

- HAC 720 AUTOMATIC CONTROLS
FOR HEAT & AIR COND.

INSTRUCTIONAL METHOD USED:

DUE TO THE INDIVIDUALIZED APPROACH TO INSTRUCTION, THERE MAY BE SOME VARIATIONS FROM THE ABOVE SCHEDULE.

DAY CLASSES:

FULL-TIME DAY CLASSES ARE AVAILABLE FROM 8 a.m. TO 2:30 p.m. UNDER THE HEATING & AIR CONDITIONING HEADING LISTED ELSEWHERE IN THIS CATALOG.

Description

This is an evening program designed to provide training for those unable to attend full-time day classes in Heating and Air Conditioning. It offers much of the same material and shop experiences as found in the full-time program but depends upon the student to obtain experiences in a variety of areas outside of the program. The purpose of the program is to train individuals for jobs in the fields of refrigeration, heating, and air conditioning. The course includes theory and shop practice for all courses. The training can be applied to both residential and commercial installation, repair and servicing of a variety of types of equipment.

Availability

This program is available only as a two years evening program. Classes normally meet from 6:30 to 10:30 p.m. Monday through Wednesday and from 6:30 to 9:30 p.m. on Thursday. Students are enrolled at the beginning of each quarter when space is available.

Admissions

Applicants must be 16 years of age or older and comply with the school's general admissions requirements. All applicants must have a personal interview with the instructor for the program and should plan to do so after 6:30 on one of the above nights.

Employment

Job opportunities are with heating and air conditioning contractors, refrigeration companies, and many appliance dealers. Graduates may specialize in any of the various areas of the field covered in the program should they desire.

ACCOUNTING

Description

Accounting is the language of business and Coosa Valley Tech's program gives you the essential courses and practice necessary to master this valuable skill. Accuracy, neatness, and logical reasoning are important and, when combined with proper training, tend to produce the type of employee desired for most accounting jobs. The objective of the program is to prepare the student for a career in which accounting will play an important role in attaining job placement and satisfaction.

Availability

This is a nine months program taught only during day school hours and may be taken on a full or part-time basis. Students may enter at the beginning of any quarter; however, persons enrolling in at times other than the fall quarter may have difficulty obtaining a full-time schedule of classes. This program meets between the hours of 8 a.m. and 2:30 p.m. each Monday through Friday.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Minimum scores on placement tests and a personal interview are required.

Employment

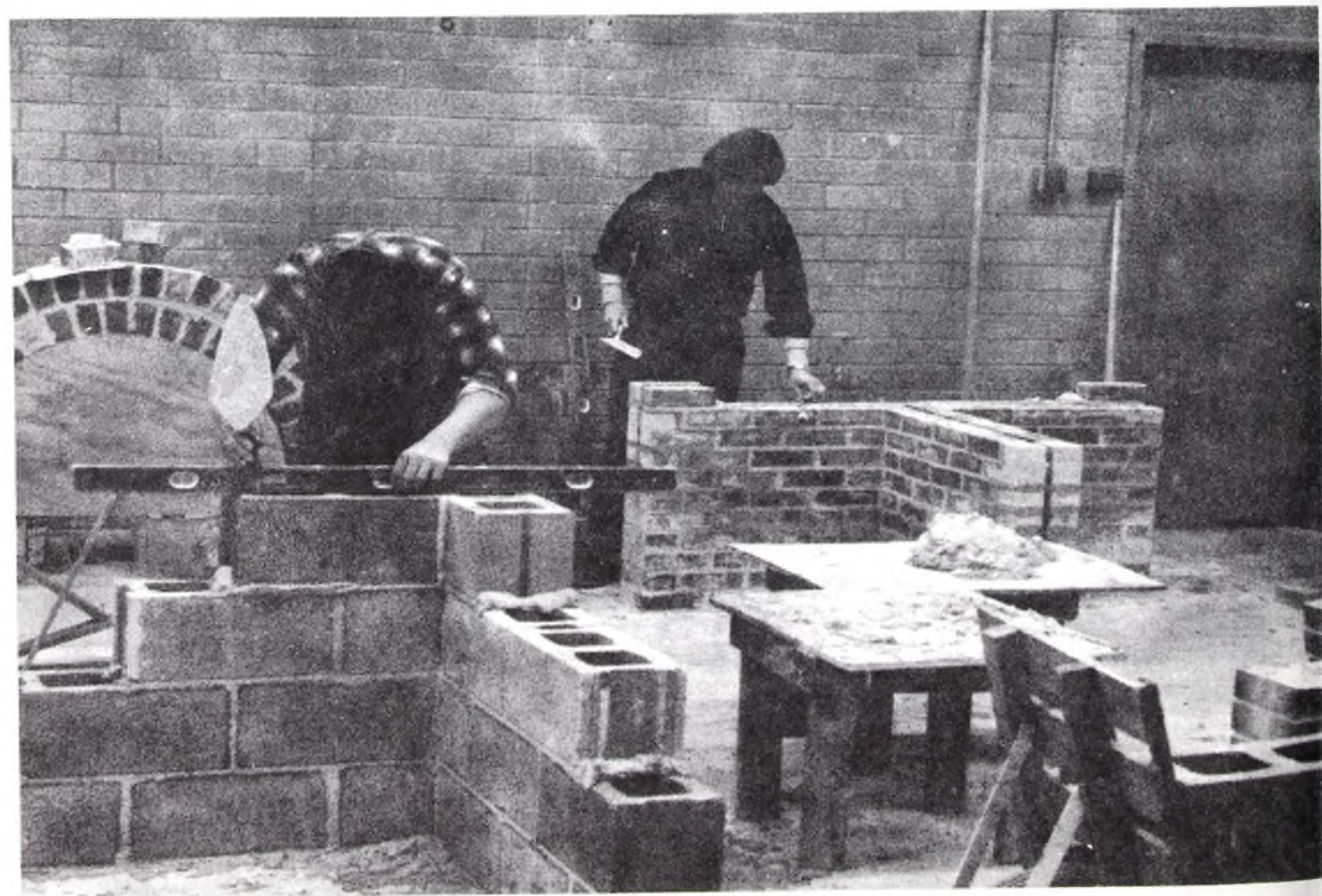
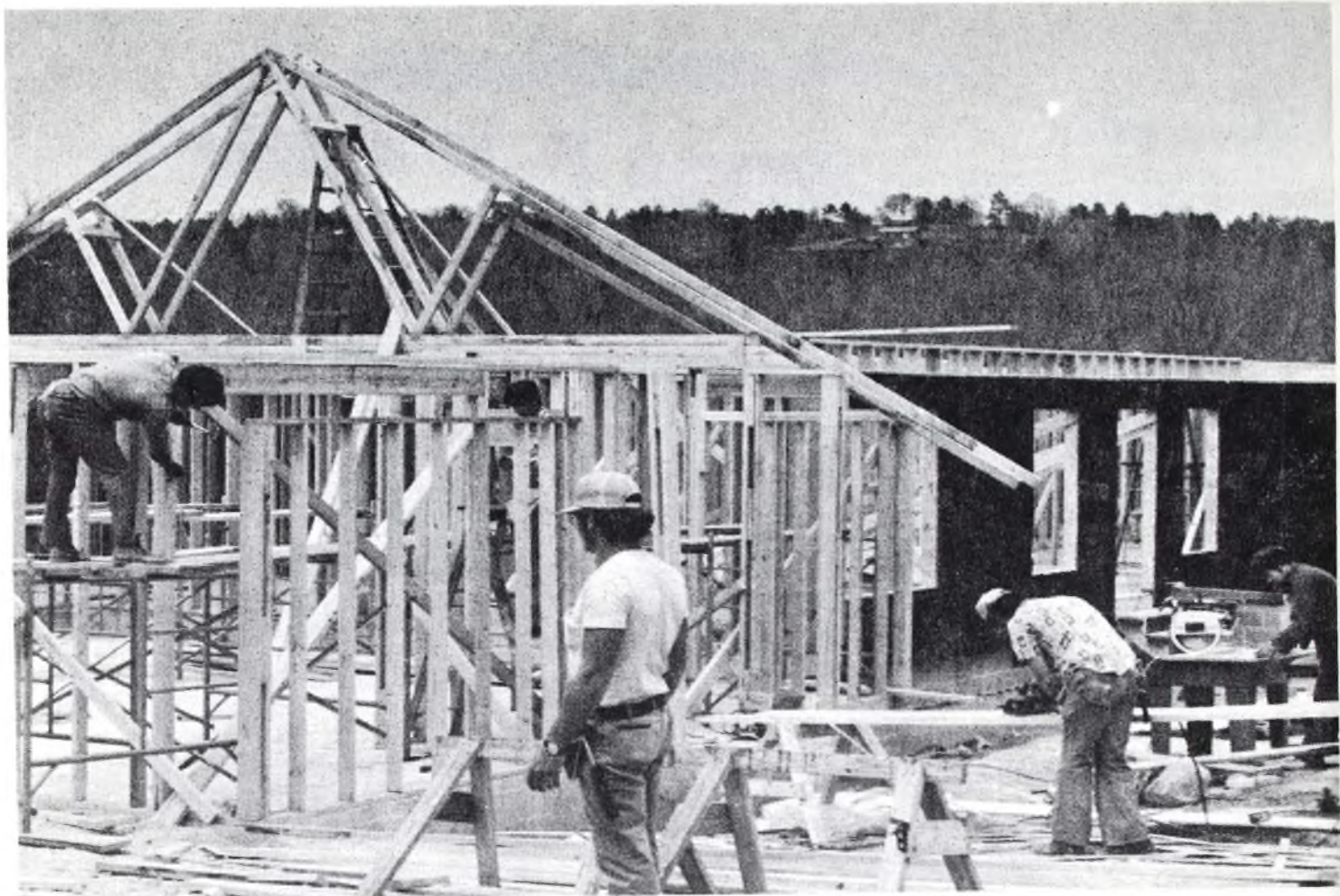
Graduates of the accounting program can locate employment with all types of businesses, both large and small, as the skill is an essential part of any company's operations. Trends indicate a consistent need for persons skilled in accounting to fill openings in the area served by Coosa Valley Tech. Salaries of accounting jobs vary with the size of the job and type of company.

Curriculum

DAY CLASSES:

BUS 101	TYPEWRITING I
ENG 101	BUSINESS ENGLISH I
MTH 100	BUSINESS MATH I
ACC 101	ACCOUNTING I
ENG 201	BUSINESS ENGLISH II
MTH 200	BUSINESS MATH II
BUS 111	BUSINESS MACHINES
ACC 201	ACCOUNTING II
BUS 112	INCOME TAX
ACC 301	ACCOUNTING III
DPT 111	INTRODUCTION TO DATA PROCESSING AND KEYPUNCH
BUS	ELECTIVE UNIT
BUS	ELECTIVE UNIT

*FOR NIGHT ACCOUNTING CLASSES REFER
TO OFFICE EDUCATION PROGRAM LISTINGS.*



AUTOMOBILE MECHANICS

Description

Automobile Mechanics provides the student with classroom and shop experiences in most phases of automotive repair. The program stresses actual "hands-on" experiences as its primary instructional technique. Classroom training consist of both audiovisual and traditional demonstration and lecture methods. Material covered in class is put into practice in shop experiences with engine tune-up, fuel system adjustments, brake and wheel servicing, transmission adjustment and repair, electrical and other repairs.

Availability

This program is available as a one year day course or as a two years night program. Since instruction is individualized, students are entered at any time a vacancy occurs. Day classes meet between the hours 8 a.m. and 2:30 p.m., each Monday through Friday. Night classes meet from 6:30 to 10:30 p.m., Monday through Thursday.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Employment

Graduates of this program have a wide market for their skills. Jobs can be found with dealers, garages, in industry, and in self employment.

Curriculum

DAY CLASSES:

- AM 100 AUTO THEORY & LAB I
Steering and Suspension Systems
Power and Manual Brake Systems
- AM 200 AUTO THEORY & LAB II
Engines and Engine Repairs
Fuel Systems
Lubrication Systems
Cooling Systems
- AM 300 AUTO THEORY & LAB III
Power Transmissions
Manual Transmissions
Rear Axle and Differentials
Clutch Repairs and Adjustments
- AM 400 AUTO THEORY & LAB IV
Auto Electrical Systems
Ignition and Tune-Up
Electrical Trouble Shooting

NIGHT CLASSES:

- AM 711 AUTO THEORY & LAB I
- AM 712 AUTO THEORY & LAB II
- AM 713 AUTO THEORY & LAB III
- AM 714 AUTO THEORY & LAB IV
- AM 715 AUTO THEORY & LAB V
- AM 716 AUTO THEORY & LAB VI
- AM 718 AUTO THEORY & LAB VII
- AM 719 AUTO THEORY & LAB VIII

Two quarters of night instruction equals one quarter of full-time day instruction.

INDIVIDUALIZED INSTRUCTION:

DUE TO THIS APPROACH TO INSTRUCTION, THERE MAY BE SOME VARIATION FROM THE ABOVE CURRICULUM OUTLINES AS TO WHEN SOME SUBJECTS ARE TAUGHT.

CLERICAL

Curriculum

DAY CLASSES:

BUS 101 TYPEWRITING I
ENG 111 BUSINESS ENGLISH I
MTH 100 BUSINESS MATHEMATICS I
BUS 113 CHARM
CED 100 CONSUMER EDUCATION

BUS 201 TYPEWRITING II
ENG 211 BUSINESS ENGLISH II
MTH 200 BUSINESS MATHEMATICS II
BUS 115 OFFICE PROCEDURES I

BUS 301 TYPEWRITING III
ENG 311 BUSINESS ENGLISH III
BUS 141 RECORDS MANAGEMENT
BUS 125 OFFICE PROCEDURES II

BUS 151 CLERICAL RECORDS
BUS 171 CIVIL SERVICE
BUS 111 BUSINESS MACHINES
BUS 117 BUSINESS LAW
BUS 306 MACHINE TRANSCRIPTION

INSTRUCTIONAL APPROACH:

MINOR VARIATIONS MAY OCCUR IN THE SCHEDULES AVAILABLE TO STUDENTS. THE SUBJECTS IN THIS PROGRAM ARE USUALLY TAUGHT SEVERAL TIMES DURING THE YEAR AND NEED NOT REFLECT THE ABOVE SCHEDULE.

NIGHT CLASSES:

SELECTED COURSES FROM THE ABOVE LIST ARE AVAILABLE AT NIGHT THROUGH THE OFFICE EDUCATION PROGRAM.

Description

Coosa Valley Tech offers area residents an excellent program of training for a satisfying career in office work. The clerical program is one of several related business courses from which the student may select when deciding on the type of office work most desired. Clerical students concentrate on developing skills in typewriting, filing, office machines, and operating duplicating equipment. Stress is placed upon the development of each student's use of English as a part of good office procedure. Previous business training is helpful but not necessary for entry to this program.

Availability

This is a twelve months program that is available only during day school hours on a full or part-time basis. Courses from the program are available as night classes through the Office Education program listed in this same catalog. Day classes meet between the hours 8 a.m. and 2:30 p.m. each Monday through Friday. Students may enroll at the beginning of any quarter.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Minimum scores on placement tests and a personal interview are required.

Employment

Clerical graduates find employment in both large and small offices doing a wide variety of general duties. Most general clerical jobs offer advancement possibilities with more training.

CARPENTRY

Description

Carpentry is a course leading to employment in a variety of responsible jobs with building contractors and others involved in the construction field. The program involves classroom and shop experiences as well as large group projects. Students may expect classes in residential blueprint reading, shop math, construction principles, and estimating. Shop training will include the use of hand and power tools, building layout, rough framing, flooring, roofing, and interior finish carpentry.

Availability

This program is available as a one year day course. Future plans are to offer related instruction in evening classes. Day classes meet between the hours 8 a.m. and 2:30 p.m., Monday through Friday.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Minimum scores on placement tests and a personal interview are required. Admissions interviews are held each Friday at 2:30 p.m. Please call for an appointment.

Employment

Graduates of this program should be able to locate employment within easy driving distance of their homes. Building contractors, furniture manufacturers and other construction firms regularly need persons skilled in carpentry. With sufficient skills and experience, graduates should be able to become self employed in this field.

Curriculum

DAY CLASSES:

CAR 101 CARPENTRY THEORY I

CAR 102 CARPENTRY LAB I

Shop Safety
Care and Use of Hand Tools
Care and Use of Power Tools
Types of Building Materials
Nails and Fasteners
Estimating of Materials

CAR 201 CARPENTRY THEORY II

CAR 202 CARPENTRY LAB II

Using Plans, Specifications, Codes
Footings and Foundations
Floor Framing
Wall and Ceiling Framing
Roof Framing and Decking

CAR 301 CARPENTRY THEORY III

CAR 302 CARPENTRY LAB III

Windows and Doors
Finishing the Exterior
Interior Walls and Ceilings
Insulation - Types and Uses

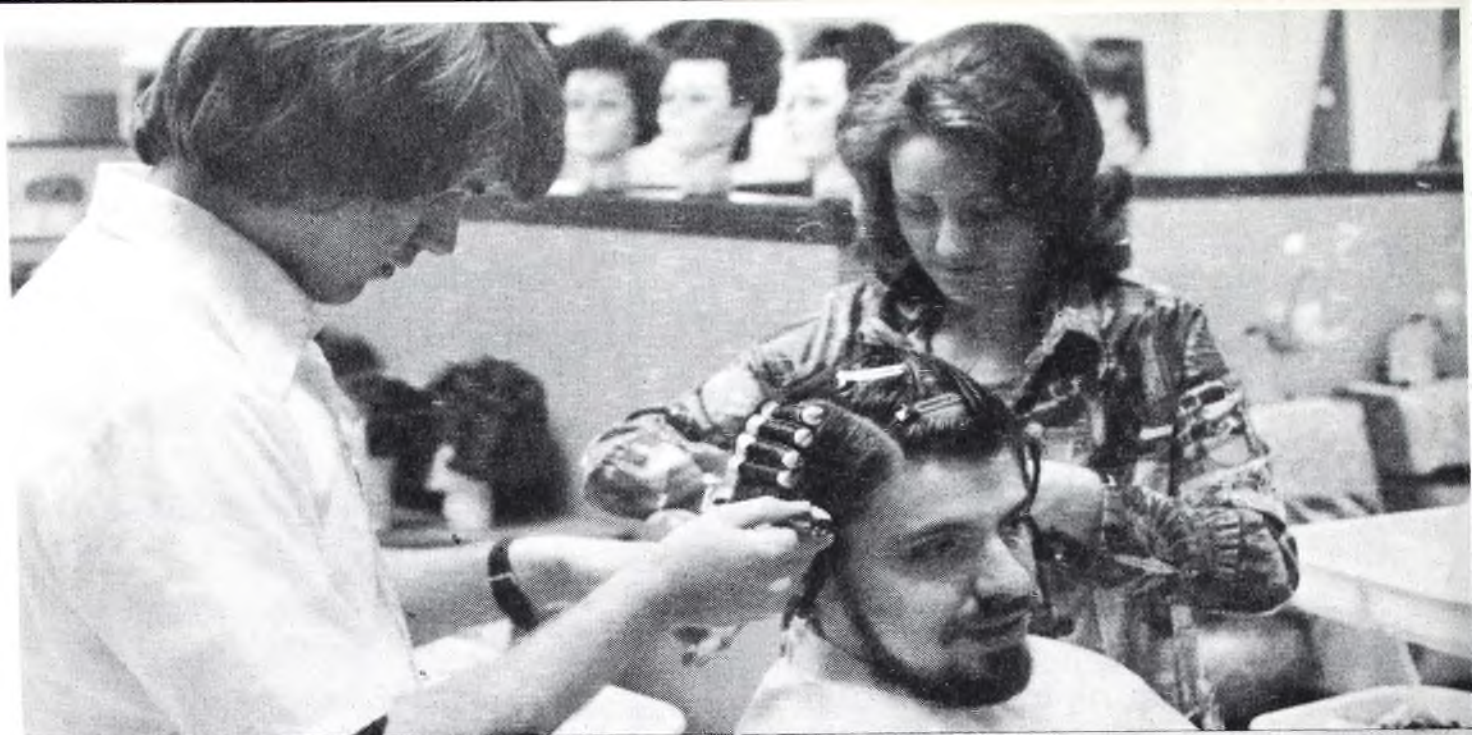
CAR 401 CARPENTRY THEORY IV

CAR 402 CARPENTRY LAB IV

Interior Trim Installation
Basic Cabinetmaking
Carpentry Careers

INSTRUCTIONAL APPROACH:

*MINOR VARIATION FROM THE PROGRAM
OUTLINED ABOVE MAY OCCUR DUE TO
ADJUSTMENTS IN THE INSTRUCTIONAL
APPROACH.*



COMPUTER TECHNOLOGY

Description

This is a two year evening program that teaches the essentials of programming for digital computers. The subjects offered are based on those available in the full-time day program but do not cover the subjects to the same degree. Much of the program is devoted to the various programming languages through which instructions are given to the computer. Students will be required to organize and code data and instructions as a routine phase of this program. Much of the student's time will be involved with classroom activities and planning.

Availability

This program is available during the evening between 6:30 and 10:30 p.m. usually on Monday, Tuesday, and Wednesday nights. Students normally attend three nights per week but may attend less if they choose. Students may enroll at the beginning of any quarter which offers the basic courses of study. Fall and Spring quarters are normal entry times.

Admissions

Students must be at least 16 years of age and be able to profit from the instruction. Applicants are required to have a personal interview with the programs instructor and may be asked to take a programmer aptitude test. No previous experience or special training is required of those seeking to enroll; however, abstract reasoning is very helpful in the problem solving phases of the course.

Employment

Graduates find wider opportunities for employment as programmers in larger urban areas. Government, large banks, many industries, hospitals, and others maintain computer installations or affiliate with others that do.

Curriculum

NIGHT CLASSES:

DPT 700	BUSINESS MATH
DPT 711	PUNCH CARDS I
DPT 721	INTRO. TO PROGRAMMING (RPG)
DPT 701	ACCOUNTING I
DPT 722	INTRO. TO PROGRAMMING II
DPT 702	ACCOUNTING II
DPT 731	COBOL PROGRAMMING I
DPT 741	OPERATIONS I
DPT 703	ACCOUNTING III
DPT 732	COBOL PROGRAMMING II
DPT 742	OPERATIONS II
DPT 733	COBOL PROGRAMMING III
DPT 743	OPERATIONS III
DPT 734	COBOL PROGRAMMING IV
DPT 751	INTRO. ANALYSIS/DESIGN I
DPT 752	INTRO. ANALYSIS/DESIGN II
DPT 761	APPLICATION SYSTEMS I
DPT 762	APPLICATION SYSTEMS II

INSTRUCTIONAL APPROACH:

VARIATIONS MAY OCCUR IN THE SCHEDULING OF THE ABOVE COURSES TO ACCOMMODATE CIRCUMSTANCES.

INSTRUCTION IS LARGELY ON AN INDIVIDUAL BASIS AND PERSONS MAY ENROLL QUARTERLY.

DAY CLASSES:

DAY CLASSES ARE AVAILABLE ON A FULL-TIME BASIS BETWEEN 8 a.m. and 2:30 p.m. AND ARE DESCRIBED IN THIS CATALOG UNDER THE HEADING DATA PROCESSING TECHNOLOGY.

DATA PROCESSING OPERATIONS

Curriculum

DAY CLASSES:

DPT 111	PUNCH CARD I
ACC 101	ACCOUNTING I
DPT 121	INTRODUCTION TO PROGRAMMING
PCD 201	PUNCH CARDS II
ACC 201	ACCOUNTING II
DPT 134	RPG PROGRAMMING I
MTH 100	BUSINESS MATHEMATICS I
ENG 342	COMMUNICATION SKILLS
DPT 143	OPERATING SYSTEMS I
BUS 111	BUSINESS MACHINES
DPT 145	OPERATING SYSTEMS II

NIGHT CLASSES:

DPT 700	BUSINESS MATH
DPT 711	PUNCH CARD I
DPT 721	INTRO TO PROGRAMMING (RPG)
DPT 701	ACCOUNTING I
DPT 712	PUNCH CARDS II
DPT 722	INTRO TO PROGRAMMING II
DPT 702	ACCOUNTING II
DPT 741	OPERATIONS I
DPT 742	OPERATIONS II
DPT 771	BUSINESS MACHINES I
DPT 743	OPERATIONS III
DPT 772	BUSINESS MACHINES II
DPT 744	OPERATIONS IV

Description

This program is designed to prepare students for employment as computer operators trained to operate all of the major components found in a typical computer center. The student's training includes experience with the school's ultra modern digital computer and all peripheral devices. Related classroom instruction in math, accounting, and other subjects are included to give students a fundamental understanding of their roles in the business operation of a company.

Availability

Data Processing Operations is taught as a one year day program meeting from 8 a.m. to 2:30 p.m., Monday through Friday. A similar program entitled Computer Operations is available at night from 6:30 to 10:30 p.m. three nights per week for nine months. Both are open to students planning to enter during the Fall and Spring quarters. Students may enter at other times if scheduling permits. Classes may be taken on a full or part-time basis.

Admissions

Students must be at least 16 years of age and meet the general admissions requirements set forth in this catalog. All students must have minimum scores on placement tests and may be asked to take aptitude tests to demonstrate their ability to succeed in the program. Persons seeking to obtain advanced standing must present transcripts or other evidence of their previous training. All applicants must have a personal interview with the instructor for the program.

Employment

Graduates may find employment in a variety of small and large computer centers operated by business, industry, and various branches of government.

COSMETOLOGY

Description

Coosa Valley Tech offers cosmetology as either a morning or late afternoon program for students who desire to become beauticians. The program is patterned after the State requirements for cosmetologists and graduates are eligible to take the licensing exam of the Georgia Board of Cosmetology. The course includes both classroom and shop experiences in hair styling, hair cutting, waving, tinting, and bleaching. Students are given experience in manicures and learn the care of the scalp along with different types of hair.

Availability

Cosmetology is a one year program and is available from 8 a.m. to 2:30 p.m. each Monday through Friday or from 1:30 to 8:30 p.m., Monday through Thursday and 1:30 to 5:30 on Friday. The program offers individualized instruction and students may enter classes whenever an opening occurs. Applicants with previous training may receive advanced standing when such training is properly documented.

Admissions

Students must be at least 17 years of age and have completed the 9th grade or the equivalent. Placement tests are required. A personal interview with the instructor is required along with evidence of minimum education.

Employment

Opportunities are wide and varied for the licensed cosmetologist. The graduate may work as a specialist in a large shop or as a general beautician in a smaller one.

Curriculum

DAY CLASSES:

COS 100 COSMETOLOGY THEORY
AND LAB I

Shop Safety
Personal Appearance and Ethics
Basic Shop Management & Hygiene
Theory of Cosmetology
Shampooing, Curling & Setting Hair
Hair Treatments and Conditioners

COS 200 COSMETOLOGY THEORY
AND LAB II

Hair Cutting and Shaping
Permanent Waving
Hair Coloring Techniques
Hair Lightening: Frosting, Streaking

COS 300 COSMETOLOGY THEORY
AND LAB III

Lash and Brow Tints
Manicuring and Nail Care
Facials and Make-up
Chemical Hair Relaxers
Wigs and Hair Pieces

COS 400 COSMETOLOGY THEORY
AND LAB IV

Thermal Curling
Anatomy and Physiology
Shop Management Review
Hair Styling Techniques

INSTRUCTIONAL APPROACH:

*MINOR VARIATIONS FROM THE ABOVE
SCHEDULE MAY OCCUR DUE TO THE INDI-
VIDUALIZED METHOD OF INSTRUCTION
USED IN THIS PROGRAM.*

DRAFTING AND DESIGN TECHNOLOGY

Curriculum

DAY CLASSES:

MTH 121	TECHNICAL MATH I
MET 121	MFG. PROC. & MATERIALS
ENG 122	COMMUNICATIONS SKILLS
DFT 121	ENGINEERING DRAWING I
DFT 131	ENGINEERING DRAWING II
MET 131	MACHINE SHOP PRACTICE I
MET 132	MACHINE TOOL THEORY I
MTH 138	TECHNICAL MATH II
DTF 141	ENGINEERING DRAWING III
MTH 144	TECHNICAL MATH III
MET 133	MACHINE TOOL THEORY II
MET 134	MACHINE SHOP PRACTICE II
DDT 215	DESIGN DRAFTING I
GNY 142	DESCRIPTIVE GEOMETRY
MET 214	STRENGTH OF MATERIALS I
DDT 226	DESIGN DRAFTING II
ENG 143	TECHNICAL REPORTS
PHY 132	PHYSICS I
MET 213	STRENGTH OF MATERIALS II
DDT 237	DESIGN PROJECT I
PHY 143	PHYSICS II
MET 234	HYDRAULICS & PNEUMATICS
EET 221	BASIC ELECTRICITY I
DDT 248	DESIGN PROJECT II
DDT 250	BASIC SURVEYING

NIGHT CLASSES:

ALL OF THE ABOVE COURSES ARE COVERED IN LESS DETAIL AND WITH LESS TIME FOR CLASSROOM OR LAB PRACTICE EXCEPT ENG 122 WHICH IS NOT OFFERED.

INSTRUCTIONAL METHOD:

MINOR VARIATIONS FROM THE ABOVE SCHEDULE MAY OCCUR DUE TO THE INDIVIDUALIZED METHOD OF INSTRUCTION USED IN THIS PROGRAM.

Description

Persons with an interest in drafting or mechanical design will find that Coosa Valley Tech offers a two year day program covering both areas of instruction. Students learn to combine drawing and math skills in the areas of basic mechanical drawing, electrical, and/or architectural design. Classes are held in modern air conditioned facilities with the latest in drafting tables and other equipment. No previous experience in drafting is needed; however, one or more years of algebra is needed for a student to progress in this curriculum.

Availability

Day classes are available between the hours of 8 a.m. and 2:30 p.m., Monday through Friday. Students may enter at the beginning of any quarter if an opening exists. Instruction is on an individualized basis. Review classes are available for applicants with weak math backgrounds.

Night classes are available in a modified curriculum of Drafting Technology.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions policies. Day school applicants must have minimum scores on placement tests. Personal interviews are required for all drafting applicants. Call 235-1145 for testing or interview appointments.

Employment

This program provides a sound background for the students in drafting, designing, estimating, and illustrating in the mechanical, architectural, and related fields.

DATA PROCESSING TECHNOLOGY

Description

Data Processing Technology offers those enrolled the opportunity to learn several computer languages and provides a full size digital computer on which students may test their programming abilities. Persons enrolling for this program have the option of completing CVT's diploma course or seeking an associate degree from Floyd Junior College. Either way, the program provides an understanding of the concepts, principles, and various items of equipment involved with a modern computer center. The program emphasizes business applications for data processing. Related classes are taught in accounting, math, and communication skills to round out the student's course of study.

Availability

This program is available in day classes only. Persons interested in night classes should refer to the listing for Computer Technology. Classes meet from 8 a.m. to 2:30 p.m. Monday through Friday. Persons attending under the joint enrollment agreement with FJC may arrange schedules with the two schools within these hours or alternate quarters of attendance. Classes marked with an asterick (*) are required in the joint enrollment program for the associate degree. For courses required by FJC, consult the college catalog.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have minimum scores on placement tests. Both day and night applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Curriculum

DAY CLASSES:

- * ACC 101 ACCOUNTING I
- * DPT 111 PUNCH CARDS DPT
- * DPT 121 INTRO. TO PROGRAMMING

- * ACC 201 ACCOUNTING II
- DPT 100 BUSINESS MATH
- ENG 342 COMMUNICATION SKILLS
- * DPT 134 RPG PROGRAMMING I

- DPT 200 ALGEBRA FOR DPT
- DPT 300 STATISTICS FOR DPT
- * DPT 144 RPG PROGRAMMING II

- * DPT 142 OPERATING SYSTEMS
- * DPT 251 COBOL PROGRAMMING I
- * DPT 272 INTRO. TO ANALYSIS AND DESIGN

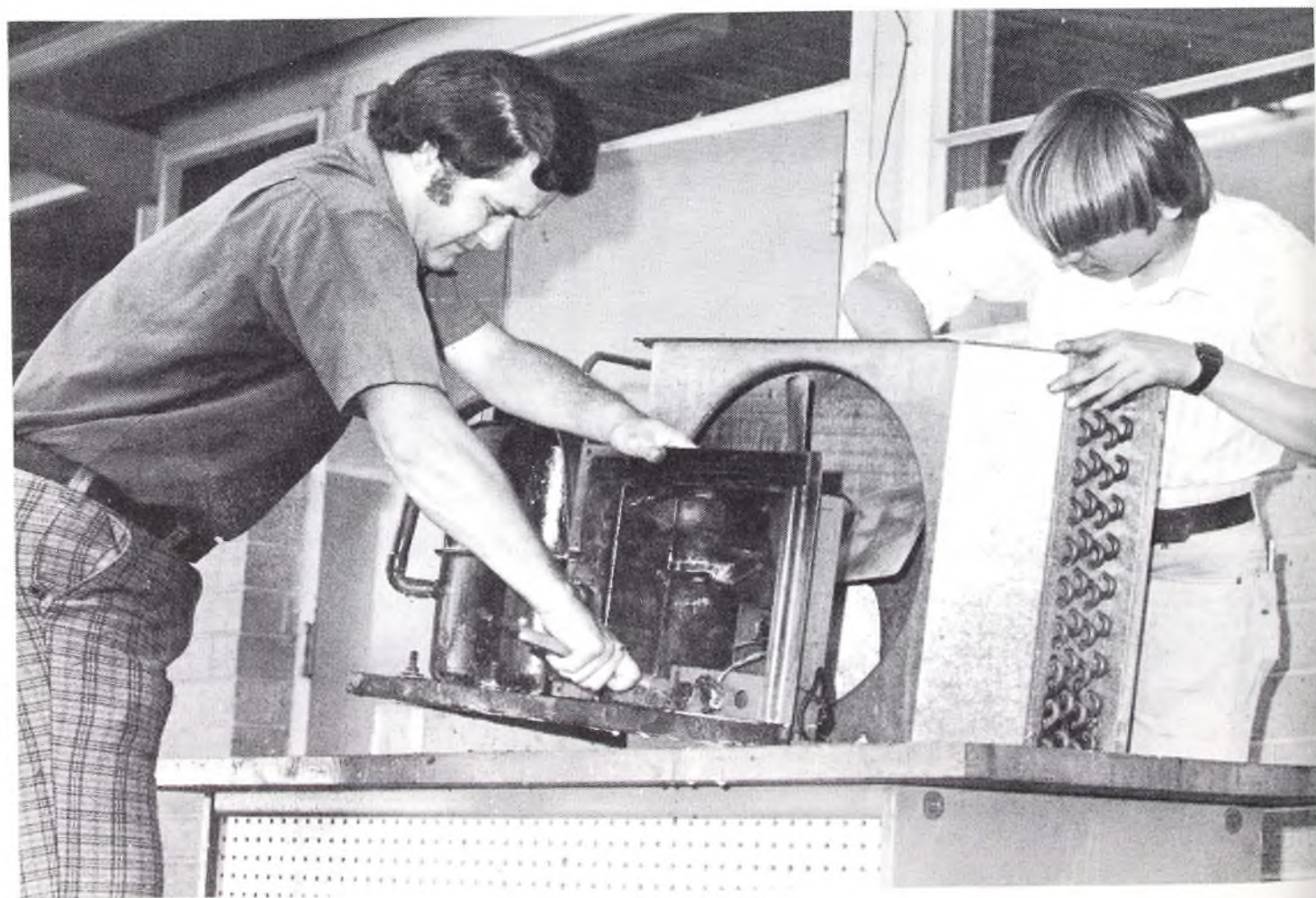
- DPT 141 SYSTEMS & PROCEDURES
- * DPT 262 COBAL PROGRAMMING II

- * DPT 282 APPLICATION SYSTEMS

NIGHT CLASSES:

NIGHT CLASSES AVAILABLE IN MODIFIED CURRICULUM LISTED AS COMPUTER TECHNOLOGY ELSEWHERE IN THIS CATALOG.

NOTE: VARIATIONS FROM THE ABOVE CURRICULUM LISTINGS MAY OCCUR TO ACCOMMODATE SCHEDULING SITUATIONS.



DRAFTING TECHNOLOGY

Description

Persons with an interest in mechanical drawing will find this two years night program to be both interesting and challenging. This is a modification of the day program and covers much of the same material; however, less time is spent on each subject area. Previous drafting experience is not necessary. One or more years of high school algebra is needed for success in the program. Classes meet three nights per week for four hours each night.

Availability

Night classes are available between the hours of 6:30 and 10:30 p.m., Monday, Tuesday, Wednesday, and/or Thursday nights. Students may enter at the beginning of any quarter if an opening exists.

Admissions

Applicants should be 16 years of age or older and have one or more years of experience with algebra. Applicants should comply with the school's general admissions policies. A personal interview with the instructor is required. For interviews, applicants should come to the school between 6:30 and 7:30 p.m. and ask for the instructor for Drafting Tech.

Employment

This program provides an adequate background for persons entering the field as general draftsmen.

Curriculum

NIGHT CLASSES:

DFT 701	ENGR. DRAFTING I
DFT 702	TECH MATH I
DFT 703	ENGR. DRAFTING II
DFT 704	TECH MATH II
DFT 705	ENGR. DRAFTING III
DFT 706	TECH MATH III
DFT 707	MACHINE TOOL THEORY
DFT 708	DRAFTING DESIGN I
DFT 709	TECH MATH IV
DFT 710	APPLIED PHYSICS I
DFT 711	DRAFTING DESIGN II
DFT 712	STATICS/STRENGTH OF MATERIALS I
DFT 713	APPLIED PHYSICS II
DFT 714	DRAFTING DESIGN III
DFT 715	STATICS/STRENGTH OF MATERIALS II
DFT 116	BASIC ELECTRICITY
DFT 117	DRAFTING DESIGN IV
DFT 118	KINEMATICS/MECHANISMS
DFT 119	TECHNICAL REPORTS
DFT 720	DESIGN PROJECTS
DFT 721	BASIC SURVEYING
DFT 722	DESCRIPTIVE GEOMETRY

INSTRUCTIONAL METHOD:

MINOR VARIATIONS FROM THE ABOVE SCHEDULE MAY OCCUR DUE TO INDIVIDUALIZED INSTRUCTIONAL METHODS.

DAY CLASSES:

PERSONS INTERESTED IN FULL-TIME DAY CLASSES SHOULD REFER TO THE DRAFTING & DESIGN CURRICULUM LISTED ELSEWHERE IN THIS CATALOG.

ELECTRONIC TECHNOLOGY

Curriculum

DAY CLASSES:

- * EET 110 BASIC ELECTRICITY
- * EET 111 ELECTRIC CIRCUITS
- MTH 120 ELECTRONIC MATH I

- * EET 112 A-C CIRCUITS
- * EET 123 CIRCUIT ANALYSIS
- MTH 130 ELECTRONIC MATH II

- * EET 124 SEMICONDUCTORS I
- MTH 140 ELECTRONIC MATH III

- * EET 146 BASIC ELECTRONICS
- * EET 148 ELECTRONIC CIRCUITS

- * EET 131 ELECTRONIC DRAFTING
- * EET 258 PULSE & LOGIC CIRCUITS

- * EET 261 COMPUTER FUNDAMENTALS
- EET 147 COMMUNICATION CIRCUITS

- * COM 251 TECHNICAL REPORTING
- PHY 141 PHYSICS I
- EET 275 ADVANCED ELECTRONIC SYSTEMS

- EET 262 INDUSTRIAL ELECTRONICS
- EET 263 INSTRUMENTS AND MEASUREMENTS

For evening classes in electronics see: Industrial Electronics Technology as listed in this catalog.

INSTRUCTIONAL APPROACH USED:

THIS PROGRAM USES INDIVIDUALIZED INSTRUCTION METHODS AND MAY VARY FROM THE OUTLINE DEPICTED ABOVE.

- * *Indicates courses required in the Joint Enrollment Program with Floyd Junior College*

Description

This program is designed to provide the knowledge and understanding necessary for the individual who plans a career in the changing world of electronics. The program is designed to offer students the option of completing a two years program for a diploma or, through the joint enrollment program with FJC to study for an associate degree. Students enrolling for this program should have had at least one course in high school algebra. Previous experience in basic electronics subjects is not required. The program covers electronic theory and provides laboratory experience with a variety of modern equipment.

Availability

This program is available as a two years day course leading to a diploma from CVT or as part of an associate degree program with Floyd Junior College. Classes meet between the hours 8 a.m. and 2:30 p.m. each Monday through Friday. Students are enrolled each quarter.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have minimum scores on placement tests. Both day and night applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Employment

Graduates of this program can qualify for a wide range of jobs in the fields of communications, computer systems, industrial electronics, instrumentation, logic systems, electronic drafting and related fields.

ELECTRICAL APPLIANCE SERVICING

Description

Almost everyone, at one time or another, needs the services that can be provided by the appliance serviceman. This course offers instruction as well as practical experience on most major brands of washing machines, dryers, refrigerators, freezers, stoves, ovens and other household appliances. The program stresses both installation and repair of major and minor electrical appliances. Basic refrigeration, house wiring and blueprint reading give the student a broad skills background.

Availability

This program is available either as a one year day course meeting between 8 a.m. and 2:30 p.m., Monday through Friday or as a two years night course meeting Monday through Thursday from 6:30 to 10:30 p.m. for seven quarters. Students may enroll at the beginning of the Fall, Winter, and Spring quarters when openings exist for new entrees. Persons with previous training or experience wishing to obtain advanced standing should present proper documentation for evaluation by the school.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Employment

Students may obtain job skills from each quarter completed which would qualify them for employment with an appliance dealer or contractor. Self employment is very possible.

Curriculum

DAY CLASSES:

EAS 100	SHOP MATHEMATICS
EAS 111	BLUEPRINT READING
EAS 101	HEATING APPLIANCES & LAB
EAS 112	HOUSE WIRING & LAB
EAS 202	LAUNDRY EQUIPMENT
EAS 213	LAUNDRY EQUIPMENT LAB
EAS 134	BASIC REFRIGERATION
EAS 315	BASIC REFRIGERATION LAB
EAS 235	ADVANCED AIR CONDITIONING & HEAT PUMPS
EAS 245	A/C AND HEAT PUMPS LAB

NIGHT CLASSES:

EAS 708	BLUEPRINT READING
EAS 707	SHOP MATHEMATICS
EAS 709	HOUSE WIRING THEORY
EAS 710	HOUSE WIRING LAB I
EAS 711	HEATING APPLIANCES
EAS 712	HOUSE WIRING LAB II
EAS 713	LAUNDRY EQUIPMENT I
EAS 714	LAUNDRY EQUIPMENT LAB
EAS 715	LAUNDRY EQUIPMENT II
EAS 716	LAUNDRY EQUIPMENT LAB
EAS 701	REFRIGERATION THEORY I
EAS 702	REFRIGERATION LAB
EAS 703	REFRIGERATION THEORY II
EAS 704	REFRIGERATION LAB II
EAS 705	ADV. REFRIGERATION
EAS 706	ADV. REFRIGERATION LAB

MATERIAL COVERED IN A SINGLE QUARTER OF DAY CLASSES WILL NORMALLY REQUIRE TWO NIGHT QUARTERS FOR COMPLETION.

HEATING AND AIR CONDITIONING

Cirriculum

DAY CLASSES:

- HAC 100 MATHEMATICS
- HAC 111 PRINCIPLES OF HEATING & AIR CONDITIONING I
- HAC 112 PIPING PROCEDURES/TOOLS
- HAC 122 PRINCIPLES OF HEATING & AIR CONDITIONING II
- HAC 123 INSTALLATION PROCEDURES
- HAC 132 HEATING EQUIPMENT
- HAC 222 BASIC ELECTRICITY I
- HAC 212 MOTORS & DRIVES I
- HAC 134 BASIC REFRIGERATION
- HAC 223 BASIC ELECTRICITY II
- HAC 221 SYSTEM DESIGN
- HAC 232 AIR DISTRIBUTION I
- HAC 312 MOTORS & DRIVES II
- HAC 333 AIR DISTRIBUTION II
- HAC 235 REFRIGERATION FOR AIR CONDITIONING
- HAC 336 ADVANCED REFRIGERATION
- HAC 401 HEAT PUMPS
- HAC 231 AUTOMATIC CONTROLS
- HAC 241 AUTOMOBILE AIR CONDITIONING
- HAC 307 BLUEPRINT READING
- HAC 234 SHEET METAL FABRICATION

NIGHT CLASSES:

PLEASE SEE THE AIR CONDITIONING SERVICE LISTING IN THIS CATALOG.

NOTE: VARIATIONS MAY OCCUR IN THE ORDER IN WHICH COURSES ARE SCHEDULED THEREFORE THE ABOVE SCHEDULE IS A SUGGESTED PROGRAM GUIDE.

Description

Heating and Air Conditioning is designed to give the student a sound background in the many fields connected with the control of temperature and environment. Classes in refrigeration, heating, math, electricity, and blueprint reading are but part of the theory included in this full-time program. Shop experiences in all phases of heating and air conditioning, electrical wiring, automatic controls, air distribution, and sheet metal fabrication compliment the classroom training. This is a two year program and prepares the student for a wide variety of good jobs in the field of air conditioning, heating and refrigeration.

Availability

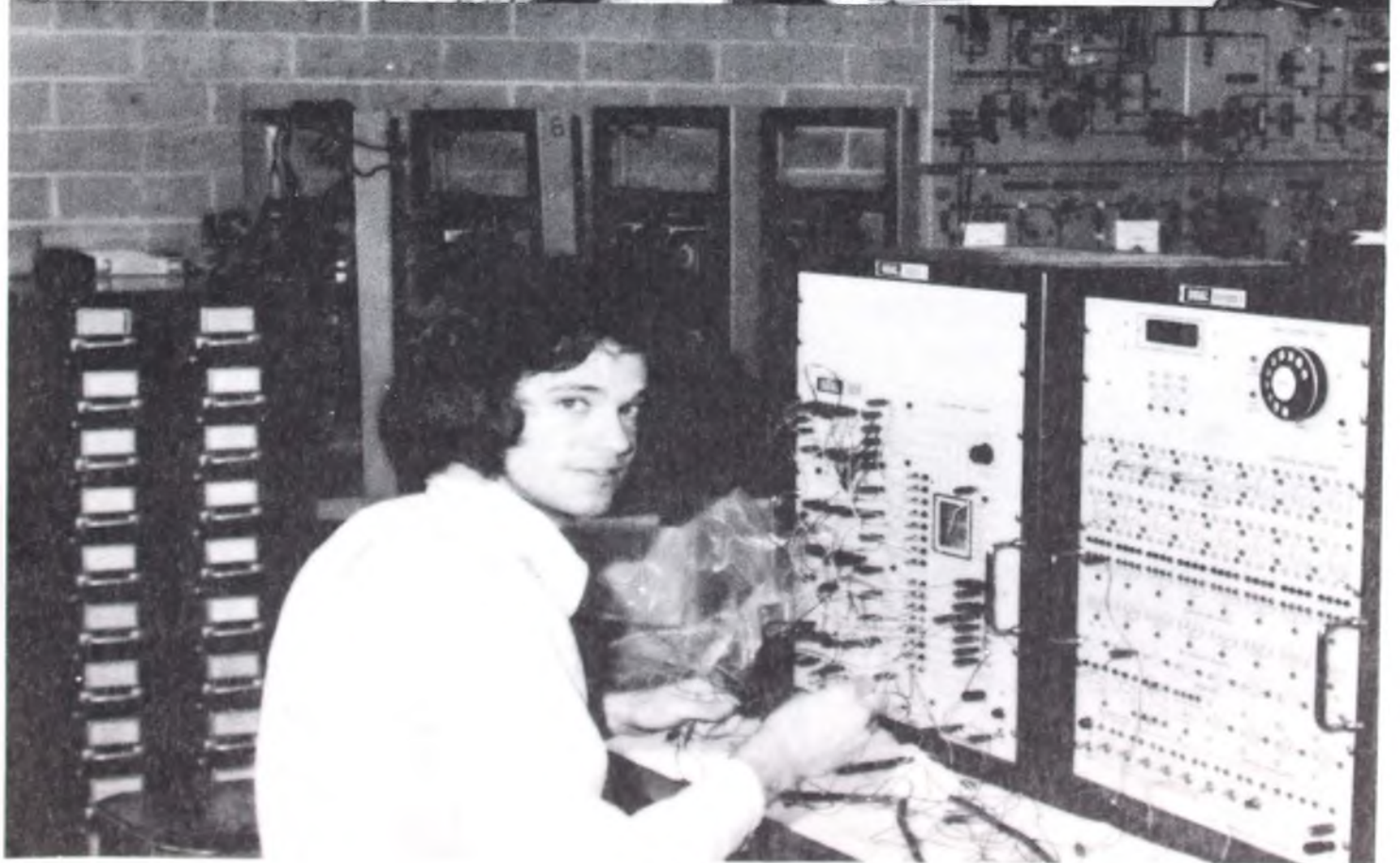
This program is available only as a full-time day course meeting from 8 a.m. to 2:30 p.m. Monday through Friday. The program is two years in length and takes new students only during the Fall quarter which usually begins in September.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have minimum scores on placement tests. Both Day and night applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Employment

Job opportunities are with heating and air conditioning contractors, refrigeration companies, and many appliance dealers. Graduates may specialize in any of the various areas studied from automobile air conditioning to sheet metal fabrication.



MACHINE SHOP

Curriculum

DAY CLASSES:

- MS 100 MACHINIST MATH I
- MS 111 MACHINE SHOP THEORY I
- MS 112 MACHINE SHOP PRACTICE I
- MS 133 BLUEPRINT READING I
- MS 200 MACHINIST MATH II
- MS 121 MACHINE SHOP THEORY II
- MS 122 MACHINE SHOP PRACTICE II
- MS 233 BLUEPRINT READING II
- MS 131 MACHINE SHOP THEORY III
- MS 123 MACHINE SHOP PRACTICE III
- MS 212 MACHINE SHOP PRACTICE IV

NIGHT CLASSES:

- MS 701 MACHINE TOOL THEORY I
- MS 702 MACHINE TOOL PRACTICE I
- MS 703 MATH & BLUEPRINTS I
- MS 704 MACHINE TOOL THEORY II
- MS 705 MACHINE TOOL PRACTICE II
- MS 706 MATH & BLUEPRINTS II
- MS 707 ADVANCED ENGINE LATHE
- MS 708 MILLING MACH. OPER. I
- MS 709 WELDING PRACTICE I
- MS 710 MILLING MACH. OPER. II
- MS 711 WELDING PRACTICE II
- MS 712 GRINDER OPERATIONS I
- MS 713 ADV. MILLING MACHINES
- MS 714 HEAT-TREATMENT
- MS 715 GRINDER OPERATIONS II
- MS 716 JIG BORER OPERATIONS
- MS 717 SHOP PROJECTS I
- MS 718 BASIC TOOL & DIE I
- MS 719 SHOP PROJECTS II
- MS 720 BASIC TOOL & DIE II

NOTE: VARIATIONS MAY OCCUR IN THE ORDER IN WHICH THE ABOVE COURSES ARE TAUGHT.

Description

The machinist plans and carries out all the operations required in producing tools and parts made from metal. This program is one in which the student, through shop experiences and classroom work, learns to operate the major types of equipment found in most machine shops. The first year of the program covers the essentials of the machinist trade. A second year is available to top graduates capable of mastering tool and die making upon the recommendation of their instructor. Students can expect to work with many types of full-sized, late model lathes, drills, milling machines, shapers, and grinding equipment. Advanced students build various dies and types of tools.

Availability

Machine Shop is a one year program when taken full-time in day classes. Part-time night students may require up to two years to complete the equivalent of the day program. Classes meet from 8 a.m. to 2:30 p.m. Monday through Friday and from 6:30 p.m. to 10:30 p.m. Monday through Thursday. Students may enroll during any quarter in which an opening becomes available.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have minimum scores on placement tests. Both day and night applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Employment

Jobs are available in a variety of industries in the Rome area in manufacturing as machinist, bench machinist, maintenance machinist, and machine tool operator.

INDUSTRIAL ELECTRONIC TECHNOLOGY

Description

This is an evening program designed to cover basic and advanced principles of electronics as well as industrial applications of electronics. Most of the course content is based upon the full-time day Electronics Technology course. Students will find that this program offers approximately equal amounts of classroom and laboratory experience with electronic theory. All students are expected to work higher mathematics and should have had at least one year of algebra in high school or college.

Availability

This program is taught only during the evening between 6:30 and 10:30 p.m. three night per week. Usually, classes are scheduled for Monday, Tuesday, and Wednesday nights. This is a two year program and new students are entered each quarter as space becomes available.

Admissions

Applicants must be at least 16 years of age and be able to profit from the instruction offered by the program. All applicants are required to have an interview with the instructor for the program and must be recommended for entry.

Employment

Graduates of this program may qualify for a wide range of jobs in the fields of communications, computer systems, industrial electronics, instrumentation, and other related fields.

Curriculum

NIGHT CLASSES:

- EET 701 D-C CIRCUITS
- EET 702 ELECTRONIC MATH I

- EET 703 A-C CIRCUITS
- EET 704 ELECTRONIC MATH II

- EET 705 CIRCUIT ANALYSIS
- EET 706 ELECTRONIC MATH III

- EET 707 SEMICONDUCTORS
- EET 708 PHYSICS

- EET 709 ELECTRONIC FUNDAMENTALS
- EET 710 ELECTRONIC CIRCUITS

- EET 711 COMMUNICATION CIRCUITS
- EET 712 PULSE & LOGIC CIRCUITS
- EET 713 COMPUTER FUNDAMENTALS

- EET 714 INDUSTRIAL ELECTRONICS

NOTE: THIS PROGRAM UTILIZES INDIVIDUALIZED INSTRUCTION AND MINOR VARIATIONS MAY OCCUR IN THE ABOVE SCHEDULE OF COURSE OFFERINGS.

For full-time day classes in electronics, see the listing in this catalog for Electronics Technology.

MASONRY

Curriculum

DAY CLASSES:

MAS 101 MASONRY THEORY I

MAS 102 MASONRY LAB PRACTICE I

Tools, Equipment, and Safety
Types of Bricks, Mortar, and Ties
Brick & Block Laying Projects

MAS 201 MASONRY THEORY II

MAS 202 MASONRY LAB PRACTICE II

Bonds, Patterns, and Textures
Chimney & Fireplace Construction
Blueprints for Brick Masons
Basic Math and Estimating
Laboratory Projects

MAS 301 MASONRY THEORY III

MAS 302 MASONRY LAB PRACTICE III

Reinforced Brick Masonry
Types of Walls
Arches
Floors and Paving Brick
Lab and Live Job Projects

MAS 401 MASONRY THEORY IV

MAS 402 MASONRY LAB PRACTICE IV

Cleaning Masonry
Scaffold Building
Work Practices
Live Job Practices

Description

This program concentrates on development of skills in brick and block laying. Students are taught blueprint reading, basic math, cost estimating, materials and tools used in the trade. Shop experiences include live work building various types of walls and erecting fireplaces. Persons considering this program should prefer outside work and be in good physical condition.

Availability

Masonry is available as a one year day program taught between the hours 8 a.m. and 2:30 p.m. Monday through Friday. Night classes are not available at this time. Students are admitted quarterly as openings occur and scheduling will permit.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirement. Minimum scores on placement tests and a personal interview are required.

Employment

Graduates of this program should be able to locate employment within the Rome area with masonry contractors, construction companies, and, with sufficient skill and experience, become self employable.

ADVANCED MACHINE SHOP - TOOL AND DIE

Description

This advanced machinist program is for persons having completed one or more years of machine shop or having several years of experience working in a machine shop as a machinist. Students learn the finer points of the machinist trade and undertake more difficult projects. The student is taught the concepts of dies and their construction. Simple, compound and progressive dies are studied and built by the student.

Availability

This program is available only during day classes meeting between 8 a.m. and 2:30 p.m. each Monday through Friday. The program may be taken on a full-time or part-time basis. Normal program length for full-time students is one year.

Admissions

All students in Advanced Machine Shop - Tool and Die must have had previous training or experience. All students must be recommended for admission by the instructor for the machinist program. Qualified students may be enrolled at any time provided there is available space in the class. Minimum scores on placement tests required.

Employment

An additional year of training makes the student a more employable person. Those companies hiring machinist are seeking the best qualified personnel and will usually pay higher wages for persons with additional skills. Tool and die makers are specialist and are selected in line with their abilities and experiences. Coosa Valley Tech's program offers machinist the training needed to establish themselves in the tool and die field.

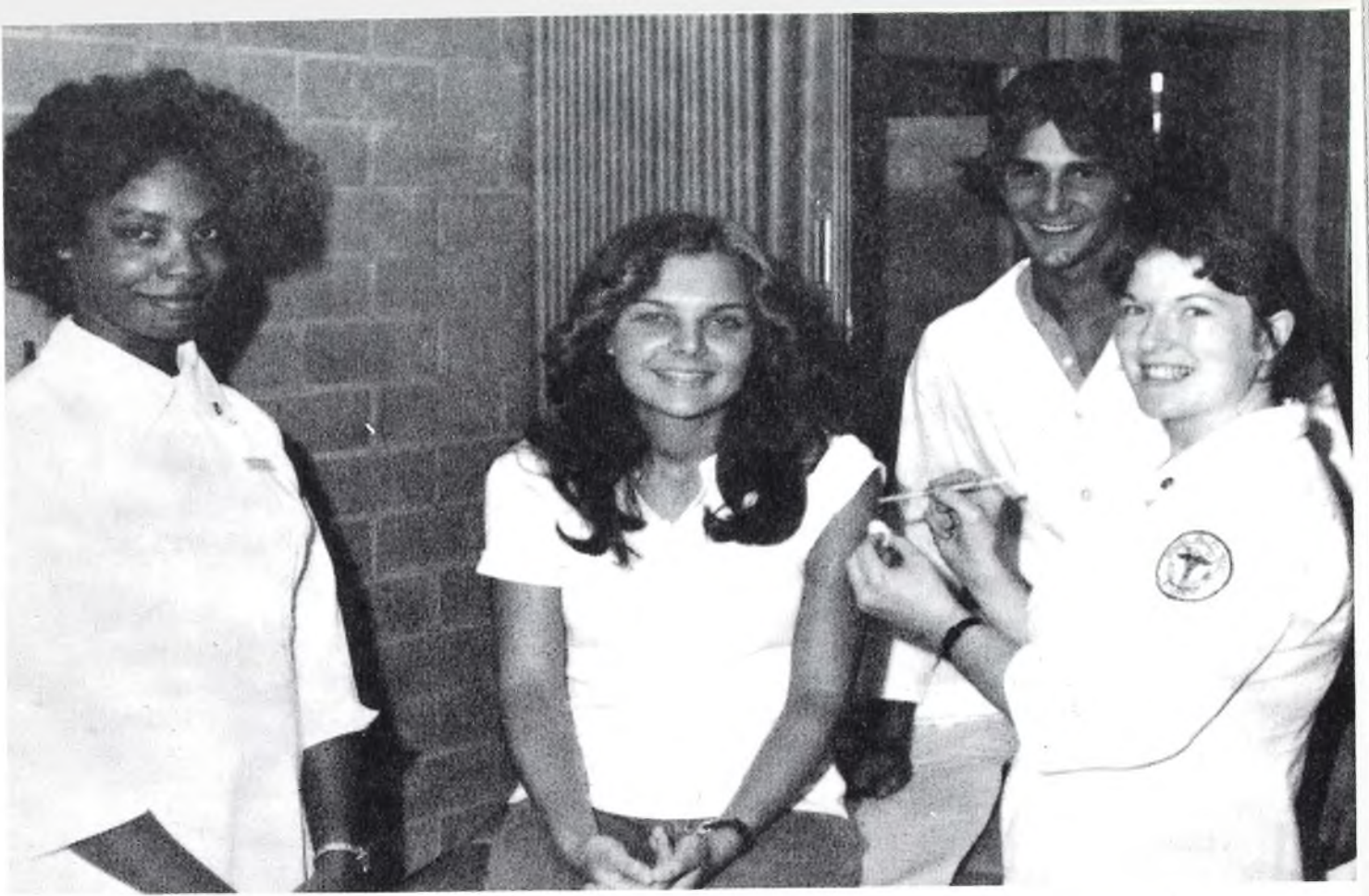
Curriculum

DAY CLASSES:

- MS 500 ADVANCED MACHINE SHOP -
TOOL AND DIE THEORY I
- MS 501 ADVANCED MACHINE SHOP -
TOOL AND DIE THEORY II
- MS 502 ADVANCED MACHINE SHOP -
TOOL AND DIE THEORY III
- MS 503 ADVANCED MACHINE SHOP -
TOOL AND DIE THEORY IV

NIGHT CLASSES:

NIGHT CLASSES ARE NOT TAUGHT IN THIS CURRICULUM.



MECHANICAL ENGINEERING TECHNOLOGY

Description

A look at the courses taught in this technical level program tells the prospective student that each class will be interesting and challenging. Students will receive an excellent general drafting background along with specialization in engineering skills needed by metal working industries and other manufacturers. This combination qualifies the M.E.T. graduate for a variety of jobs and enhances their employability. This program is also available as a joint enrollment - associate degree curriculum through Floyd Junior College and CVT Courses marked with an asterick (*) are required in the joint enrollment program. FJC classes are described in the catalog published by that institution.

Availability

This program is available in day classes only and meets between 8 a.m. and 2:30 p.m. Monday through Friday. The diploma program required 8 quarters for completion. The associate degree option through FJC requires 6 quarters. Either program may be taken on a part-time basis over a longer period of time.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Minimum scores on placement tests and a personal interview are required.

Employment

Jobs are available in a variety of industries for persons with the varied engineering skills taught in Mechanical Technology. Students graduating may enter as draftsmen, foremen, production supervisors, and engineering technicians.

Cirriculum

DAY CLASSES:

- MTH 121 TECHNICAL MATH I
- * DFT 121 ENGINEERING DRAWING I
- * MET 121 MANUFACTURING PROCESSES
- ENG 122 COMMUNICATION SKILLS

- MTH 138 TECHNICAL MATH II
- * DFT 131 ENGINEERING DRAWING II
- * MET 132 MACHINE TOOL THEORY I
- * MET 131 MACHINE SHOP PRACTICES I

- MTH 144 TECHNICAL MATH III
- * DFT 141 ENGINEERING DRAWING III
- * ENG 143 TECHNICAL REPORT WRITING
- * MET 133 MACHINE TOOL THEORY II
- * MET 134 MACHINE SHOP PRACTICES II

- * MET 147 COMPUTER PROGRAMMING
- PHY 132 PHYSICS I
- * MET 214 STRENGTH OF MATERIALS I
- * MET 215 MATERIAL TESTING
- * GYM 142 DESCRIPTIVE GEOMETRY

- PHY 143 PHYSICS II
- * MET 213 STRENGTH OF MATERIALS II
- * MET 233 METALLURGY
- * MET 300 METAL JOINING

- PHY 214 PHYSICS III
- MET 234 HYDRAULICS/PNEUMATICS
- * EET 221 ELECTRICITY I

- EET 223 ELECTRICITY II
- MET 242 KINEMATICS & MECHANISMS
- * DDT 250 SURVEYING

- EET 134 ELECTRONICS
- MET 245 MACHINE DESIGN PROJECT
- MET 221 METHODS ENGINEERING

OFFICE EDUCATION

Curriculum

NIGHT CLASSES:

Option One - Clerical

- OE 701 BASIC TYPING I
- OE 711 BASIC OFFICE MACHINES
- OE 700 BUSINESS MATHEMATICS
- OE 702 INTERMEDIATE TYPING
- OE 712 ADVANCED OFFICE MACHINES
- OE 713 CLERICAL RECORDS
- OE 703 ADVANCED TYPING
- OE 715 OFFICE PROCEDURES
- OE 716 FILING SYSTEMS

Option Two - Secretarial

- OE 701 BASIC TYPING I
- OE 711 BASIC OFFICE MACHINES
- OE 721 BASIC SHORTHAND I
- OE 702 INTERMEDIATE TYPING
- OE 711 ADVANCED OFFICE MACHINES
- OE 722 INTERMEDIATE SHORTHAND
- OE 703 ADVANCED TYPING
- OE 715 OFFICE PROCEDURES
- OE 723 ADVANCED SHORTHAND

Option Three - Accounting

- OE 731 BASIC ACCOUNTING I
- OE 711 BASIC OFFICE MACHINES
- OE 700 BUSINESS MATHEMATICS
- OE 732 BASIC ACCOUNTING II
- OE 701 BASIC TYPING I
- OE 741 KEYPUNCH MACHINES
- OE 733 BASIC ACCOUNTING III
- OE 742 INCOME TAX PROCEDURES
- OE 743 COMPUTER CONCEPTS

PREVIOUS TRAINING MAY ALLOW YOU TO ENTER THIS PROGRAM WITH ADVANCED STANDING.

Description

In an effort to serve individuals who cannot attend full-time day classes in business due to employment or home responsibilities, Coosa Valley Tech has devised the Office Education curriculum. This program includes many of the skill development courses available in day classes; however, these courses cover less of the subject due to fewer class hours.

The Office Education curriculum consists of three options which relate to the school's Accounting, Clerical and Secretarial courses but do not contain the same subjects. In each option, the student can arrange a nine months program leading to a certificate in Office Education.

Availability

Subjects in the Office Education curriculum are taught subject to demand. The school offers core subjects common to all three of the options each quarter. Additionally, one or more subjects for each option is offered each quarter. A minimum of 15 students is required for the school to begin a class. Classes are scheduled to meet from 6:30 p.m. to 10:30 p.m. Each subject meets one night per week of one quarter and may continue if advanced classes are necessary. Classes are normally scheduled for Monday, Tuesday, Wednesday or Thursday nights. Students may enter at the beginning of any quarter.

Admissions

Applicants should be 16 years of age or older and able to profit from the instruction. To enroll, applicants should:

- Complete an application form for night business classes naming those subjects you wish to take.

- If possible, discuss your choices of classes with an admissions counselor or business instructor.

Employment

This program is particularly suited to persons upgrading or changing existing employment.

MEDICAL OFFICE ASSISTANT

Description

As a direct link between the doctor and his patients, the medical office assistant has numerous responsibilities among which are:

Assisting the physician with patients.

Performing secretarial-office duties.

Making appointments and managing the reception room.

Coosa Valley Tech's program offers you top flight training in those skills needed by today's busy doctors. The program is one of the few available in Georgia accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants.

Availability

M.O.A. is a one year program which takes new students only in September. Classes meet between 8 a.m. and 2:30 p.m. Monday through Friday. During the third and fourth quarters the hours may vary as students are then assigned in doctors' offices. Classes are taught in day hours only.

Admissions

Applicants should be at least 17 years old and have some typing skills. All applicants are required to take reading, English, and math tests, submit high school grades or GED, personal references, and have medical and dental exams. A personal interview with the department supervisor is also required. Interviews are by appointment.

Employment

Doctors in the area are sold on Coosa Valley Tech's M.O.A. program and its graduates. Most students are offered employment prior to graduation and the program has one of the school's better placement records.

Curriculum

DAY CLASSES:

- HO 114 BASIC PSYCHOLOGY
- HO 126 EMERGENCY SKILLS
- HO 113 NUTRITION
- HO 103 MEDICAL TERMINOLOGY
- HO 119 PHARMACOLOGY I
- HO 117 ANATOMY & PHYSIOLOGY
- MOA 104 MEDICAL ASSISTING SKILLS I
- MOA 101 MEDICAL ASSISTING ADJUSTMENTS
- MOA 311 MEDICAL ADMINISTRATION PROCEDURES I

- HO 125 OBSTETRICS
- HO 129 PHARMACOLOGY II
- HO 122 PEDIATRICS
- MOA 122 MED. ASSISTING SKILLS II
- MOA 200 MEDICAL ADMINISTRATION PROCEDURES II

- MOA 310 MEDICAL - SURGICAL CONDITIONS I
- MOA 206 LABORATORY TECHNIQUES
- MOA 400 EXTERNSHIP IN DOCTOR'S OFFICE
- MOA 320 MEDICAL - SURGICAL CONDITIONS II
- MOA 410 CLINICAL EXPERIENCE
- MOA 500 EXTERNSHIP IN DOCTOR'S OFFICE

RADIO AND TELEVISION REPAIR

Curriculum

DAY CLASSES:

- EET 110 BASIC ELECTRICITY
- EET 111 ELECTRIC CIRCUITS
- MTH 120 ELECTRONICS MATH I

- EET 112 A-C CIRCUITS
- MTH 130 ELECTRONICS MATH II

- EET 124 SEMICONDUCTORS
- MTH 140 ELECTRONICS MATH III

- RTV 232 RADIO SERVICING
- RTV 242 AUDIO SYSTEMS

- RTV 352 BLACK/WHITE TV SERVICING
- RTV 355 BLACK/WHITE ANTENNA SYST.

- RTV 472 COLOR TV SERVICING
- RTV 475 COLOR ANTENNA SYSTEMS

NIGHT CLASSES:

- RTV 701 D.C. CIRCUITS
- RTV 703 RELATED MATH

- RTV 702 A.C. CIRCUITS
- RTV 703 RELATED MATH (continued)

- RTV 702 A.C. CIRCUITS (continued)
- RTV 703 RELATED MATH (continued)

- RTV 704 PULSE & LOGIC CIRCUITS
- RTV 705 RADIO SERVICING
- RTV 706 AUDIO SYSTEMS

- RTV 704 PULSE & LOGIC CIRCUITS (cont.)
- RTV 705 RADIO SERVICING (continued)
- RTV 706 AUDIO SYSTEMS (continued)

- RTV 707 BLACK/WHITE TV SERVICING
- RTV 708 B/W ANTENNA SYSTEMS
- RTV 709 INTRO. TO COLOR TV

- RTV 707 B/W TV SERVICING (continued)
- RTV 708 B/W ANTENNA SYST. (cont.)
- RTV 709 INTRO. TO COLOR (continued)

- RTV 710 COLOR TV SERVICING
- RTV 711 COLOR ANTENNA SYSTEMS

- RTV 710 COLOR TV SERVICING (cont.)
- RTV 711 COLOR ANTENNA SYST. (cont.)

Description

Radio and Television sets, stereos, and other electronic devices occasionally require the services of skilled repairmen. Coosa Valley Tech's program covers the latest techniques and advances in this growing industry. The program is arranged in such a way that new students can begin without previous training or experience or be granted advanced class standing if they have previous training. Each quarter covers a different phase of the course beginning with basic electronic theory and finishing with color television servicing. Students are furnished with test equipment, materials, and "live" sets to repair.

Availability

This is an eighteen months day program and is also available as a two year night program. Day classes meet from 8 a.m. to 2:30 p.m. each Monday through Friday. The night program meets from 6:30 p.m. to 10:30 p.m. Monday through Thursday. Students are admitted at the beginning of any quarter in which beginning subjects can be scheduled. Fall and Spring quarters are the most common entry dates.

Admissions

Applicants must be at least 16 years of age and comply with the school's general admissions requirements. Day school applicants must have minimum scores on placement tests. Both day and night applicants must have a personal interview. Call 235-1145 for appointments for tests or interviews.

Employment

This program prepares the graduate for jobs in the radio and television servicing field as servicemen, technician assistants, and for the operation of a servicing business.

PRACTICAL NURSING

Description

The Practical Nursing program leads to eligibility to take the examination given by the State Examining Board for a Licensed Practical Nurse. Part of the trainee's time is spent at the school with emphasis on theory and basic nursing principles. The remainder of the course is spent in clinical facilities for actual on-the-job experience under a qualified instructor. The length and contents of the program meets the recommendations of the Vocational Education Department and requirements of the Practical Nursing Law.

Availability

Practical Nursing is a one year program and takes new students twice a year in September and in March. Classes for the first two quarters normally meet from 8 a.m. to 2:30 p.m. Monday through Friday. The final two quarters meet from 7 a.m. to 3:30 p.m. while students are in clinical training. Prep classes are taught for nursing applicants in the Winter and Summer quarters.

Admissions

Applicants must be at least 17 years old and have completed either 10th grade or the GED test. All applicants are required to take math and reading tests, submit a copy of their high school grades or GED, submit personal references, birth certificate, and have medical and dental exams. A personal interview with the department supervisor is also required. Interviews are by appointment only.

Employment

Graduates, upon licensure, may easily find employment in a hospital, nursing home, clinic, public health department, or other medical care facility. Coosa Valley Tech's program is widely recognized for the high quality of its graduates.

Curriculum

DAY CLASSES:

PN	110	VOCATIONAL ADJUSTMENTS I
PN	112	PERSONAL AND COMMUNITY HEALTH
HO	114	BASIC PSYCHOLOGY
HO	126	EMERGENCY SKILLS
HO	113	NUTRITION
HO	103	MEDICAL TERMINOLOGY
HO	119	PHARMACOLOGY I
HO	117	ANATOMY AND PHYSIOLOGY
PN	114	NURSING FUNDAMENTALS I
HO	125	OBSTETRICS
HO	129	PHARMACOLOGY II
HO	122	PEDIATRICS
PN	124	NURSING FUNDAMENTALS II
PN	121	CLINICAL EXPERIENCE II
PN	131	CLINICAL EXPERIENCE III
PN	133	CONDITIONS OF ILLNESS I
PN	142	CLINICAL EXPERIENCE IV
PN	143	CONDITIONS OF ILLNESS II
PN	110	VOCATIONAL ADJUSTMENTS II

UNIT RECORDS DATA PROCESSING

Curriculum

DAY CLASSES:

- ACC 101 ACCOUNTING I
PCD 101 UNIT RECORDS I
ENG 101 BUSINESS ENGLISH I
MTH 100 BUSINESS MATHEMATICS I
- ACC 201 ACCOUNTING II
PCD 201 PUNCH CARDS II
ENG 201 BUSINESS ENGLISH II
MTH 200 BUSINESS MATHEMATICS II
- ACC 301 ACCOUNTING III
PCD 301 PUNCH CARDS III
DPT 140 OPERATING SYSTEMS
ONE HOUR ELECTIVE
- PCD 401 PUNCH CARDS IV
DPT 120 INTRO. TO PROGRAMMING
TWO HOUR ELECTIVES

*** Electives from any other business program may be taken to complete the total number of courses required for graduation.*

NIGHT CLASSES:

SELECTED COURSES FROM THE ABOVE LIST ARE AVAILABLE AT NIGHT THROUGH THE OFFICE EDUCATION PROGRAM.

Description

The unit records program trains persons to operate the various data processing machines found in small or medium size businesses. Central among the equipment students use are the keypunch and card sorting machines. These two types of equipment are essential to all data processing operations. Other unit record machines taught are the accounting machine, reproducing punch and collator. Related subjects include accounting, math and electives.

Availability

This is a one year program available in day classes only. Portions of the program may be taken at night through Office Education classes. Day classes meet from 8 a.m. to 2:30 p.m. each Monday through Friday. Students are admitted at the beginning of any quarter in which beginning classes can be scheduled.

Admissions

Applicants must be 16 years of age or older and out of school. High school graduates are preferred; however non-graduates with appropriate achievement test scores will be admitted. To enroll, the prospective student completes an application, takes placement tests in reading and math, and has a personal interview with an instructor from the program.

Employment

This program offers high paying employment upon graduation. The nature of the work in this field demands accuracy and companies are willing to pay well for persons skilled in unit record data processing.

SECRETARIAL SCIENCE

Description

This is an excellent one year program for those wishing to take a complete business course. Secretarial Science emphasizes shorthand and typewriting which are the basic skills needed in most office jobs. In addition, students receive training in math, filing, office procedures and other related business subjects. Advanced placement is possible for those with previous business or high school training. Students wishing to obtain the associate in science degree in this field may do so through a two years joint-enrollment program offered by CVT and Floyd Junior College. (see astericks)

Availability

This is a one year day program when taken for a diploma. Portions of the program are included in the two years degree program. Day classes meet from 8 a.m. to 2:30 p.m. each Monday through Friday. Students are admitted at the beginning of any quarter in which beginning subjects can be scheduled.

Admissions

Applicants must be 16 years of age or older and out of school. High school graduates are preferred; however, non-graduates with appropriate achievement test scores will be admitted. To enroll, the prospective student completes the application, takes placement test in reading and math, and has a personal interview with an instructor from the program.

Employment

This program prepares the student for most office jobs. Graduates should find suitable employment in any community in which they might reside.

Curriculum

DAY CLASSES:

- * BUS 101 TYPEWRITING I
- * BUS 131 SHORTHAND I
- ENG 101 BUSINESS ENGLISH I
- MTH 100 BUSINESS MATHEMATICS I

- * BUS 201 TYPEWRITING II
- * BUS 232 SHORTHAND II
- ENG 201 BUSINESS ENGLISH II
- MTH 200 BUSINESS MATHEMATICS II

- * BUS 301 TYPEWRITING III
- * BUS 333 SHORTHAND III
- * BUS 111 BUSINESS MACHINES
- * BUS 141 RECORDS MANAGEMENT

- * BUS 404 SHORTHAND IV
- ACC 501 SECRETARIAL ACCOUNTING
- * BUS 306 MACHINE TRANSCRIPTION
- * BUS 116 SECT. OFFICE PROCEDURES
- * BUS 117 BUSINESS LAW

** *Electives from any other business program may be substituted for those courses exempted due to previous training.*

INSTRUCTIONAL APPROACH:

MINOR VARIATIONS MAY OCCUR IN THE SCHEDULES AVAILABLE TO STUDENTS. THE SUBJECTS IN THIS PROGRAM ARE USUALLY TAUGHT SEVERAL TIMES PER YEAR AND VARIOUS SCHEDULE COMBINATIONS ARE POSSIBLE.

NIGHT CLASSES:

SELECTED COURSES FROM THE ABOVE LIST ARE AVAILABLE AT NIGHT THROUGH THE OFFICE EDUCATION PROGRAM.



WELDING

Description

This program concentrates on development of skills in the various types of welding in common use. Trained welders are in great demand in this area and CVT offers the best program for both new and experienced students. One year or less can qualify most students for top paying jobs in welding. The program is taught in day classes, afternoon classes and at night. Students may certify in several types and positions of welding.

Availability

Students may enroll for morning classes between 8 a.m. and 2:30 p.m. or take afternoon classes from 12:30 to 6:30 p.m. each Monday through Friday. Evening classes are available on a part-time basis two nights per week from 6:30 to 10:30.

Admissions

Applicants must be 16 years of age or older and be able to profit from the instruction. All applicants must have a personal interview with the instructor for the program and be recommended for admission. Interviews can be arranged during class hours any day, Monday through Friday.

Employment

Welding offers excellent placement opportunities to students attaining basic skills. High pay is available to those demonstrating good welding technique. Employment is found in construction and manufacturing throughout the area and, in general, throughout the country.

Curriculum

DAY CLASSES:

- WLD 100 MATHEMATICS
- WLD 113 BASIC ARC WELDING
- WLD 114 WELDING THEORY
- WLD 132 GAS & ARC WELDING
- WLD 172 BLUEPRINT READING
- WLD 123 ADVANCED ARC WELDING
- WLD 135 PIPE WELDING AND CERTIFICATION

NIGHT CLASSES:

- WLD 701 WELDING PRACTICES I
- WLD 702 WELDING PRACTICES II
- WLD 703 WELDING PRACTICES III
- WLD 704 WELDING PRACTICES IV

ACC 101 ACCOUNTING I and LAB

This basic course presents the principles of double-entry accounting as they apply to service enterprises and merchandising businesses. In addition to learning the principles of recording and summarizing financial data in the basic accounting cycle, students learn to analyze and interpret financial data including notes, deferrals, and accruals. A practice set is used to summarize the principles into a complete accounting framework.

ACC 201 ACCOUNTING II and LAB

This course applies the basic principles to special topics and accounting procedures. These topics include depreciation accounting, the voucher system and payrolls, and an introduction to the special problems in accounting, for income and equity in partnership and corporate enterprises. A practice set helps the student to understand how the principles fit together to form the complete accounting picture.

ACC 301 ACCOUNTING III and LAB

This course is concerned with control accounting and decision making. Special emphasis is placed on departmental and branch accounting and on cost accounting systems of both the process and job order types. A practice set is used to demonstrate the job order cost system.

ACC 501 SECRETARIAL ACCOUNTING

This course takes the student through the accounting cycle using double-entry bookkeeping principles. The student learns to prepare financial statements, to handle payroll records, and to compute interest for notes.

AM 100 AUTOMOTIVE THEORY and LAB I

This course represents one quarter of study and covers steering and suspension, wheel alignment, power steering, power and hydraulic brakes, and the identification of problems in brake, steering, and suspension systems. The student's time is divided between class and lab with the great majority of the time used for lab practice under the supervision of qualified mechanics.

AM 200 AUTOMOTIVE THEORY and LAB II

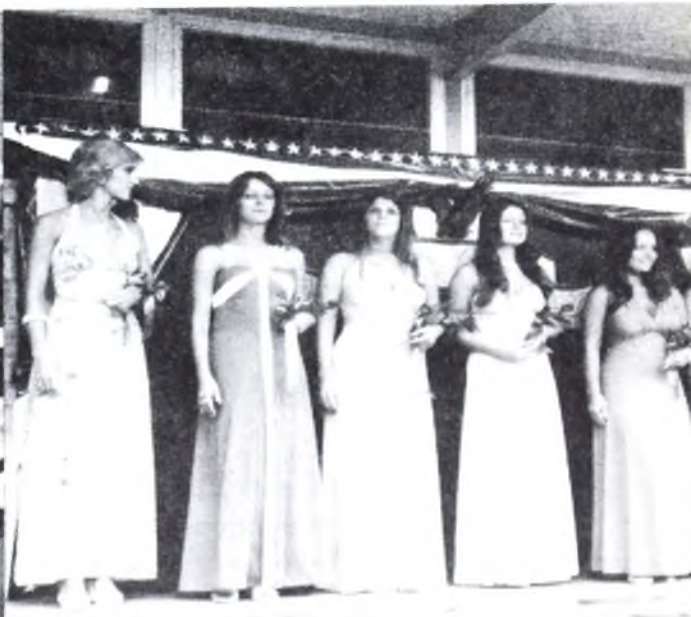
This second quarter covers automotive fuel, lubrication and cooling systems as well as engine overhaul and rebuilding. Students gain experience in analyzing and trouble shooting engine problems, use of tools and equipment, and in effecting repairs to the various automotive systems. Theory subjects are covered in class using demonstration, lecture, and audio-visuals. Lab experiences are under the supervision of qualified mechanics.

AM 300 AUTOMOTIVE THEORY and LAB III

This quarter of study covers transmissions, rear axles, and differentials. Students cover all aspects of the power-train including automatic transmission overhaul. Class time is devoted to theory and demonstration. Lab time offers the student experience in identifying and repairing the various parts of the drive-train.

AM 400 AUTOMOTIVE THEORY and LAB IV

This quarter of study offers the automotive student experience with electrical systems, engine tune-up, and trouble shooting. Students learn to use various diagnostic equipment to identify and correct problems.



PART
3
THREE

COURSE DESCRIPTIONS

BUS 131 SHORTHAND I

A presentation of and introduction to the complete theory of shorthand placing emphasis on brief forms, phrases, word beginnings and endings, principles, spelling and punctuation, business vocabulary building, and grammar check-ups. The student will develop a minimum shorthand writing skill of 40 words per minute.

BUS 141 RECORDS MANAGEMENT

This course prepares the student to handle office records efficiently and rapidly. It includes processing, storing, retrieving, and re-storing records in the following types of filing systems: alphabetic, numeric, geographic, etc. A practice set re-enforces the learning process.

BUS 151 CLERICAL RECORD KEEPING

The student gets experience in handling a variety of record keeping duties. The course includes practice with payroll records, cash control, banking records, purchasing, sales, and inventory records.

BUS 171 CIVIL SERVICE

A course designed to give an intensive pre-employment review of the knowledge of math, grammar, number relations, record keeping, etc. The primary objective is to develop the skill of taking tests through practical application and direct exposure to sample tests.

BUS 201 TYPEWRITING II and LAB

This course involves the further development of skills in terms of speed and accuracy with increased emphasis on letter problems, tabulation, office forms, legal documents, reports, and the building of office production skills. The student will develop a minimum straight-copy rate of 40 words per minute.

BUS 232 SHORTHAND II and LAB

A review of the complete theory of shorthand with the primary objective of providing adequate materials and effective procedures for the development of advanced dictation skills. The course continues the study of business vocabulary; reviews spelling, punctuation, and rules of grammar; improves word-building skills and the ability to construct outlines for unfamiliar words; and introduces transcription on the typewriter.

BUS 301 TYPEWRITING III and LAB

The student learns to apply typing skills and make decisions in the preparation of more complicated problems involving typical office situations. The development of straight-copy skill is continued, but the major emphasis is on the building of production skills. The course includes the typing of statistical copy, tabulation planning, typing of financial statements, rough drafts, footnotes, and bibliographies. The student will develop a minimum straight-copy rate of 50 words per minute and a minimum production of 30 words per minute.

BUS 306 MACHINE TRANSCRIPTION and LAB

The course develops a familiarity with the various types and brands of transcription machines. The purpose of the course is to develop competency in transcribing from machine dictation. Special emphasis is placed on spelling, punctuation, and grammar. Efficient work habits are stressed.

BUS 101 TYPEWRITING I and LAB

The purpose of typewriting I is to develop a mastery of the keyboard using the touch system. The student learns to type simple manuscripts, business and personal letters in good form, to tabulate, to solve simple typing problems, and to follow instructions. Upon completion, the student will develop a minimum straight-copy rate of 25 words per minute.

BUS 111 BUSINESS MACHINES

This course develops an operating knowledge of the most commonly used office machines with primary emphasis on ten-key and full-keyboard adding machines, printing calculators, electronic calculators, and key-driven calculators. The course offers instruction in the touch system for performing the various machine functions.

BUS 112 INCOME TAX

This income tax procedures course applies primarily to personal income tax measurement. Topics include withholding processes, itemizing deductions, form 1040 and accompanying schedules, and special tax situations for individuals. Limited coverage is given to reporting income from a sole proprietorship or from a business or profession.

BUS 113 CHARM

The primary purpose of this course is to help the student develop the ability to understand and work effectively with other people. Topics covered include grooming, etiquette, work habits, personality development, attitudes, and good business behavior.

BUS 115 CLERICAL OFFICE PROCEDURES I

This course develops a better understanding of general office work in a typical business with emphasis on telephone techniques, receptionist duties, filing, record keeping, machine operation and other routine office duties. This course is recommended for the student's third quarter.

BUS 116 SECRETARIAL OFFICE PROCEDURES

This course gives experience in handling a variety of secretarial duties. It includes mail processing, typewriting and duplicating, postal and shipping responsibilities, telephone and telegraph services, records management, travel arrangements, etc. The primary purpose of the course is to improve the student's efficiency and initiative in handling secretarial responsibilities.

BUS 117 BUSINESS LAW

This course covers the principles of law relating to business transactions. Included are the principles of law relating to contracts, the sale of goods, negotiable instruments, bailments, insurance, corporations, partnerships, etc. This course is aimed at helping the student understand personal rights and responsibilities in business situations as well as the legal problems of business.

BUS 125 CLERICAL OFFICE PROCEDURES II

Office Procedures II is designed as an employment-lab environment. Skills in composition, duplication, machine transcription, telephone techniques, etc. are polished in a simulated office setting. Each student is given special assistance in solving common and unique office problems.

CED 100 CONSUMER EDUCATION

This course deals with the choice of goods and services, budgeting, money management, legal problems, insurance, buying procedures, and elementary principles of economics related to consumer problems.

COM 251 TECHNICAL REPORT WRITING

This is the study of the fundamentals of technical writing, writing styles, and the mechanics of writing reports. Students receive practice in preparing technical reports of the various types likely to be used on the job by engineering technicians.

COS 100 COSMETOLOGY I

This course of study represents the student's first quarter of theory and shop practice in cosmetology. The course includes an orientation, shop safety, professional ethics, salesmanship, hygiene, receptionist duties, shampooing, and basic roller patterns. Students practice on mannequins and have limited experience with shop patrons.

COS 200 COSMETOLOGY II

This course is a continuation of the student's theory and shop practice and covers basic hair cutting, precision cutting, permanent waving, hair coloring, frosting, tipping and special problems with hair coloring. Students continue practice with mannequins and expand their work with shop patrons.

COS 300 COSMETOLOGY III

In this course the student continues to develop skills with shop patrons. Additionally, techniques for manicuring, facial, make-up, chemical hair relaxing, thermal waving, and curling are learned.

COS 400 COSMETOLOGY IV

This course summarizes the student's preparation as a cosmetologist. Shop practices on mannequins and shop patrons are continued with the student polishing skills previously acquired. Cosmetology theory is reviewed in preparation for the State Board Examination. Topics covered include the various body systems, chemistry, electricity, skin and scalp, hair, and salon management.

DDT 215 DRAFTING and DESIGN I

This advanced course allows the student to select a unit in a specialized field of drafting from the following: advanced mechanical, architectural, structural steel, technical illustration, and civil drafting. Equipment, text, and references pertaining to the specialty are studied along with symbology and special techniques.

DDT 237 PROJECTS I

Using knowledge and experiences gained in previous drafting courses, students complete one or more assigned projects in their chosen field of specialization. Projects attempted in this course are original and students plan and design each stage and produce a final complete set of working drawings.

DDT 226 DRAFTING and DESIGN II

This course continues the study of the field selected by the student in DDT 215 and allows the selection of a second field from those previously listed.

BUS 333 SHORTHAND III and LAB

The purpose of this course is to develop speed of taking dictation with continued emphasis on spelling and punctuation. Transcription for mailability is introduced. The student will develop a minimum shorthand writing speed of 80 words per minute.

BUS 404 SHORTHAND IV and LAB

Transcription of mailable letters is the primary purpose of this course with continued development of shorthand speed. Four factors are of major importance in the development of transcription: (1) rate of dictation, (2) rate of transcription, (3) quality of work, and (4) quantity of work.

CAR 101 CARPENTRY THEORY I

This course introduces the student to the carpenter's trade. Safety and good work habits are an integral part of the instruction. Students are given instruction in the theory behind construction techniques, estimating of materials, and selection of building materials.

CAR 102 CARPENTRY LAB PRACTICE I

This shop phase of the student's first quarter offers demonstration and practice in the safe use of hand and power tools. Students are assigned projects in the school's woodworking shop and on live construction projects.

CAR 201 CARPENTRY THEORY II

This course covers the theory and knowledge needed by carpenters engaged in erecting framing. Topics covered include footings, foundations, floors, wall and ceiling construction, roofing and decking. Students learn to read and interpret plans, specifications, and codes.

CAR 202 CARPENTRY LAB PRACTICE II

This course offers supervised shop and live project experience in the construction of footings and foundations, floor, wall, and roof framing, and decking. Students apply the theory and techniques learned in CAR 201.

CAR 301 CARPENTRY THEORY III

This course covers the theory and techniques of interior finish carpentry and includes instruction on window and door selection and installation, interior wall and ceiling materials and construction, insulation, paneling, and trim work.

CAR 302 CARPENTRY LAB PRACTICE III

In this course, students apply the theory and techniques of interior finishing to live projects. The students install insulation, wallboard, paneling, doors, windows, and do interior finish work.

CAR 401 CARPENTRY THEORY IV

This course completes the carpentry student's theory and serves as a review of techniques that were previously covered. Cabinetmaking, interior trim, and finishing are covered.

CAR 402 CARPENTRY LAB PRACTICE IV

Students apply to live construction and shop projects the theory and techniques acquired throughout the course. Special experience is provided in cabinetmaking and finish carpentry. Students build kitchen cabinets, bathroom cabinets, and items of furniture.

DPT 134 RPG PROGRAMMING I

The first of two courses designed to teach students a beginning programming language and the applications of that language to the solution of business problems. Students are taught to write programs using the RPG - II (Report Program Generator) language.

DPT 140 OPERATING SYSTEMS (Unit Records)

This course is designed to familiarize data processing students with the operation of the computer console, disk, handler, high speed printer, and other equipment in the school's computer center. Training includes analyzing the job to be done, setting up control cards for computer operations, correcting malfunctions and machine operations.

DPT 142 OPERATING SYSTEMS (Data Processing Tech)

This course prepares students in the operation of the various hardware devices that together make up a computer system. Included are the central processor, input - output devices and console printer.

DPT 141 SYSTEMS and PROCEDURES

This course involves the student with computer methodology and leads to an understanding of a computer based information control system. Students master the concepts needed in planning for system wide procedures for digital computer installation.

DPT 143 OPERATING SYSTEMS I (Data Processing Operations)

This course prepares the student to operate the various input/output devices associated with a computer system; to set up jobs to be processed; to verify that proper file media is used and; to operate the console keyboard utilizing multiprogramming job control language.

DPT 145 OPERATING SYSTEMS II (Data Processing Operations)

This course will prepare the student to operate the digital computer and its various input/output devices and is the second of a series of two courses taught to students majoring in data processing operations.

DPT 200 ALGEBRA FOR DATA PROCESSING

A basic course providing mathematical skills needed for computation in business programming. The course includes business applications of exponents, radicals, quadratic equations, and determinants.

DPT 251 COBOL PROGRAMMING I

The first of two courses in COBOL (Common Business Oriented Language) taught to students in data processing technology. The course introduces COBOL which is a language independent of any particular computer. Once learned, students can program any computer using a COBOL compiler.

DPT 262 COBOL PROGRAMMING II

A continuation of the COBOL programming series during which students learn to utilize more complicated verbs in disk file processing methods.

DDT 248 DESIGN PROJECTS II

This course is a continuation of DDT 237 during which the student continues to work on original projects assigned by the instructor. Students may begin advanced projects in their areas of specialization.

DDT 250 BASIC SURVEYING

A basic course in surveying designed to teach basic procedures and provide practice in the field. Upon completion of the course, students should be able to perform traverses and survey plats, use elementary triangulation, and perform closure calculations.

DFT 121 ENGINEERING DRAWING I

This is a basic mechanical drafting course for students majoring in drafting or mechanical engineering technology. Topics covered include lettering, linework, use of drafting equipment, geometric constructions, orthographic projections, dimensioning and tolerances.

DFT 131 ENGINEERING DRAWING II

Through this course the student develops drafting skills with drawings incorporating sections, auxiliary views, threaded and miscellaneous fasteners, and concluding with complete working detail drawings.

DFT 141 ENGINEERING DRAWING III

This course completes the student's basic mechanical drafting program by introducing working assembly drawings, pictorial drawings, welding drawings, developments and intersections, charts and graphs.

DPT 100 BUSINESS MATHEMATICS

This course covers the basic mathematical principles, fractions, decimals, percentage, mark-up, interest, and other business applications of math needed by students in data processing. The course is generally equivalent to BUS 100 and BUS 200 in content and is taught in one quarter.

DPT 111 PUNCH CARDS I

A course divided into five sections and designed to acquaint students with the operations of the IBM sorter, card punch, reproducing punch, collator, and accounting machine.

DPT 120 INTRODUCTION TO DATA PROCESSING

A course which introduces students to data processing equipment and offers instruction in the principles of operation. Students become familiar with data processing terminology and how unit record equipment relates to digital programming. The introductory course is designed for students in the unit record data processing curriculum.

DPT 121 INTRODUCTION TO PROGRAMMING

This course introduces the student in the data processing to the functions and capabilities of several data processing systems. The course includes basic programming and computer operations. This is the first course in programming for data processing technology students.

EAS 213 LAUNDRY EQUIPMENT LAB

The lab phase of the program gives the student experience in trouble shooting and repairing all types of laundry equipment. Students gain experience in making adjustments to improve machine operation and in replacing worn parts to effect repair to machines no longer operating.

EAS 235 ADVANCED AIR CONDITIONING and HEAT PUMPS

This course concentrates on household air conditioners and heat pumps to acquaint students with their operation, repair, and installation.

EAS 245 AIR CONDITIONING and HEAT PUMP LAB

This lab course gives the student experiences in the installation and repair of air conditioners and heat pumps. A review of the repair of all household appliances is included in this quarter of lab practice along with instruction in the proper operation of solid state circuits.

EAS 315 BASIC REFRIGERATION LAB

This lab course includes the repair of refrigerators and freezers. Students learn to test for trouble, evacuate refrigerators, charge compressors, and make repairs to solid state controls.

EET 110 BASIC ELECTRICITY

Basic electricity presents the fundamentals of electricity and electronics to the beginning student. The theory lectures and demonstrations explain electro-magnetic fundamentals. The shop phase of the course offers lab experiments reflecting the basic theories of electricity.

EET 111 ELECTRIC CIRCUITS

Meter circuits and the practical applications of meters, their operations, and the use of various types of meters are covered in detail in this course. The fundamentals of motors, generators, and the generation of sine waves are taught with experiments reinforcing all theory. Inductance, capacitance, time constants, and the basics of transformers are supplemented with lab experiments.

EET 112 A-C CIRCUITS

Basic A-C circuit characteristics and lab work give the student a feel for alternating current electricity. This is followed by LR, RC, and LRC series circuits, and then by parallel and resonant circuits. A-C meters, decibles, and filter circuits followed by polyphase systems and power correction should give the student a good basic background in A-C circuits.

EET 123 CIRCUIT ANALYSIS

Defect analysis by voltage, current, and resistance measurements, logical trouble shooting with laboratory experiments offer the student the opportunity to learn practical and efficient methods of locating troubles in many types of circuits. Thevenin, Millman, and Superposition theorems are covered in theory and lab experiments as methods of analyzing circuits. Bridge circuits, switches, relays and attenuators with their operation and circuit applications are studied in class and lab.

DPT 272 INTRODUCTION TO ANALYSIS and DESIGN

This course allows students to apply their skills in solving data processing problems that make use of all equipment available in the computer center. Students learn to analyze problems, select approaches, and design a "systems" approach to their solutions.

DPT 282 APPLICATION SYSTEMS

This course represents the student's final quarter of study and features individual assignments conducted under the supervision of the instructor. Projects assigned to students are comprehensive in scope and designed to test the student's understanding of programming and the "systems" approach to data processing.

DPT 300 STATISTICS

This course provides the student with an understanding of the concepts of variations, measures of variability, central tendency, and normal distribution. The student learns to apply these statistical procedures to data processing applications.

EAS 100 MATHEMATICS

A course designed to provide appliance servicing students with an understanding of basic shop math. The course covers arithmetic, formulas and equations used in the electrical trades, and the theories to which these formulas apply.

EAS 101 HEATING APPLIANCES

This course includes the study of household appliances operated by electric resistant heating devices. These appliances include stoves, electric clothes dryers, and electric hot water heaters. The course covers the operation, maintenance, installation, repair and control of heating appliances.

EAS 111 RESIDENTIAL BLUEPRINT READING

Through this course the student learns the essentials of electricity and blueprint reading. The course includes series and parallel circuits and housewiring. The student learns to read residential blueprints, interpret electrical symbols, and create circuit drawings.

EAS 112 HOUSEWIRING and HEATING APPLIANCE LAB

This course covers lab applications of the theory taught in EAS 101 and EAS 111. Students do basic housewiring utilizing wiring booths, learn to recognize and install the various electrical devices, do trouble shooting, repair, and installation of heating appliances.

EAS 134 BASIC REFRIGERATION

This course presents the basic theory of refrigeration in such a way as to intergrate the relationships of the refrigeration cycle to household appliances such as window air conditioners, freezers, and refrigerators.

EAS 202 LAUNDRY EQUIPMENT

This is a thorough study of the theory and mechanics of all types of washing machines and clothes dryers. Students learn to disassemble and assemble various brand name machines to learn their operations.

EET 258 PULSE and LOGIC CIRCUITS

Fundamental switching theory with emphasis on the use of pulses in electronics including nonsinusoidal oscillators if the subject covered by the pulse portion of this course. Boolean algebra, use of truth tables, simplification of logic functions and logic diagrams with heavy emphasis placed on laboratory experiments are included.

EET 261 COMPUTER FUNDAMENTALS

In this course the various circuits and devices are examined as they relate to one another, and the entire operation of the digital computer is covered. Lab work consists of machine programming and trouble shooting.

EET 262 INDUSTRIAL ELECTRONICS

Instructional flexibility permits students in this course to study a variety of industrial instrumentation and control devices such as sensors, gas detectors, opto couplers, and zero-crossing detectors. The thrust of this course is designed around industrial electronic applications.

EET 263 INSTRUMENTS and MEASUREMENTS

This course presents a study of instruments with emphasis on calibration and repair of laboratory type equipment. The measurement accuracy of the various instruments studied is compared to the manufacturers specifications.

EET 275 ADVANCED ELECTRONIC SYSTEMS

This course offers students the opportunity to work with a mini-computer system. Students learn the fundamentals and operations of microprocessors and write basic programs for the operation of the processor and the peripheral devices with which it inter-faces.

ENG 101 BUSINESS ENGLISH

This course emphasis on speaking and writing and presents the basic concepts needed to enter upon and progress in a business career. Effective word usage, grammar, punctuation, and spelling are emphasized.

ENG 111 CLERICAL BUSINESS ENGLISH I

This course presents students in the clerical program with the basic English concepts needed by persons in a business career. The course stresses word usage, grammar, and spelling.

ENG 122 COMMUNICATION SKILLS

This course is designed for drafting and mechanical technology students and deals with the basics of good oral and written communications. Students are given instruction in the essentials of grammar and composition; are given assignments for oral and written reports; and are given assistance in correcting study habits.

ENG 143 TECHNICAL REPORT WRITING

Utilizing the fundamentals taught in ENG 122, the technology student learns the procedures used in preparing technical reports. Students learn to present engineering reports of various types in both written and oral mediums.

EET 124 SEMICONDUCTORS

Basic concepts of semiconductor theory, operation and applications, the characteristics of diodes, junction transistors, different types of circuits and biasing, SCR's, thyristors, FET's, UJT's, IC circuits, and other solid state components and circuits are studied. Circuits are set up, measurements and tests are made, and many problems on all types of circuits are experimented with in this course.

EET 131 ELECTRONIC DRAFTING

The use of drafting instruments, graphical symbols, and drafting practices as applied to electronics are studied. Emphasis is placed on block and logic diagrams, schematic elements and diagrams, components and assemblies, connection diagrams and printed circuits to make this a practical basic electronic drafting course.

EET 134 ELECTRONICS (Mechanical Tech)

This course offers a study of basic electronic circuits including topics on the application of vacuum tubes and transistor circuits. The student is taught theory of circuit applications as well as power supplies and the use of oscillators.

EET 146 BASIC ELECTRONICS

This course covers the fundamentals of vacuum tubes, the theory and practical operation of basic electronic circuits using tubes and other electronic devices and will familiarize the student with these devices, their operation and methods of testing, measuring and trouble shooting.

EET 147 COMMUNICATION CIRCUITS

This course presents an introduction to several related areas of electronic communications. It helps to provide a broad basic knowledge, and enables the student to understand the principles of operation of modulation and demodulation in AM and FM systems.

EET 148 ELECTRONIC CIRCUITS

Power supplies, regulators, filters, voltage and power amplifiers, coupling methods, frequency response, frequency attenuation, phase splitter, operational and difference amplifiers, push-pull and complementary symmetry amplifiers and many types of oscillators are studied, built, and tested in this course which covers the basic electronic circuits.

EET 221 BASIC ELECTRICITY I

This course is designed for drafting and mechanical technology students and presents the fundamentals needed in the study of electricity and basic electronics. Beginning with the electron theory, the student progresses through magnetic fundamentals, D-C, A-C, and LCR circuitry.

EET 223 BASIC ELECTRICITY II

The second course in electricity for drafting and mechanical technology students. In this course the student is introduced to batteries, generators, motors and various types of test equipment. Laboratory experiments are an integral part of this course as students investigate various types of circuits.

HAC 122 PRINCIPLES OF HEATING and AIR CONDITIONING II

A continuation of HAC III in which the student progresses through advanced refrigeration and air conditioning principles and their lab applications.

HAC 123 INSTALLATION PROCEDURES

A survey course in the methods of installing heating and air conditioning equipment. The course covers all types of common installation and gives the student an adequate background in the safe methods for installing properly sized equipment.

HAC 132 HEATING EQUIPMENT

A study of the various types of heating equipment in general use today. The course covers residential heating with gas, oil, electricity, hot water, steam, and electric heat pumps. Included in the course are valves and control systems commonly found with heating equipment.

HAC 134 BASIC REFRIGERATION

This course is organized to cover the fundamentals of refrigeration as they apply to air conditioning. The course includes the study of the refrigeration cycle, compressors, evaporators, water cooled condensers, and the various types of refrigerant.

HAC 212 MOTORS and DRIVES

A study of A-C motors, shaded pole motors, split phase motors, capacitor start and capacitor start-run motors, and D-C motors. The course includes a study of combination engines as power sources for refrigeration equipment.

HAC 221 SYSTEM DESIGN

In this course the design of a heating and air conditioning system is studied. The study includes ventilation requirements, air ducts and fittings, high and low pressure requirements, fans and coils. The course places emphasis on designs featuring hot water and electric heat.

HAC 222 BASIC ELECTRICITY I

This course presents the fundamentals needed in the study of electricity and electronics by students in heating and air conditioning trades. Beginning with the electron theory, the course progresses through magnetic fundamentals. Shop practices provide students with skills and knowledge of D-C circuitry.

HAC 223 BASIC ELECTRICITY II

This second course introduces heating and air conditioning students to alternating current circuits, generators and motors. The student is taught to use meters, gauges and other test equipment during shop practices with various types of circuits.

HAC 231 AUTOMATIC CONTROLS

In this course the student learns the various automatic devices used in the control of air conditioning and heating equipment. The course covers the study of overload protectors, starting relays, contractors, magnetic starters, and thermostats.

ENG 201 BUSINESS ENGLISH II

This second course in English deals with creative composition of various types of business letters, forms, and memoranda. Special emphasis is given to letter forms and the psychology of business correspondence. The principles covered in ENG 101 are reviewed and strengthened as students prepare correspondence that is grammatically correct and mailable. Students also prepare correspondence relating to job placement including letters of application, personal data sheet, and other related material.

ENG 211 CLERICAL BUSINESS ENGLISH II

This course continues the clerical student's study of English grammar, word usage, and spelling. Students practice effective writing with attention given to capitalization, punctuation, sentence and paragraph structure and style.

ENG 311 CLERICAL BUSINESS ENGLISH III

This course offers clerical students instruction in business communications. Students prepare various types of business letters, forms, and memoranda. Attention is given to letter forms and the psychology of business letter writing. Principles presented in earlier business English courses are reviewed and strengthened as students prepare correspondence that is grammatically correct and mailable. Emphasis is also placed in the preparation of job applications, resume, and personal data sheet.

ENG 342 ENGLISH COMMUNICATION SKILLS

This course is designed for data processing students and gives them the skills needed to prepare the various types of communications used in data processing. English, usage, grammar, diction, and style are integral parts of this course.

GYM 142 DESCRIPTIVE GEOMETRY

This is a course in the use of principles of orthographic projection to solve problems related to industrial design and manufacturing. The course involves finding true angles between skewed lines, and planes, determining clearance distances and determining cuts and fills for highway construction. Some topics covered are successive auxiliary views, revolutions, intersections, developments and vector analysis.

HAC 100 MATHEMATICS

A course designed to give students a basic understanding of mathematics of a practical nature. The students study basic arithmetic, formulas and equations generally used in the trade areas.

HAC 111 PRINCIPLES OF HEATING and AIR CONDITIONING I

An introduction to the history and theory of heating and air conditioning. The course offers basic instruction in refrigeration theory and the principles of air conditioning. Additionally, students learn heat theory, sensible and latent heat, specific heat, heat quality, BTU, heat transfer, and control of heat flow.

HAC 112 PIPING PROCEDURES and TOOLS

A beginning course which introduces students to pipe and tube materials, valves and their purposes, pipe and tube fittings, cutting and threading, and the tools used in these processes. Students learn to solder, make flame fittings, sweat joints, hang and cover pipe, and calculate materials from blueprints.

HO 113 NUTRITION

This course encompasses a study of the nutritional needs of the well person and the foods which supply the necessary nutrients. This course also prepares the student for an understanding of diet therapy covered in later course of conditions of illness.

HO 114 BASIC PSYCHOLOGY

This course is designed to help students develop an understanding of human behavior, to guide in the application of psychology to help themselves and others, and to stimulate interest in the continuous development of interpersonal skills.

HO 117 ANATOMY and PHYSIOLOGY

This basic course in normal human anatomy and physiology is arranged for study of each body system as a separate unit and to relate the various units to reflect the function of the human body as an intricate, integrated whole.

HO 119 PHARMACOLOGY I

This course provides the student with a basic concept of drug therapy and allows the student to build a foundation for correct administration of medications.

HO 122 PEDIATRICS

A study of normal growth and development from infancy through adolescence and the diseases related to these age groups. The course offers special points in caring for a sick child in the home or a health facility, and provides the opportunity for the students to realize their roles in relation to "total child care" which includes parents, siblings and the community.

HO 125 OBSTETRICS

This course is designed to help the student develop an understanding of the scope and aim of modern maternal and child care and to develop skills necessary to give safe, competent care to mothers before, during and after delivery. The course also provides students with training in the recognition of abnormal situations.

HO 126 EMERGENCY SKILLS

This course offers basic skills to enable the individual to meet emergency situations whether accidental, natural, or manmade. Included in the course are units in first aid, cardiopulmonary resuscitation, and disaster nursing.

HO 129 PHARMACOLOGY II

This course provides students with the opportunity to develop a knowledge of mathematics as related to medications. Students learn equivalent measures (metric and household) and formulas for the calculation of dosage of medications.

MAS 100 MASONRY THEORY I

This beginning course covers the history of brick and bricklaying, the care and safety of the mason's tools, and the use of equipment. The course familiarizes the student with different types of bricks and mortars and reinforces the students shop practice learning experiences.

MAS 101 MASONRY LAB PRACTICE I

A shop course emphasizing trowel practice layouts, and the essentials of good masonry. The basics of mixing mortar are covered along with attention to good workmanship in laying brick.

HAC 232 AIR DISTRIBUTION I

This course presents a study of systems, instruments, and ventilation requirements of residential, commercial, and industrial air distribution installations. The course includes topics dealing with fresh air, infiltration and smoke handling units, as well as air measuring instruments, temperature and humidity records, and psychrometers.

HAC 234 SHEET METAL FABRICATION

This course is the study of sheet metal layout and includes the tools and equipment for cutting, forming and fabricating sheet metal for air ducts, transition fittings, and related parts of the heating and air conditioning system.

HAC 235 REFRIGERATION FOR AIR CONDITIONING

A thorough study of the various refrigeration systems used for air conditioning purposes. Electric and gas powered systems are studied along with the installation procedures for the various systems.

HAC 241 AUTOMOBILE AIR CONDITIONING

A course designed to teach students the theory and mechanics of auto air conditioning systems. The various makes of auto air conditioners are studied and students are given the opportunity to perform maintenance and repairs to units in most major types of automobiles.

HAC 307 BLUEPRINT READING

A course designed to acquaint students with mechanical and electrical blueprints used in the installation of heating and air conditioning systems. Students learn to use working drawings in installing units; to sketch proposed systems, and to interpret symbols.

HAC 312 MOTORS and DRIVES II

A continuation of HAC 212 wherein the student masters advanced concepts relating to A-C motors, split phase motors, and introduces the three phase motor.

HAC 333 AIR DISTRIBUTION II

This course continues the study of air distribution systems begun in HAC 232 with emphasis on cooling systems. Automatic controls for air distribution equipment are discussed in detail.

HAC 336 ADVANCED REFRIGERATION FOR AIR CONDITIONING

This course deals with the internal mechanisms and controls found in air conditioning systems. The course includes the study of the components of an air conditioning system, the refrigerant controls, dual controls and timing devices, oil separators, water valves, and safety controls.

HAC 401 HEAT PUMPS

This course covers the theory and operation of heat pumps and heat pump systems. The course includes air to air systems and control systems, and the absorbers used in a system.

HO 103 MEDICAL TERMINOLOGY

In this course the student develops a medical vocabulary by analyzing medical words and defining their component parts. The student begins by learning prefixes, suffixes, and then medical words as related to the nine systems of the body, medical specialities, symbols and abbreviations.

MET 133 MACHINE TOOL THEORY II

This is a continuation of the theory begun in MET 131 and MET 132. Students are taught to utilize machine tools such as lathes, milling machines, shapers, and other metal removing machines. Sufficient practice with assigned projects enables students to set up work, perform the necessary calculation, and produce precision machine parts.

MET 134 MACHINE SHOP PRACTICE II

This course provides the student with the practical applications in the shop of the skills and knowledge attained in theory classes. The student produces precision parts from working drawings and utilizes the common industrial practices found in the metal working industry.

MET 147 COMPUTER THEORY

An introduction to FORTRAN, emphasizing the use of the computer as a tool for problem solving. Elementary programming techniques are practiced, including basic flow-charting, input and output of data, decision statements, do-loops, and subscripted variables.

MET 213 STRENGTH OF MATERIALS II

A continuation of MET 214 with emphasis on beam and column design. Problems include beams with axial, bending, and torsion loads, both separately and in combination, and various configurations of column loading. Repeated stresses and factors of safety are also covered.

MET 214 STRENGTH OF MATERIALS I

An introduction to the strength of materials featuring the concepts of force, moment, stress, strain, and equilibrium presented and used in problem solving situations. The foundations of beam theory are laid with the concepts of centroids and moments of inertia. Also included is a practical treatment of welded and riveted joints.

MET 215 MATERIAL TESTING

This course acquaints the student with the engineer's material testing laboratory. The student is given the opportunity to perform the standard tests for tensile strength, impact strength, hardness, strength in torsion, surface finish, and to summarize the results in formal lab reports.

MET 221 METHODS ENGINEERING

A course designed to familiarize students with and provide appraisal of, the fundamental principles, processes and techniques of job improvement. The course also provides a basis for intelligently choosing and effectively implementing the most appropriate techniques or course of action for setting up or improving a particular operation.

MET 233 BASIC METALLURGY

An introduction to the fundamentals of physical metallurgy which includes the study of the microstructure and physical characteristics of metals. This course includes experience in the analysis and lab procedures employed in metallurgy.

MET 234 HYDRAULICS and PNEUMATICS

The purpose of this course is to present a basic understanding of the physical principles of fluid power. The course is presented in logical, building-block fashion along with working knowledge of the components utilized in designing, installing, operating, and maintaining fluid power systems.

MAS 200 MASONRY THEORY II

This course continues the masonry student's training in brickmasonry and introduces the various patterns commonly found in brickwork along with the different bonds in general use. Students at this level integrate basic mathematics and material estimating into their theory classes.

MAS 201 MASONRY LAB PRACTICE II

Shop practices at this level include projects using reinforced brickmasonry and constructions utilizing the various bonds and patterns common to the mason's trade.

MAS 300 MASONRY THEORY III

This course offers students instruction in fireplace and chimney construction and includes the installation of chimney flashing. Blueprint reading for masonry trades is covered as an integral part of the training.

MAS 301 MASONRY LAB PRACTICE III

This course features lab projects which include fireplaces, chimneys, various types of walls, arches, paving bricks and floors. Live projects are assigned to students at this level as they become available. Projects involving concrete blocks are a part of the student's training during this quarter. Speed and quality of workmanship are stressed.

MAS 400 MASONRY THEORY V

This course serves to complete the student's theory instruction and emphasizes the care of tools and equipment, safety, good work practices, and the finishing of brick and block.

MAS 401 MASONRY LAB PRACTICE IV

This lab course emphasizes masonry work from scaffolds, scaffold construction, and student participation in live projects. Good construction techniques are stressed and students are expected to exhibit high quality workmanship. Students learn to clean and finish brick and block work.

MET 121 MANUFACTURING PROCESSES and MATERIALS

An introduction to the physical world of manufacturing. The course covers the basic structure of matter, especially metals, and the refining of iron and steel. Manufacturing processes described are casting, forging, extruding, stamping, and the machine shop processes. Visits to local industry are included.

MET 131 MACHINE SHOP PRACTICES I

This course provides the student with shop practice in the use of machine tools and equipment. The student applies the theory learned in MET 132 to produce various lab projects which require the use of lathes, milling machines, grinders, and other metal working machines.

MET 132 MACHINE TOOL THEORY I

Introduces the student to the necessary techniques and knowledge involved in the use of common metal removing tools, both power and hand tools, and to familiarize the student with common measuring equipment used in modern industrial plants.

MOA 311 MEDICAL ADMINISTRATIVE PROCEDURES I

A course designed to review the student in the operation of the typewriter; to increase typing speed and accuracy; to review business and legal forms and letter styles; to improve organizing and proofreading skills; and to review other general typing techniques that increase production.

MOA 320 MEDICAL - SURGICAL CONDITIONS II

A continuation of MOA 310 during which the student becomes familiar with the common diseases which affect the human body; various treatments, nursing care and prognosis.

MOA 400 EXTERNSHIP I

During this course the student is placed in a physician's office two days per week during regular office hours. This provides the student with the opportunity to relate, perform, and gain further knowledge under the supervision of a licensed physician in a real work situation.

MOA 410 CLINICAL EXPERIENCE

During this course the student is rotated through special areas of the hospital to observe and become familiar with the health care provided by the various areas. Areas of rotation include: emergency room, surgery, x-ray, lab, and others. Rotation through these work stations increases the student's knowledge of health care as related to the total needs of the patient.

MOA 500 EXTERNSHIP II

In this the student is assigned to a second physician's office and works as a medical assistant extern between the hours 9 a.m. and 5 p.m. three days per week. This experience provides the student with the opportunity to continue the development of skills needed to perform safely and effectively under the supervision of a licensed physician.

MS 100 MACHINE SHOP MATH I

A course designed to provide the student machinist with a review of basic mathematics: addition, subtraction, division, multiplication, fractions, and decimals. The basic review allows the student to then proceed with related mathematics as applied to the machinist trade. Students learn metric measurement and decimal fractions as needed in the machinist trade.

MS 111 MACHINE SHOP THEORY I

An introduction to the field of machine shop. The course provides the student with the basic technical foundation needed for progress in the program. Topics included are: a review of shop mathematics; shop drawings; shop safety; hand tools, measurement and layout; and familiarization with cut-off machines, drilling machines, and turning machines.

MS 112 MACHINE SHOP PRACTICE I

A beginning shop course for machinists during which students gain skill and knowledge in safety, measuring instruments, the use of hand tools, project lay-out, and the operation of turning machines, drilling machines, and cut-off machines.

MET 242 KINEMATICS and MECHANISMS

Kinematics is the study of motion without regard to the forces that produce motion. This course is devoted to the calculation of velocities and accelerations in linkages by means of graphs. Drawing board problems include vector addition, velocities by centro method and relative velocity method, cam design, differentiation of motion curves, and gear train calculations.

MET 245 MACHINE DESIGN PROJECT

This course unifies the material covered in drafting, manufacturing processes, strength of materials, and kinematics courses. The course covers materials, methods of failure, stress analysis, and offers exercises in designing shafts, bearings, belts, chains, gears, and fasteners. Emphasis is placed in the use of commercially available components.

MET 300 METAL JOINING

A course that provides the student with knowledge of safety and techniques of arc welding, TIG welding, and gas metal arc welding. Considerable practice is given in the techniques of horizontal, vertical, and fillet tee joint welds.

MOA 101 MEDICAL ASSISTING ADJUSTMENTS

This course provides the student with a proper concept of medical assisting and its relationship to other health fields. The course emphasizes the role of the medical assistant, historical background, medical ethics, and medicine and the law.

MOA 104 MEDICAL ASSISTING SKILLS I

This course prepares the student to safely and efficiently perform assisting skills related to the total needs of the patient. The course allows for lab practices in the various assisting skills needed in a physician's office.

MOA 122 MEDICAL ASSISTING SKILLS II

In this course the student continues the development of skills needed to assist the physician with the care and treatment of office patients. Students perfect techniques for administering injections, performing sterile techniques, and similar assisting skills.

MOA 200 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to prepare students to assist qualified physicians with the administrative functions of their offices. Topics included in the course are: receptionist duties, the patient appointment system, telephone techniques, processing of mail, filing, simple bookkeeping procedures, medical records, and office machines.

MOA 206 LABORATORY TECHNIQUES

Through this course students develop the basic concepts of lab procedure and the skills to perform common lab tests as ordered in a physician's office.

MOA 310 MEDICAL - SURGICAL CONDITIONS I

A study of the more common diseases of each body system; including definitions, etiology, symptoms, diagnostic tests, therapies (including diet therapy), nursing care and prognosis.

MS 501 ADVANCED MACHINE SHOP - TOOL & DIE II

A continuation of MS 500 in which additional skills and techniques are taught. Students learn the principles of blanking and piercing dies, elementary blanking dies, and bending. Following the theory classes, students are given supervised practice in the construction and operation of the types of dies under study.

MS 502 ADVANCED MACHINE SHOP - TOOL & DIE III

Students continue the study of advanced machine tool techniques used in the production of tools and dies. Student lab practices emphasize set-ups and construction of typical dies.

MS 503 ADVANCED MACHINE SHOP - TOOL & DIE IV

A course designed for advanced set-ups on the punch press and experience with its operation. Students continue to build dies and use the punch press to effect operation and production of parts.

MTH 100 BUSINESS MATH I

This course provides an intensive review of basic mathematical processes and procedures as related to business problems. Included in the course are problems of addition, subtraction, multiplication, and division of whole numbers; fractions; decimals; mixed numbers; and percentages.

MTH 120 ELECTRONIC MATH I

This is an introductory math course designed to give a general review of the fundamentals of arithmetic, geometric, and algebraic operations to enable students to relate these functions to electronics. Introduction to trigonometric functions is introduced.

MTH 121 TECHNICAL MATH I

An introduction to technical math and geometric functions. Topics covered include: decimals, fractions, percentages, ratios and proportions, powers of ten, and the metric system. Plane geometry deals with the geometric figures and constructions, congruences, similarities, perimeters and areas. Solid geometric functions with figures showing surface areas and values are also covered.

MTH 130 ELECTRONIC MATH II

The study of trigonometric functions, derivation of standard formula, equations, inverse functions, and solution of triangles. Emphasis is placed on electronic applications in class and lab experiments.

MTH 138 TECHNICAL MATH II

A continuation of MTH 121 including basic algebraic operations and equations, applied problems, graphing linear and non-linear equations, determining empirical equations, and the basic concepts of conic sections.

MTH 140 ELECTRONIC MATH III

The concepts and processes from previous math courses are applied to electronic problems. Additional material covering numerical use of logarithms, graphical analysis, trigonometric identities, and determinants are studied.

MS 121 MACHINE SHOP THEORY II

This course is a continuation of MS 111 with the student learning the theory needed to operate vertical milling machines and horizontal milling machines, shapers and planers, and the various grinding machines.

MS 122 MACHINE SHOP PRACTICE II

This is a shop practice course in which the student applies the knowledge and skills acquired in previous theory and shop experiences. The student operates the engine lathe and vertical and horizontal milling machines. The student learns turning, drilling, boring, threading, and knurling operations for the engine lathe along with milling, drilling, boring, and slitting in the milling machines.

MS 123 MACHINE SHOP PRACTICE III

This is the student's third quarter shop practices course which continues training on milling machines and shapers. Advanced projects and techniques are covered and the student should be able to use all major machine tools found in most shops following completion of the course.

MS 131 MACHINE SHOP THEORY III

In this course the student learns additional set-ups for lathes and milling machines. The course also introduces the operations of the shaper and integrates these major items of equipment as to their uses in the production of precision machine parts.

MS 133 BLUEPRINT READING I

A course covering the basics of machine trades blueprint reading. The course covers the various symbols used and introduces the student to three view drawings and preception techniques.

MS 200 MACHINE SHOP MATH II

A continuation of earlier math instruction during which the student is expected to learn more complex formulas, equations, fractions, and decimal measurements as apply to machine shop practices. The course emphasizes math as it related to measurement problems common to shop projects.

MS 212 MACHINE SHOP PRACTICE IV

This course serves as a general review of previously covered machine tools and offers advanced projects requiring skills on all machines. Students complete projects equivalent to those produced in job shops.

MS 233 BLUEPRINT READING II

A continuation of MS 133 during which students learn to interpret prints, produce sketches, and make precision measurements.

MS 500 ADVANCED MACHINE SHOP - TOOL & DIE I

A first course in tool and die making for students who have completed a basic machine shop program. Students learn advanced machine shop theory and the techniques and fundamentals of building dies.

PHY 143 PHYSICS II

A continuation of PHY 132 wherein the student studies dynamics and the concept of momentum. Related topics included are: energy, power, simple machines, mechanical advantage, and the properties of solids and fluids.

PHY 214 PHYSICS III

This course concludes the mechanical technician's studies of the laws of waves and harmonic motion, temperature and heat, the thermal properties of matter (including Boyle's and Charles' laws), thermodynamics and heat transfer.

PN 110 VOCATIONAL ADJUSTMENTS I

A basic course which allows the students an opportunity to formulate their own objectives in practical nursing and provides them with the knowledge needed to meet their goals. Included in the course is information on the ethical and legal aspects of practical nursing.

PN 112 PERSONAL and COMMUNITY HEALTH

An introductory course relating to cause and prevention of disease with emphasis on personal and community health. Stress is placed on the interrelationship of the two and how prevention of disease is a cooperative effort of all.

PN 114 NURSING FUNDAMENTALS I

A comprehensive course designed to prepare students to effectively and safely perform nursing skills that meet the total needs of the patient in illness. The classroom-lab is used to obtain performance efficiency in various nursing techniques and procedures. The clinical area in the general hospital is used as additional lab.

PN 121 CLINICAL EXPERIENCE II

A continuation of the student's nursing experiences interspread with classroom presentations. Students are given instruction and experience in nursing procedures. Medical-surgical nursing and geriatric nursing procedures are emphasized.

PN 124 NURSING FUNDAMENTALS II

This advanced course in nursing skills presents additional opportunities for students to gain performance efficiency in order to meet the total needs of the medical-surgical patient. A primary topic of the course is sterile technique.

PN 131 CLINICAL EXPERIENCE III

A continuation of PN 121 in which the student is rotated through patient care facilities providing experience in medical nursing, surgical nursing, obstetric and pediatric nursing, and psychiatric care.

PN 133 CONDITIONS OF ILLNESS I

A course designed to present health occupations students with a discussion of the diseases and conditions affecting the adult patient. Materials covered in this course are arranged by body system and review of anatomy and physiology is included. Study contrasts normal and abnormal body functions.

MTH 144 TECHNICAL MATH III

This third math course for drafting and mechanical technology students deals with trigonometry, the trigonometric functions, and their use in the solutions of triangles. Vectors are introduced with their components and sums. Radian measure is introduced and used to treat angular velocity and graphs of trigonometric functions.

MTH 200 BUSINESS MATH II

This course is designed to develop mastery of advanced, mathematical processes involving percent, percentage, mark-up, inventory, and other business applications through practical application to business situations. It is the objective of the course to develop a broader ability on the part of the student to read and solve math problems through the application of previously learned skills.

PCD 101 PUNCH CARD DATA PROCESSING I

This course allows the student to develop an understanding of the operation and applications of the 26 through the 29 keypunch machines as well as the 129 card data recorder, and how these machines and their operations relate to data processing for the modern business world.

PCD 201 PUNCH CARD DATA PROCESSING II

This course involves instruction and practice in operating the model 82 and 83 card sorters and develops skills in control panel wiring and programming of the model 514 reproducing punch and the model 85 collator.

PCD 301 PUNCH CARD DATA PROCESSING III

Students gain an understanding of the operation and use of the model 403 accounting machine and learn to program this equipment to solve business problems. Programs are prepared using a grid system and control panel wiring techniques.

PCD 401 PUNCH CARD DATA PROCESSING IV

A course designed to acquaint students with actual business data processing applications. Students learn through lecture and practical case studies to apply the data equipment previously studied to various applications of accounting principles. Through this process students gain additional experiences with each piece of equipment and learn to relate the various machines to a unified operations.

PHY 132 PHYSICS I

A course in mechanical physics teaching the mathematical operations of natural laws. Physics I analyzes force and motion by Newton's laws; studying problems involving projectiles, friction, equilibrium, and circular motion.

PHY 141 PHYSICS

This is a general physics course for electronic technology students and introduce them to science areas that confront the technician. Subject matter includes the concept of waves and sound, temperature and heat, heat transfer, reflection and refraction, harmonic motion, machine mechanical advantage, and the nature of light and illumination.

WLD 114 WELDING THEORY

This course gives the student the knowledge needed to accomplish the welding assignments for lab practice. Topics covered include the identification of metals, shop safety, welding machines and accessories, various welding processes, welding symbols, and types of welding certification.

WLD 123 ADVANCED ARC WELDING

This course is an extension of WLD 113 and allows the student to continue to improve the skills begun in that course and acquire new and advanced techniques while performing more difficult assignments. Tasks included in this course include open butt welds in the horizontal, vertical, and overhead positions using an A/C - D/C machine and the MIG (metallic inert gas) machine.

WLD 132 GAS WELDING

This course gives the student the knowledge and skills needed to become proficient in welding and cutting using the oxyacetylene process. Topics covered include welding in the flat, vertical, horizontal, and overhead positions in both steel plate and pipe. Cutting operations include use of the hand torch and the automatic machine torch.

WLD 135 PIPE WELDING and CERTIFICATION

This course is designed to teach the skills and competencies needed by students to pass pipe welding certification tests. The student will perform welding tasks using the A/C - D/C machine, the MIG (metallic inert gas) machine, and the TIG (tungsten inert gas) machine on mixed steel pipe in the following positions: horizontal, bell hole, and forty five degree. Many of these tasks will also be performed with aluminum and stainless steel pipe.

WLD 172 BLUEPRINT READING

This course covers the basic fundamentals of drawing interpretation as applied in the welding trade. Topics covered include: basic lines and views, dimensions, notes, specifications, sections, structural shapes, detail and assembly drawings, and welding symbols.

COOSA VALLEY TECH

does not discriminate on the basis of race or sex
and supports Title VI of the Civil Rights Act of 1964 and Title IX
of the Educational Amendments of 1972. The Title IX Coordinator is C. L. Rice.

PN 142 CLINICAL EXPERIENCE IV

A continuation of PN 131 in which students are checked off on various patient care procedures while on duty at the general hospital. Students are supervised by hospital and instructional personnel.

PN 143 CONDITIONS OF ILLNESS II

A further study of more common diseases of the various body systems. Students learn definitions, patient symptoms, diagnostic tests, therapies, and the indicated nursing care.

RTV 232 RADIO SERVICING

This course covers the fundamental circuits found in AM and FM radio receivers and gives the student a background in trouble shooting, repairing, and making necessary adjustments to these sets.

RTV 242 AUDIO SYSTEMS

A course designed to train students to trouble shoot, check, repair, and adjust the various electronic components of an audio system.

RTV 352 BLACK/WHITE TELEVISION SERVICING

A course in television theory and lab practices designed to give students an understanding of the operation and purpose of the various stages in the television receiver. Students gain skills in diagnosing, repairing and adjusting circuits and components of black and white television sets.

RTV 355 ANTENNA SYSTEMS (Black & White TV)

This course familiarizes the student with the installation and repair of black and white television antennas used in various areas.

RTV 472 COLOR TELEVISION SERVICING

This course in color television theory and the associated lab practices are designed to give students an understanding of the operation and purposes of the various stages of the color television receiver. Lab practice offers the students an opportunity to obtain knowledge and skills in diagnosing, repairing, and making adjustments to color television circuits and components.

RTV 475 ANTENNA SYSTEMS (Color TV)

This antenna systems course allows the student to become familiar with the installation and repair of color antennas used in various areas.

WLD 100 MATHEMATICS

This basic math course explains mathematical principles as they apply to shop problems and offers a review of addition, subtraction, multiplication, and division of whole numbers, fractions and decimals. Mathematics are applied to the problems and formulas used by welders.

WLD 113 BASIC ARC WELDING

This is a lab practices course covering welding safety; the use and care of equipment; and basic arc welding techniques. Students use A/C - D/C welding machines and produce basic welding beads on steel plate in the flat, horizontal, vertical, and overhead positions.

NOTES

