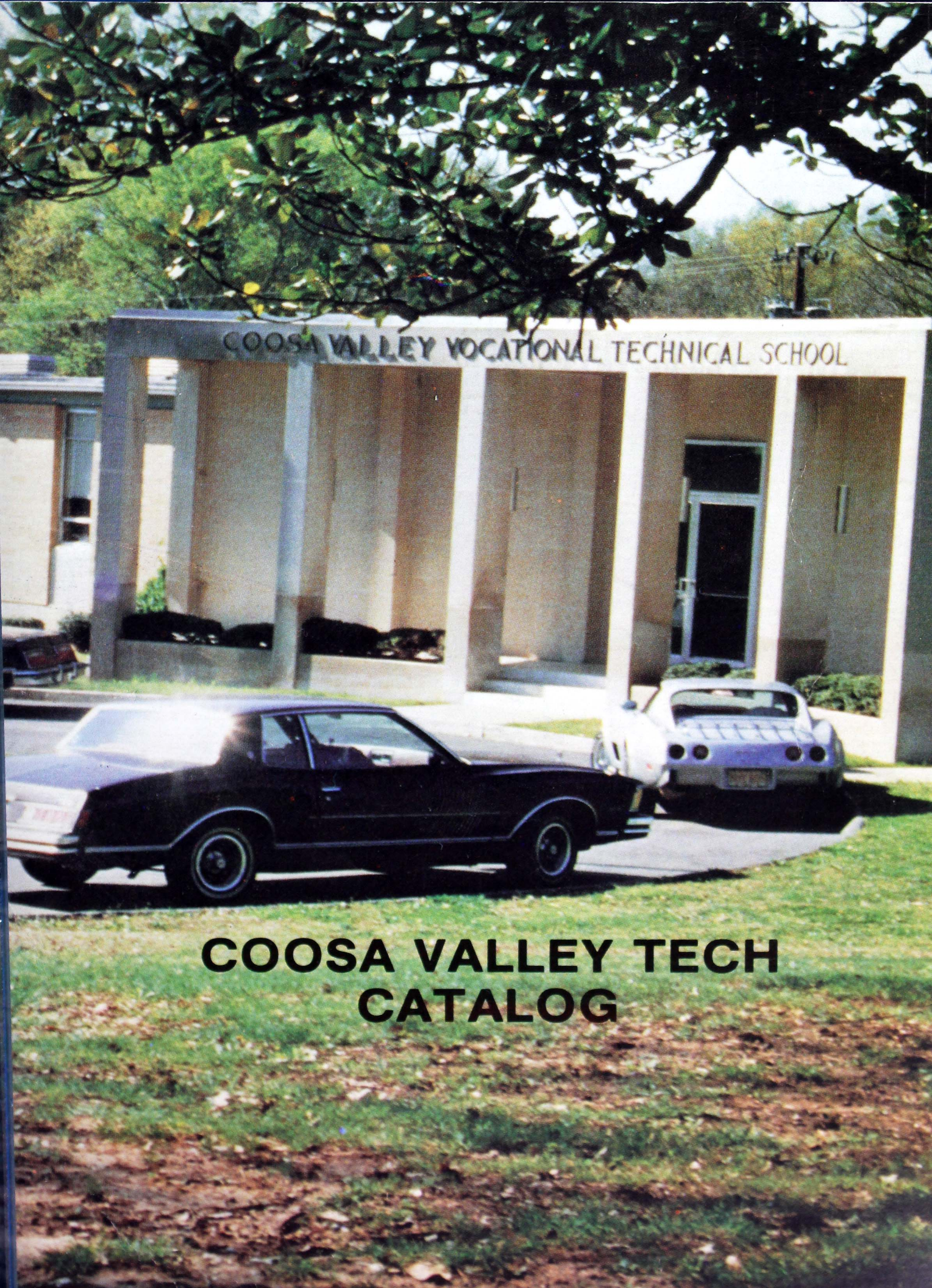


COOSA VALLEY TECH CATALOG

Coosa Valley Vocational-Technical School

PHILOSOPHY AND PURPOSE

The unguided consensus emerging from experimentation and involvement of the established vocational education structure suggests a need for development, understanding, and agreement on basic philosophy for occupational preparation. Whether called relevant education, career development education, or education for employment, it is clear that certain basic principles underlie much of the more progressive thinking in the field.

All education, to be acceptable, must be relevant. Adaptability to change is as important as initial preparation, and the needs and objectives of individuals should take precedence over those of the labor market. Both academic and vocational education lose relevance separately. The fusion of general and vocational education does not automatically create instructional content which is more palatable to the student. It is when the student sees the information as meaningful in helping to achieve sought after goals that instructional content becomes attractive. Molding instructional content around practical skills offers the ultimate in relevance.

Relevance starts with realistic objectives. Occupational goals of students should be matched with the student's abilities and interests. Considerable emphasis is given to helping students establish realistic goals.

THEREFORE:

It is the belief of Coosa Valley Area Vocational-Technical School that education and training should be provided for all citizens with the major purpose being that of preparing its students for successful employment competition in the business and industrial community. Coosa Valley Tech's programs are distinguished from other school programs because of the learner. The philosophical concepts of the program can be met through the following objectives.

1. To provide a technical and semi-professional training program for students in the area to meet the needs of our business community.

2. To help students discover their talents and develop them for successful employment.

3. To help students choose occupations within the realm of their interests and abilities.

4. To bridge the gap between practical experience and theory.

5. To enable students to leave the educational system with the knowledge that they have a salable skill.

6. To provide an opportunity to upgrade the student's skills whenever necessary.

7. To provide a program that is flexible enough to meet individual needs.

8. To provide employment assistance to students leaving vocational programs in obtaining entry-level jobs.

The statement of philosophy and purpose was reviewed, expanded, reaffirmed and adopted by the faculty, staff, administration, and Board of Trustees in February of 1981 and these beliefs are included in materials used in the orientation of new staff and faculty members.

COOSA VALLEY TECH

CATALOG

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While the provisions of this catalog will ordinarily be applied as stated, Coosa Valley Tech reserves the right to change any provision listed in this catalog without actual notice to individual students. It is the individual student's responsibility to keep himself / herself apprised of current graduation requirements for his / her program.

Volume III **Rome, Georgia 30161** **1982—1984**

CONTENTS

CONTENTS

It is the policy of Coosa Valley Tech that no person shall, on the basis of sex, race, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity under the direction of this school.

Coosa Valley Vocational-Technical School

Serving Floyd, Bartow, Polk, and Gordon counties, Coosa Valley Tech is one of the 29 schools which make up Georgia's system of vocational-technical education. Located in Rome, the school is administered by the Coosa Valley Tech Board of Trustees in cooperation with the Vocational Division of the State Department of Education.

The school offers high quality, nominally priced career education in 21 occupational areas, both for those learning new careers and for those seeking to up-grade skills in their current fields of employment. About 900 students use the school's facilities each quarter in day and evening programs. Another 200 take part in a variety of off-campus programs including special classes for business and industry as well as training for CETA sponsored groups.

Coosa Valley Tech utilizes individual and self-directed instruction more than the traditional lecture approach. Shops and laboratories are equipped with the same type of machinery and tools found in the places that employ the school's graduates. Attendance and performance standards are similar to those required by local employers.

The school operates the year round on a quarter schedule for both day and evening students and offers its graduates a diploma upon completion of the course requirements listed herein for each program of study. Additionally, the school actively participates in a joint-enrollment plan with Floyd Junior College offering courses in four program areas leading to the associate degree from the college.

History

The Coosa Valley Vocational-Technical School opened in September, 1962 under the administration of the Floyd County Board of Education. The school offered eight programs of study and employed ten full-time instructors and two administrative personnel.

In 1966, planning began for the school's first expansion. Funds were provided by the State Department of Education, the Floyd County Board of Education, and a grant from the Appalachian Regional Development Act. The expansion, adding 18,250 square feet, was occupied in February, 1968 and made possible the addition of eight new programs.

The 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 responsibility for the school's operation to an appointed group representing educational, business, labor, and other community leaders. The school's yearbook, Beartracks, was published in the same year. The Floyd County Board of Commissioners, acting as an interim governing board during the formation of the board of trustees, continued to contribute to the school's maintenance and operation account.

Cosmetology was added to the curriculum in 1971 with classes held at the nearby vocational high school. The first of several joint programs with Floyd Junior College was begun in 1970. The school was accredited by the Southern Association of Colleges and Schools in 1972 and, in the same year, a Work-Sample Evaluation Lab was established on campus. During the following year, Industrial Plant Maintenance was added to the curriculum utilizing existing facilities on an extended-day basis.

Plans for a second expansion were approved in 1973 calling for the construction of new buildings to house existing programs in welding and cosmetology and to provide space for two new courses - - carpentry and masonry. In 1974, a Job Placement - Follow-up Specialist was added to the staff. Construction was completed in 1975 and in February of 1976, classes were begun in the carpentry and masonry programs.

In 1980, plans were approved and construction begun on a third expansion designed to relocate the school's health occupations programs, expand the school's business department, and add new programs in auto body repair and marketing and management.

In the spring of 1981, the office of admissions, the career development center, and the health programs occupied the new facility. Classes for auto body repair and marketing and management were begun in the same year.

GENERAL INFORMATION

Student Services

The student services offered include career counseling, financial aid, job placement, admissions advisement, testing and evaluation, and other assistance for students. The Office of Admissions serves as the school's student services center and is open between 8:00 a.m. and 4:00 p.m. with limited services provided until 8:00 p.m. on Monday and Tuesday. Please call 235-1145 and make an appointment with the school's counselor.

Counseling

Qualified counselors encourage students to seek advisement when making decisions relating to their course of study and are available by appointment to discuss admissions, personal, and school related problems.

Health Care

Those requiring health services should contact the instructor in their area for minor first-aid or assistance in obtaining treatment for more serious health or accidental injury conditions. The school's administrator should be contacted should it become necessary to call for police or ambulance service. The cost of health services shall be the responsibility of the student and all who enroll are required to have accident insurance coverage.

Job Placement

Coosa Valley Tech provides high quality job preparation and employs a full-time placement coordinator to assist graduates in locating suitable employment. While the school cannot guarantee each student a job after graduation, instructors and the placement coordinator work constantly to develop job opportunities and facilitate the student's transition from training to employment.

Career Development Center

The personnel of the career development center do vocational evaluations, admissions testing, counseling, academic remediation, and single skill referrals.

Vocational Evaluation - Individuals who cannot select a program of study because they lack confidence in their abilities or have limited knowledge of the nature of the work can request an evaluation. Interest and aptitude test can be administered. Work sample evaluations are available that allow the individual to do different job tasks using tools and equipment in simulated work settings. Appointments required.

Admissions Testing - Achievement tests in reading and math are administered each Tuesday and Thursday morning for those applying to enter day classes. These tests are free and begin at 8:00 a.m. These tests, information on your high school performance, and other information are considered when determining course placement.

Academic Remediation - Those in need of a review of basic math or reading skills are referred to developmental classes where instructors work with them to overcome poor study habits or to review forgotten skills. Referral may come as a result of low placement scores or from regular classes where students experience learning difficulty.

Single Skill Referral - Those who are evaluated and, for a variety of reasons, seem best suited to specialize in only a part of a regular program of study can be referred for such special scheduling by the evaluator.

GED Preparation Courses

Coosa Valley Tech provides space to the local adult education coordinator who schedules adult education classes for those who wish a review before taking the GED Test. Classes are usually offered during both day and evening each school quarter. Classes are free; however, purchase of a workbook may be required.

The High School Senior Plan

The Senior Plan allows high school students to attend Coosa Valley Tech on a full-time basis rather than return to their parent school. This plan is for those who have completed the 11th grade and attained senior status. Additionally they must have completed all academic requirements of the local board of education and lack only electives to complete their senior year. Permission in writing from the high school principal and the student's parent or guardian is required by Coosa Valley Tech.

Joint Programs With Floyd Junior College

Students in the following programs may arrange to earn an associate degree from Floyd Junior College in addition to a diploma from Coosa Valley Tech. These programs require that students complete those courses specified by Coosa Valley Tech and the academic courses required by Floyd Junior College. Students may satisfy the admissions criteria of both institutions when enrolling under the joint-enrollment plan.

Joint programs are available in the following fields:

Data Processing Technology
Electronics Technology
Mechanical Engineering Technology
Secretarial Science

Non-Traditional Students

This term refers to individuals who are in programs that have generally been viewed as being for members of the opposite sex or for persons much younger than the applicant. Coosa Valley Tech strongly supports the right of the individual to choose a career based on ability, interest, and ambition rather than tradition. Applicants are encouraged to consider all programs as open to them and to make career decisions to suit their needs. Students choosing non-traditional courses will discover that they are not the first to do so as Coosa Valley Tech's programs have been training non-traditional students since the school began its operation in 1962.

Transfer Students / Credit For Previous Training

Students wishing to establish credit for high school, college, or other vocational training or experience should submit applicable documentation for evaluation by the school. Each case will be evaluated individually. Skill subjects may require performance testing by the instructors in the program that the student has entered.

Admissions Policy

Applicants 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

Additionally, all applicants must be 16 years of age or older and no longer attending a secondary school, except if attending under the Senior Plan. Cosmetology and Health Occupations students must be 17 years of age or older and meet minimum educational requirements.

To Enroll In A Program

Since class size is limited and many programs accept new students quarterly, it is important to apply for admission several months in advance of the starting date for the program choice.

- Day Class Applicants — Submit an application naming the program and quarter that you wish to attend. Take the school's placement tests which are given free of charge on Tuesdays and Thursdays at 8 a.m. Return for an interview with the program's instructor. Note: Welding applicants do not take placement tests.

  Once complete, your application will be processed and you will be notified by letter of your admissions status. If space is available, you will be asked to pay a $10 Acceptance Fee. This fee is not refundable.

- Health Occupations — Practical Nursing and Medical Office Assistant applicants are required to complete a health application form, an autobiography form, submit four personal references, have a medical and dental exam, submit a transcript of high school grades and a copy of their birth certificate and a recent photo. Applicants also take the school's placement tests and are interviewed by the program's instructor.

- Night Class Applicants — Submit an application form naming the program and quarter that you wish to attend. Schedule and report for an interview with the program's instructor. Note: Computer Technology students must take a programmer aptitude test given by the office of admissions. Call for a testing appointment.

  Once complete, your application will be processed and you will be notified by letter of your admissions status. If space is available, you will be asked to pay a $10 Acceptance Fee. This fee is not refundable.

Admissions Appeal

Due to limitations inherent in vocational training, the school will not always be able to serve every applicant. Those who feel they were unjustly denied admission may seek relief through appeal of their case to the Director of Coosa Valley Tech. Such appeal must be in writing and an appropriate time shall be allowed during which its merits will be examined. The Director will make written response to the findings of such examination when concluded. Further appeal may be made to the Coosa Valley Tech Board of Trustees and the State Board of Education as provided by law. Applicants are reminded; however, that it is their responsibility to keep their applications current and that applications are valid for the quarter specified. Those wishing to remain on a waiting list must contact the school and up-date the desired entry date shown on their application.

Fees

Georgia residents do not pay tuition to attend Coosa Valley Tech. Out-of-state students pay a small charge in addition to their supply fee. All students pay supply fees each quarter. These fees are based on program operating costs and are listed below:

Full-Time Day Classes:

$39 per quarter for business, cosmetology, marketing, and health occupations programs.
$48 per quarter for data processing, trade and technical programs other than auto body, welding, and machine shop which are higher. $60 per quarter for auto body. Machine shop fees: $60 for the first quarter; $75 per quarter thereafter. Welding fees: $100 first quarter, $125 second quarter, $150 third quarter, $150 fourth quarter. Out-of-state charges available upon request.

Part-Time Evening Classes:

$9 per quarter for each night business subject. $27 per quarter for 3 or more night business subjects. $22 per quarter for cabinetmaking. $33 per quarter for night data processing, trade and technical programs other than machine shop and welding. Machine shop fees are: $40 first quarter, $40 second quarter, $50 each subsequent quarter. Welding fees are: $50 first quarter and $65 for each subsequent quarter. Out-of-state charges available upon request.

Students entering at times other than the beginning of the school's calendar quarter will pay a first quarter supply fee which has been pro-rated based upon the number of days remaining in the quarter. Thereafter, all fees will be paid at the beginning of each quarter.

Textbooks, Tools, Uniforms

The cost of textbooks and other materials will vary with the type of program. Those programs with significant shop or lab practice will have fewer books than programs with significant classroom training. Health programs require uniforms and other accessories. Welding requires eye protection and protective clothing. Cosmetology requires a kit. The average costs of books and materials can be obtained by calling the admissions office.

Required Insurance

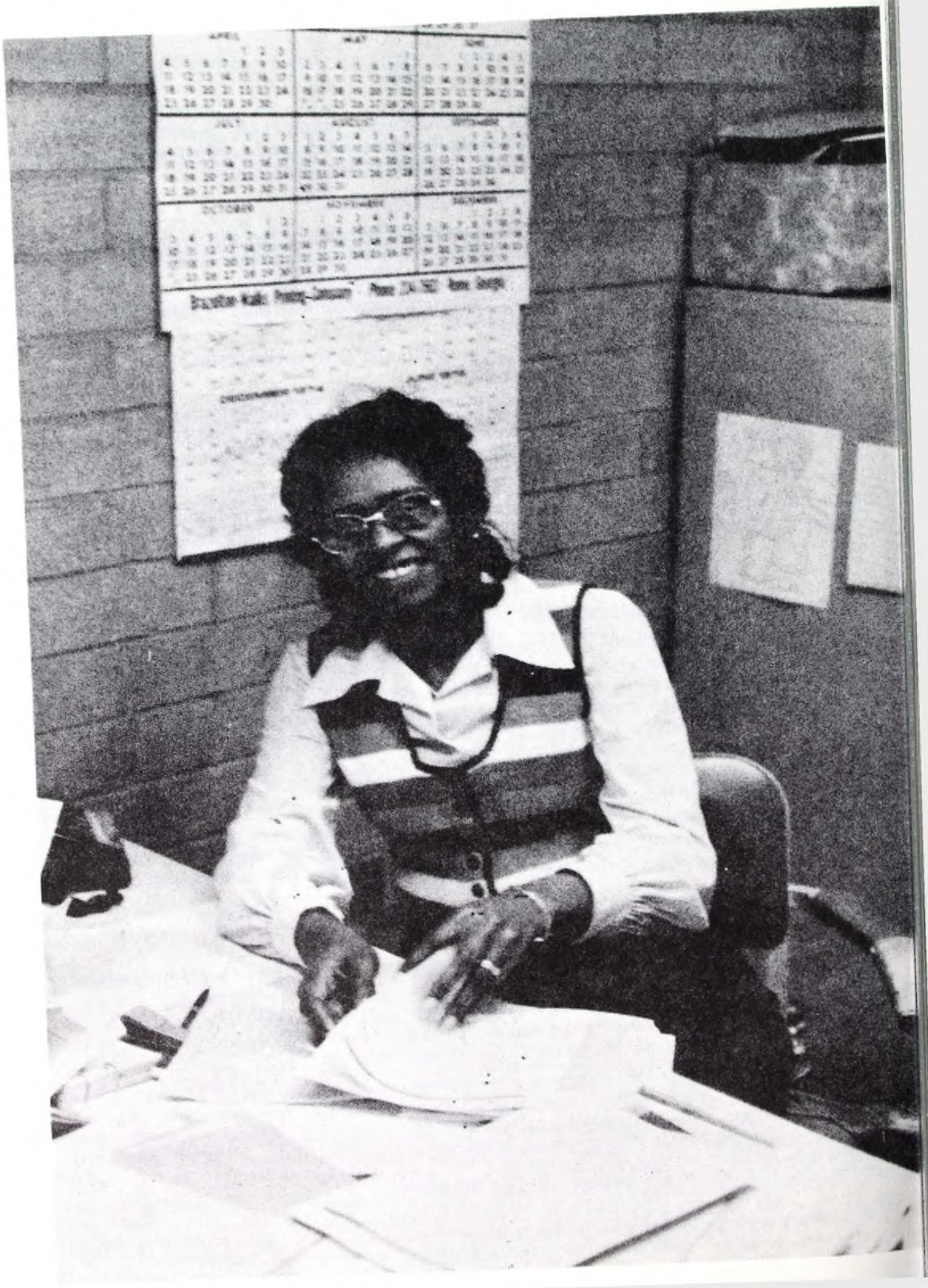
All students are required to take low-cost accident insurance through the school or provide evidence that they have an existing personal policy. The cost of insurance is paid at registration. Coverage is from fall through summer and must be renewed each fall.

Refund Policy

There will be no refund of the $10 Acceptance Fee. A refund of 80% of the supply fee paid will be made to the student upon request if such request is made during the first 10 days of the calendar quarter in which the fee was paid. The student must file a request for refund with the school's office. Refunds will not be made if there is previous indebtedness to the school or if the request does not follow correct procedures.

Refunds of monies paid for textbooks may be made at the discretion of the administration during the quarter in which they were purchased provided they are free of marks and in resalable condition. The school is not 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. No pro-rata refunds of fees are permitted. The back of the receipt given at the time of payment contain the refund request and instructions.

NOTE: Fees are due on the date of registration. Books are usually sold on the first day of class. Fees and other costs are subject to change without notice.



STUDENT FINANCIAL AID

Financial aid is available to students meeting the specific requirements of one or more of the following programs. These programs are designed to supplement a student's other resources and, depending on the program, may or may not have to be repaid.

Pell Grant (Federal Basic Grant)

A form of financial aid from the federal government which does not require repayment. The amount of the grant depends on the cost of the student's program, and the need of the applicant. Applicants must be enrolled on at least a half-time basis. Forms are available at most high schools, colleges, and the office of admissions at Coosa Valley Tech. The school uses the alternate disbursement method in requesting payment of student awards; therefore, all students should be prepared to meet first quarter expenses from other funds and rely on this award as a reimbursement or to meet second quarter expenses. The maximum award for a full-time student is around $800 for an academic year.

Student Incentive Grant (State Basic Grant)

A grant made by the State to Georgia residents who are enrolled full-time in a program that takes six months or longer for completion. This source of aid is designed to supplement the federal basic grant and does not require repayment. Awards range from $50 to $450 per academic year. To apply: complete the Financial Aid Form (FAF) and the Pell Grant Application and mail to the respective agencies. Information from both forms is used in calculating the award. Forms are available from the office of admissions and from most colleges.

Student Loans

Students may secure loans from participating banks in their hometowns or from the Georgia Higher Education Assistance Authority. Loans for various amounts, based on educational need, may be made to students and the government guarantees repayment. These low-interest rate loans defer payment of principle and interest until the student has completed training. Students must be enrolled full or half-time in a regular program of study. Applications available from local participating banks or from GHEAA. See the school's financial aid officer for addresses or assistance when seeking financiai aid.

Other Sources of Aid

CETA — Aid to the unemployed through the Georgia Department of Labor. Pays students wno attend full-time classes a living allowance plus direct school expenses. Selection of participants is made by the Department of Labor and referred to Coosa Valley Tech for training. Those referred must meet admissions standards set by Coosa Valley Tech as well as eligibility requirements of the labor office. Contact the Georgia Department of Labor in your hometown for more information.

Veterans Administration Benefits — Eligible veterans may attend programs approved for veterans training on either a half-time or full-time basis. Veterans pay all costs out-of-pocket and receive a monthly subsistence allowance based on course work load, their marital status, and number of dependents. See the VA representative at Coosa Valley Tech.

Social Security Benefits — Eligible students who are enrolled in a post-secondary school as of April 1, 1982, can continue to receive social security benefits on a diminishing basis through the year 1985 after which this source of aid will be discontinued. Contact your local Social Security Office for more information.

Vocational Rehabilitation — Limited financial assistance is available to the handicapped who have reasonable expectations of becoming employed. Contact the nearest office of Vocational Rehabilitation.

Work Incentive Program (WIN) — Designed to help in the Aid to Families with Dependent Children (AFDC) program. Students are referred by this agency for training at Coosa Valley Tech.

STUDENT PERFORMANCE

Students must maintain acceptable progress in class or forfeit their places in the program. Students must complete all required subjects with a passing average and meet the program's attendance requirements in order to earn a diploma. In evaluating student progress, each instructor establishes standards and procedures emphasizing quality performance and submits grades based on the following systems:

BUSINESS, TRADE AND TECHNICAL PROGRAMS

91 - 100 . . . A
81 - 90 . . . B
70 - 80 . . . C
Below 70 . . . Unsatisfactory
IP - Class in Progress
INC - Incomplete Work

HEALTH OCCUPATIONS

94 - 100 . . . A
87 - 93 . . . B
80 - 86 . . . C
75 - 79 . . . D
Below 75 . . . Unsatisfactory
IP - Class in Progress

DEVELOPMENTAL STUDIES

S . . . Satisfactory
U . . . Unsatisfactory

OTHER SYMBOLS:

WP - Withdrew Passing, WF - Withdrew Failing, WD - Withdrew within 3 weeks of entry.

Numerical grades are posted on the student's permanent record and recorded in the instructor's official class record book. An incomplete (INC) that is not removed within the time prescribed for removal is considered as a failure on the student's permanent record.

Academic Probation

Students failing to maintain minimum passing grades are placed on probation for the following quarter or period designated by the school. Written notice is given which advises the student of the right to appeal.

Attendance Policy

Students are expected to attend each scheduled class. Regular attendance is a part of the job preparation for students and is an important consideration of employers when reviewing a student's record. There are no excused absences, and all absences count when applying the following limits. All students, regardless of program or date of entry, are subject to these attendance policies:

Students will be dropped from class when absences exceed 10% of the total time scheduled for class. Students will be dropped from school when absences exceed 10% of total class time for all classes. Since there are 52 days in a full-time student's quarter, this allows a student 5 absences without penalty. It is advisable that students conserve this time for emergencies or illness. Three tardies count as one day absent.

Students who exceed the limits of this policy may seek re-admission to class by filing a written statement with the Instructional Coordinator for presentation to the Attendance Review Board. All absences must be justified and the statement filed within 24 hours.

Release of Student Records

Coosa Valley Tech releases no personal information restricted by the Family Educational Rights and Privacy Act of 1974 without written consent of the student. This Act prohibits school officials from disclosing any records, including quarterly grade reports, academic standings, transcripts of records, files, documents, and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified. Authorization for access to student records by parents and others must be made in writing by the student and addressed to the Coordinator: Student Services, Coosa Valley Tech, Rome, Georgia 30161. Directory information such as name, address, telephone number, date and place of birth, major field of study, dates of attendance, and award of a diploma may be released at the discretion of the school without the consent of the student.

OFF CAMPUS DIVISION

Coosa Valley Tech's extension programs assist business and industry with their training needs. The school employs an Industrial Coordinator with years of educational and industrial experience to assist area companies in organizing effective training programs.

The school will provide instructors and support services for classes located in off-campus locations or, if space is available, on the schools campus. When necessary, the instructors may be selected from the specialist employed by the business or industry.

Courses can be designed to meet the need for employee training in the crucial areas of personnel skills, increasing productivity, and improving job methods. Management training programs for current and prospective personnel can be arranged.

Cost

The services of the school and its personnel who design programs in consultation with firms and the instructors who teach the actual courses are free to companies. Modest fees may be agreed upon to cover the cost of instructional supplies and expendable items. Textbooks and personal items could represent additional costs. A minimum enrollment is required. The number of hours for a course may vary depending on the needs of the company and the level of experience of the participants.

Contact Person

For information on off-campus training call 295-6207 or write:

Industrial Coordinator
Coosa Valley Tech
112 Hemlock Street
Rome, Georgia 30161

The Quick Start Program

This is a special program to aid new and expanding industries with initial training needs. The local Industrial Coordinator, with the assistance of personnel from the Georgia Department of Education, works with company officials in designing and supervising training of initial employees prior to the opening of new or expanded facilities. Services and training costs are free to the company.

For a brochure describing Quick Start, write to the Industrial Coordinator at the address given above or call 295-6207.

PROGRAMS OF STUDY

Coosa Valley Tech offers preparatory classes for full-time students during the morning and early afternoon hours that are designed to train students for their first job in a major career field. These are called day classes and extended day classes and meet for six hours each weekday usually from 8:00 a.m. to 2:30 p.m. or from 12:30 to 6:30 p.m. These programs lead to a diploma and require one to two years for completion.

Evening classes are offered between 6:30 and 10:30 p.m. for part-time students and may be taken as preparatory or supplemental programs. When possible, evening programs duplicate the requirements of full-time day curriculums. In these cases, students must attend two half-time quarters for each full-time day quarter to cover the same subject matter. Evening business classes may be taken one or more nights per week on less than a program basis.

ACCOUNTING

LENGTH OF PROGRAM: Day: 9 months. Evening: 18 months.

Description:

Accounting is the language of business and prepares the student to keep journals and ledgers, to prepare payrolls and financial statements, and to perform those related tasks associated with keeping financial records for most firms. Accuracy, neatness, and logical reasoning are desirable traits that are important to the successful completion of this program.

Employment Capabilities:

Graduates should have the necessary skills for employment with banks, financial institutions, government, business and industry as bookkeepers, accounting clerks, and related positions.

Entry Dates:

Students may enter at the beginning of any quarter; however, fall or spring entry is recommended as this marks the beginning of most basic subjects.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Clock Hours Required Evening
Typing I	BUS 101	BUS 101A, 101B	104	88
Business English I	ENG 101	ENG 101	52	44
Business English II	ENG 201	ENG 201	52	44
Business Math I	MTH 100	MTH 100	52	44
Business Math II	MTH 200	MTH 200	52	44
Business Machines	BUS 111	BUS 111	52	44
Accounting I	ACC 101	ACC 101	104	44
Accounting II	ACC 201	ACC 201	104	44
Accounting III	ACC 301	ACC 301	104	44
Income Tax	BUS 112	BUS 112	52	44
Data Entry I	DEO 101	DPT 721, DPT 711	104	88
Business Law	BUS 117	BUS 117	52	44
Elective Unit			52	220
		TOTAL HOURS ...	936	838

One elective must be selected from:
Office Procedures or Records Management.

Curriculum subject to revision to meet changing conditions.

AIR CONDITIONING SERVICES

LENGTH OF PROGRAM: Evening Only: Two Years

Description:

Air Conditioning Services is available through evening classes and offers training in many of the same skills covered by the full-time Heating and Air Conditioning course taught in the day program. Students acquire skills in electrical wiring, refrigeration, sheet metal fabrication, and the use of various instruments and tools for installing or repairing air conditioning and heating equipment.

Employment Capabilities:

Graduates may qualify for entry level employment in refrigeration, air conditioning service work, heating service work, electrical work, and in various maintenance positions.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Evening Course Numbers	Clock Hours Required Evening
Basic Refrigeration	HAC 707	120
Basic Electricity	HAC 708	120
Air Distribution	HAC 714	120
System Design and Layout	HAC 717	120
Auto Air Conditioning	HAC 719	120
Sheet Metal Fabrication	HAC 709	120
Heating Equipment	HAC 705	120
Automatic Controls for Heating and Air Conditioning	HAC 720	120
	TOTAL HOURS	960

Curriculum subject to revision to meet changing conditions.

AUTO BODY REPAIR

LENGTH OF PROGRAM: Day Only: Eighteen Months

Description:

The Auto Body Repair program offers full-time classes and shop experiences training students to repair and restore damaged autobodies, frames, and certain vehicle components. Glasswork, alignment, finishing and painting complete the shop training. Students work with damaged vehicles provided by the school or members of the class.

Employment Capabilities:

Upon satisfactory completion, students should qualify for entry level employment as an auto body repairer, auto painter, or other specialized refinisher.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Intro. to Auto Body Repair	ABR 101	52
Repair Procedures	ABR 102	156
Basic Metal Repair	ABR 103	104
Basic Painting and Refinishing	ABR 201	104
Auto Glass	ABR 202	52
Repair Procedures II	ABR 203	156
Basic Painting & Refinishing	ABR 301	104
Body Repair	ABR 302	208
Removing/Replacing Auto Body	ABR 401	52
Auto Framer	ABR 402	104
Painting & Refinishing Advanced	ABR 403	52
Auto Wiring	ABR 501	52
Panel & Door Repair	ABR 502	156
Special Equipment/Shop Operations	ABR 503	208
Collision Repair	ABR 601	312
	TOTAL HOURS	1,872

Curriculum subject to revision to meet changing conditions.

AUTOMOBILE MECHANICS

LENGTH OF PROGRAM: Day: One Year Evening: Two Years
[Automotive Service Mechanics]

Description:

Automobile Mechanics prepares the student through a basic curriculum to recognize and repair or replace components that cause the vehicle to malfunction. The major systems of internal combustion powered vehicles are covered in class and students are given ample shop experience under the supervision of competent instructors. Students who excel in basic auto mechanics are given the opportunity to enter a second year of Advanced Automobile Mechanics for specialization in selected fields of concentration.

Employment Capabilities:

Graduates easily qualify for employment as mechanics, helpers, service station mechanics or specialist in transmissions, front end/brake repair or tune-up.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
Automotive Theory & Lab I Shop Theory Basic Electricity I Cooling and Lube Basic Fuel System I Basic Engine Tune-Up I Hydraulic Brakes Suspension & Alignment I	AM 100	AM 701, AM 704	312	240
Automotive Theory & Lab II Shop Theory II Basic Electricity II Charging Systems Cranking Systems Basic Engine Tune-up II	AM 200	AM 707, AM 708	312	240
Automotive Theory & Lab III Automotive Engines Basic Fuel Systems II Hydraulic Brakes II	AM 300	AM 702, AM 703	312	240

(Continued on next page)

Automotive Theory & Lab IV Suspension & Alignment II Conventional Steering Gears Power Transmissions I Basic Automatic Transmissions I Accessories I	AM 400	AM 705, AM 706	312	240
		TOTAL HOURS	1,248	960

Curriculum subject to revision to meet changing conditions.

ADVANCED AUTOMOTIVE MECHANICS

LENGTH OF PROGRAM: Day: One Year Evening: Two Years

Description:

This program is available to those students completing Coosa Valley Tech's basic Automotive Mechanics program or its equivalent. Students must be recommended for entry by the automotive instructors and can specialize in various advanced subject areas. Full-time day students are limited to two areas of specialization equal to one year of training. Part-time evening students have a prescribed curriculum equal to two years of specialization.

Employment Capabilities:

Graduates of Advanced Automotive Mechanics should find employment as specialists in tune-up, electrical systems, transmissions, and alignment.

Entry Dates:

Students recommended for entry may enroll at the beginning of any quarter in which space is available.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
Automotive Electricity (2 quarters day / 4 quarters evening)	AM 500	AM 730	624	480
Automotive Tune-Up (2 quarters day / evening: 3 quarters of tune-up and 1 quarter of fuel systems.)	AM 600	AM 720, AM 725	624	480
Alignment & Auto Air Cond. (2 quarters day)	AM 700	----	624	-----
Automotive Transmissions	AM 800	-----	624	----
	TOTAL HOURS:	(Day students limit)	1,248	960

Curriculum subject to revision to meet changing conditions.

CABINETMAKING

LENGTH OF PROGRAM: Day: See Carpentry Evening: One Year

Description:

Persons interested in woodworking for employment or as a hobby will find training in Coosa Valley Tech's evening program that meets their objectives. Classes meet two nights per week and offers skill development through supervised shop practices. Students learn to operate various power tools while building large and small woodworking projects of their own selection. Those enrolled should expect to purchase materials used for personal projects.

Employment Capabilities:

Cabinetmaking is not intended as a preparatory program; however, employment in furniture making and cabinet shops is possible.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Evening Course Numbers	Clock Hours Required Evening
Cabinetmaking I	CAR 700	88
Cabinetmaking II	CAR 701	88
Cabinetmaking III	CAR 702	88
Cabinetmaking IV	CAR 703	88
	TOTAL HOURS	352

Curriculum subject to revision to meet changing conditions.

CARPENTRY

LENGTH OF PROGRAM: Day: One Year Evening: See Cabinetmaking.

Description:

Carpentry offers skill development through supervised shop practices and field experience in all phases of wood construction. Students should learn to erect residence-type structures, install millwork, do roofing, and finish interior trim as part of the program. Additional instruction is given in cabinetmaking, finishing, and related wood-working. Students should expect to purchase materials used for personal projects.

Employment Capabilities:

Carpentry graduates should find employment in construction as carpenter helpers, roofers, interior carpenters, building materials clerks, and in furniture manufacturing.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Carpentry Theory I	CAR 101	52
Carpentry Lab Practices I	CAR 102	260
Carpentry Theory II	CAR 201	52
Carpentry Lab Practices II	CAR 202	260
Carpentry Theory III	CAR 301	52
Carpentry Lab Practices III	CAR 302	260
Carpentry Theory IV	CAR 401	52
Carpentry Lab Practices IV	CAR 402	260
	TOTAL HOURS	1,248

Curriculum subject to revision to meet changing conditions.

CLERICAL

LENGTH OF PROGRAM: Day: One Year Evening: Two Years

Description:

A modern business curriculum without shorthand for students interested in employment as clerk-typists, receptionists, or as general office clerks. The primary objective of the clerical program is to develop an efficient worker with good typing skills and personal qualifications such as conscientiousness, discretion, and a pleasant personality.

Employment Capabilities:

Employment opportunities are numerous for clerical workers who perform administrative tasks in the offices of government, private and public organizations.

Entry Dates:

Students may enter at the beginning of any quarter; however, fall or spring entry is recommended as this marks the beginning of most basic subjects.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
Typing I	BUS 101	BUS 101A, BUS 101B	104	88
Typing II	BUS 201	BUS 201A, BUS 201B	104	88
Typing III	BUS 301	BUS 301A, BUS 301B	104	88
Business English I	ENG 111	ENG 111	52	44
Business English II	ENG 211	ENG 211	52	44
Business English III	ENG 311	ENG 311	52	44
Business Math I	MTH 100	MTH 100	52	44
Business Math II	MTH 200	MTH 200	52	44
Business Machines	BUS 111	BUS 111	52	44
Records Management	BUS 141	BUS 141	52	44
Office Procedures I	BUS 115	BUS 115A, BUS 115B	104	88
Office Procedures II	BUS 225	BUS 225A, BUS 225B	104	88
Information Processing	BUS 305	BUS 305A, BUS 305B	104	88
Accounting I	ACC 101	ACC 101A	104	44
Business Law	BUS 117	BUS 117	52	44
Consumer Education	CED 100	-----	52	-----
Charm	BUS 113	-----	52	-----
		* Evening students select three electives		132
		TOTAL HOURS	1,248	1,056

Curriculum subject to revision to meet changing conditions.

COMPUTER TECHNOLOGY

LENGTH OF PROGRAM: Day: See Data Processing Evening: Two Years

Description:

An evening program designed to provide an understanding of the techniques and skills involved in processing business data with the computer. Students are prepared for entry level positions in computer programming and computer operations.

Employment Capabilities:

Graduates should find employment, particularly in metropolitan areas, as programmer trainees, data entry operators, terminal operators, and related positions.

Entry Dates:

Students may enter in the fall and spring quarters.

CURRICULUM

Course Titles	Evening Course Numbers	Clock Hours Required Evening
Intro.to Programming	DPT 721	44
Data Entry I	DPT 711	44
Business Mathematics	DPT 700	44
RPG Programming I	DPT 722	88
RPG Programming II	DPT 723	44
Accounting I	DPT 701	44
Accounting II	DPT 702	44
Accounting III	DPT 703	44
Operations I	DPT 741	44
Operations II	DPT 742	44
Operations III	DPT 743	44
Cobol Programming I	DPT 731	44
Cobol Programming II	DPT 732	88
Cobol Programming III	DPT 733	88
Intro. to Analysis/Design I	DPT 751	44
Intro. to Analysis/Design II	DPT 752	44
Application Systems I	DPT 761	110
Application Systems II	DPT 762	110
	TOTAL HOURS	1,056

Curriculum subject to revision to meet changing conditions.

COSMETOLOGY

LENGTH OF PROGRAM: Day: One Year Afternoon: One Year

Description:

Coosa Valley Tech offers Cosmetology twice a day. Morning classes meet from 8 a.m. to 2:30 p.m. weekdays. The afternoon class meets from 1:30 to 8:00 p.m. weekdays except Fridays when classes end at 5:00 p.m. Both classes are full-time and offer identical instructional content. Students practice on mannequins to learn basic skills and, thereafter, apply these skills while doing the hair of patrons who visit the shop. Students who have had previous training can receive credit for such training when it is properly documented.

Employment Capabilities:

Successful completion of the program qualifies the student to take the examination of the State Cosmetology Board which has the authority to grant a Master Operators License. Licensed operators work in local shops and often enter business for themselves.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Cosmetology I	COS 100	312
Cosmetology II	COS 200	312
Cosmetology III	COS 300	312
Cosmetology IV	COS 400	312
	TOTALS HOURS	1,248

Curriculum subject to revision to meet changing conditions.

DATA ENTRY / OPERATIONS

LENGTH OF PROGRAM: Day: One Year Evening: See Computer Tech.

Description:

Students interested in keypunch-data entry, computer operation, and computer programming enroll in a common core curriculum for the first six months. At the end of the student's second quarter, he/she must choose to continue in data entry/operations or to enter computer programming. Data Entry / Operations covers keypunch machines, card sorting equipment, magnetic disk-data stations, computer and terminal operations along with related courses. See Data Processing Technology for the computer programming description and requirements.

Employment Capabilities:

Data Entry / Operations graduates should qualify for various data processing jobs including data entry operator and computer operator.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Accounting I	ACC 101	104
Accounting II	ACC 201	104
Data Entry I	DEO 101	104
Data Entry II	DEO 102	52
Data Entry III	DEO 103	104
Data Entry IV	DEO 104	104
Operating Systems I	DPT 142	52
Operating Systems II	DPT 143	104
Operating Systems III	DPT 145	104
Intro. to Programming	DPT 121	104
RPG Programming I	DPT 134	104
Business Mathematics	DPT 100	52
Communication Skills	ENG 342	52
Elective Units	-----	104
	TOTAL HOURS	1,248

Curriculum subject to revision to meet changing conditions.

DATA PROCESSING TECHNOLOGY

LENGTH OF PROGRAM: Day: Eighteen Months Evening: See Computer Tech.

Description:

Students interested in computer programming enroll in a core curriculum for the first six months of this program. At the end of their second quarter, students choose to continue into programming for the next twelve months or complete the Data Entry/Operations course described above. Programmers create a plan or program which tells the computer what to do with data that is fed into it by the operator. Programming is largely desk work and requires logic, neatness, patience, and problem solving ability.

Associate Degree / Joint Enrollment Program:

Data Processing Technology students can participate in a joint enrollment program and earn an associate degree from Floyd Junior College. Those subjects marked by an asterisk are required in the associate degree program and are taught at Coosa Valley Tech. See the Floyd Junior College catalog for the academic courses taught by the college. Students may attend either institution first or may alternate attendance as may be scheduled.

Employment Capabilities:

Graduates are qualified for entry level positions with large and small companies as programmer trainees, computer operators, terminal operators, and related data processing jobs. Employment opportunity is greater in metropolitan areas of the state.

Entry Dates:

Students may enter in the fall and spring quarters.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
† Accounting I	ACC 101	104
† Accounting II	ACC 201	104
* Data Entry I	DEO 101	104
Data Entry II	DEO 102	52
* Intro. to Programming	DPT 121	104
Business Mathematics	DPT 100	52
Communication Skills	ENG 342	52
* RPG Programming I	DPT 134	104
* RPG Programming II	DPT 144	208
* COBOL Programming I	DPT 251	208
* COBOL Programming II	DPT 262	156
* Operating Systems I	DPT 142	52
* Intro. to Analysis/Design	DPT 272	104
Systems & Procedures	DPT 141	156
Application Systems	DPT 282	312
	TOTAL HOURS	1,872

† *May be taken at Coosa Valley Tech or Floyd Junior College.*
Curriculum subject to revision to meet changing conditions.

DRAFTING TECHNOLOGY

LENGTH OF PROGRAM: Day: See Drafting & Design Evening: Two Years

Description:

An evening program offering specialization in basic and design drafting. Classes meet three evenings per week and during the two years, students cover condensed versions of most full-time skill development courses.

Employment Capabilities:

Graduates should find employment with various manufacturing industries, with civil engineering firms, and related drafting employers.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

(Continued on next page)

CURRICULUM

Course Titles	Evening Course Numbers	Clock Hours Required Evening
Technical Math I	DFT 702	44
Technical Math II	DFT 704	44
Technical Math III & IV	DFT 706	88
Engineering Drafting I	DFT 701	88
Engineering Drafting II	DFT 703	44
Engineering Drafting III	DFT 705	88
Technical Report Writing	DFT 719	44
Machine Tool Theory & Lab	DFT 707	44
Applied Physics I	DFT 710	44
Applied Physics II	DFT 713	44
Design Drafting I, II, III	DFT 708	132
Statics, Strength of Materials I	DFT 712	44
Statics, Strength of Materials II	DFT 715	44
Descriptive Geometry	DFT 722	44
Kinematics and Mechanisms	DFT 718	44
Basic Electricity	DFT 716	44
Basic Surveying	DFT 721	44
Design Projects I	DFT 717	44
Design Projects II	DFT 720	44
	TOTAL HOURS	1,056

Curriculum subject to revision to meet changing conditions.

ELECTRICAL CONSTRUCTION

LENGTH OF PROGRAM: Day: See Electrical Maintenance Evening: Two Years

Description:

Electrical Construction is a two-year program for part-time evening students who are interested in learning residential, commercial, and industrial wiring. Included in the program are units on refrigeration, blueprint reading, math, and electric motors. Students have a balance between classroom and supervised shop training. Classes meet three nights per week between 6:30 and 10:30 p.m.

Employment Capabilities:

Graduates may find employment as electricians, construction electricians, and in commercial or industrial wiring.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Evening Course Numbers	Clock Hours Required Evening
Shop Math	EC/707 A & B	80
Residential Blueprint Reading	EC/708 A & B	80
Residential Lab	EC/709 A & B	80
National Electrical Codes	EC/710 A & B	240

Commercial Blueprint Reading & Codes	EC/712	120
Industrial Blueprint Reading & Codes	EC/717	120
Electric Motor Controls	EC/721	120
Electric Motor Maintenance	EC/722	120
	Total Hours	960

ELECTRICAL MAINTENANCE

LENGTH OF PROGRAM: Day: One Year Evening: See Electrical Construction

Description:

Full-time students acquire skills through class and shop experiences that lead to job opportunities in the field of electrical maintenance. This one-year program covers shop math, residential wiring, electrical components, maintenance, blueprint reading, and trouble-shooting. Students entering the third quarter of this program may elect to take an Electrical Construction option covering commercial and industrial wiring. Students must have the consent of the program's instructor before scheduling this option.

Employment Capabilities:

Electrical Maintenance graduates find employment with utilities, industries, electrical companies and with government agencies as electricians and maintenance personnel.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Shop Mathematics	EM 100	52
Residential Wiring, Blueprint Reading and Lab	EM 101	260
Electrical Codes	EM 201	52
Advanced Residential Theory and Wiring Lab	EM 202	260
Electrical Maintenance I	EM 301	156
Instruments & Wiring Codes	EM 302	156
Motor Controls/Control Systems	EM 401	156
Elect. Maint. & Trouble-Shooting	EM 402	156
	TOTAL HOURS	1,248

Electrical Construction Option: Substitute: EM 312 Commercial Wiring Theory and EM 314 Commercial Wiring Lab for normal third quarter subjects. Substitute: EM 417 Industrial Wiring Theory, EM 401 Motors & Controls, and EM 402 Schematics & Trouble-shooting for normal fourth quarter subjects. See Electrical Construction [EC] course descriptions for curriculum content.

Curriculum subject to revision to meet changing conditions.

ELECTRONIC TECHNOLOGY

LENGTH OF PROGRAM: Day: Two Years Evening: See Industrial Electronics

Description:

This program offers students the opportunity to qualify for good paying technician level positions in electronics and related fields. Previous training in algebra is the only prerequisite. Students work with theory and use various instruments and equipment to solve lab problems. This program covers the latest developments in electronic technology and includes experiences with transistors, microwave transmission, integrated circuits, and digital electronics.

Associate Degree / Joint Enrollment Program:

Electronic Technology students can participate in a joint enrollment program and earn an associate degree from Floyd Junior College. Those subjects marked by an asterisk are required in the associate degree program and are taught at Coosa Valley Tech. See the Floyd Junior College catalog for the academic courses taught by the college. Students may attend either institution first or may alternate attendance as may be scheduled.

Employment Capabilities:

Job opportunities in the electronic field have been exceptionally good for the past few years and should continue to be good in manufacturing, communications, health, and with utilities and government.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
* Circuit Analysis I	EET 110	156†
* Circuit Analysis II	EET 111	156†
Circuit Analysis III	EET 112	208†
Electronic Math I	MTH 120	104†
Electronic Math II	MTH 130	104†
* Semiconductors	EET 124	208†
Physics	PHY 141	104†
* Electronic Drafting	DRW 131	104†
* Basic Electronics	EET 146	156†
* Pulse & Logic Circuits	EET 147	156†
* Electronic Circuits	EET 258	156†
* Industrial Electronics	EET 261	156†
* Computer Fundamentals	EET 262	156†
Communication Circuits	EET 263	156†
Instruments & Measurements	EET 275	156†
* Technical Report Writing	COM 251	104†
Special Topics	EET 276	156†
	TOTAL HOURS	2,496†

† *The maximum clock hours allowed for completion of each subject. Instruction is by the individualized progress method and may require less than the maximum allowed clock hours. Students unable to complete within the maximum allowed time will have their training interrupted.*

Curriculum subject to revision to meet changing conditions.

ENGINEERING TECHNOLOGY

Drafting & Design / Mechanical Engineering Technology Options

LENGTH OF PROGRAM: Day Only: Two Years

Description:

Students interested in drafting or mechanical engineering technology take the same basic courses to begin their training. Upon completion of the three quarter basic phase, students must elect to continue training for a diploma in one of the above named options. This program prepares technicians for the tremendously varied job market found in area industries. Students master drafting skills, technical mathematics, and the engineering concepts necessary to function as a technician. Basic algebra is required for entry into this program.

Associate Degree / Joint Enrollment Program:

Students electing the mechanical engineering option take courses that may be used as credit toward an associate degree from Floyd Junior College. Subjects marked by an asterisk are required in the associate degree program and are taught at Coosa Valley Tech. See the Floyd Junior College catalog for the academic courses taught by the college. Students may attend either school first.

Employment Capabilities:

Graduates should find jobs with utility companies, civil engineering firms, manufacturing industries, government agencies, and architects.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

[Basic Phase/Core Curriculum]

Course Titles	Course No.	Hours	Course Titles	Course No.	Hours
* Engineering Drawing I	DFT 121	104	Technical Math III	MTH 144	104
* Engineering Drawing II	DFT 131	104	*Industrial Materials	MET 121	52
* Engineering Drawing III	DFT 141	104	*Basic Electricity	EET 221	104
Technical Math I	MTH 121	104	*Machine Shop Theory	MET 132	52
Technical Math II	MTH 138	104	*Machine Shop Practices I	MET 131	104

NOTE: Students must complete the basic three quarter phase within four quarters with a grade of 75 or better on each subject before scheduling in the advanced phase. With special permission, one subject may be continued beyond the time limit. Each case will be evaluated individually for merit.

[Advanced Phase/Program Options]

DRAFTING & DESIGN TECHNOLOGY

Course Titles	Course No.	Hours
Physics I	PHY 132	104
Physics II	PHY 143	104
Drafting & Design I	DDT 215	104
Drafting & Design II	DDT 226	104
* Descriptive Geometry	GYM 142	104
Statics & Strength I	MET 214	104
Statics & Strength II	MET 213	104
Hydraulics	MET 234	104
Machine Practices II	MET 134	104
Surveying	DDT 250	104
Technical Report Writing	ENG 143	52

MECHANICAL ENGINEERING TECHNOLOGY

Course Titles	Course No.	Hours
Physics I	PHY 132	104
Physics II	PHY 143	104
Physics III	PHY 214	104
Electricity II	EET 223	104
Electronics	EET 134	104
*Statics & Strength I	MET 214	104
*Statics & Strength II	MET 213	104
Hydraulics	MET 234	104
*Machine Practices II	MET 134	104
*Surveying	DDT 250	104
*Technical Report Writing	ENG 143	52

(Continued on next page)

Design Project I	DDT 237	208
Design Project II	DDT 248	260
TOTAL HOURS		2,496

Curriculum subject to revision to meet changing conditions.

Kinematics	MET 242	104
*Metallurgy	MET 233	52
*Welding Theory	MET 300	52
Machine Design	MET 245	104
*Materials Testing	MET 215	104
Methods Engineering	MET 221	52
TOTAL HOURS		2,496

HEATING & AIR CONDITIONING

LENGTH OF PROGRAM: Day: Two Years Evening: See Air Cond. Services

Description:

Heating and Air Conditioning is a two-year program for full-time students training for jobs in this essential service industry. Class and shop training in housewiring, electrical controls, refrigeration, air conditioning, heating, sheet metal fabrication, and related skills offers students multiple job qualifications. All types of heating systems are studied, including gas, electric, and solar units.

Employment Capabilities:

Graduates of Heating and Air Conditioning should find jobs with service companies, refrigeration companies, government, public utilities, and with the maintenance sections of large and small industries.

Entry Dates:

Students may enter in the fall quarter of each year.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Mathematics	HAC 100	52
Principles of Heat & Air Conditioning I	HAC 111	156
Principles of Heat & Air Conditioning II	HAC 122	104
Basic Electricity I	HAC 222	104
Basic Electricity II	HAC 223	104
Piping Procedures and Tools	HAC 112	104
Heating Equipment	HAC 132	104
Installation Procedures	HAC 123	104
Basic Refrigeration	HAC 134	104
Advanced Refrigeration	HAC 336	156
Motors & Drives I	HAC 212	104
Motors & Drives II	HAC 312	104
Air Distribution I	HAC 232	156
Air Distribution II	HAC 333	104
System Design	HAC 221	156
Refrigeration for Air Conditioning	HAC 235	104
Heat Pumps	HAC 401	156
Automobile Air Conditioning	HAC 241	104
Automatic Controls	HAC 231	104
Blueprint Reading	HAC 307	104
Sheet Metal Fabrication	HAC 234	208
	TOTAL HOURS	2,496

Curriculum subject to revision to meet changing conditions.

INDUSTRIAL ELECTRONIC TECHNOLOGY

LENGTH OF PROGRAM: Day: See Electronics Tech. Evening: Two Years

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 curriculum is similar to the full-time Electronics Technology program and offers approximately equal class and lab training. All students are expected to study higher mathematics and should have had some previous training in algebra.

Employment Capabilities:

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

Entry Dates:

Students may enter this program at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
* Circuit Analysis I	EET 110	EET 110	156†	† See note.
* Circuit Analysis II	EET 111	EET 111	156†	† See note.
* Circuit Analysis III	EET 112	EET 112	208†	† See note.
Electronic Math I	MTH 120	MTH 120	104†	† See note.
Electronic Math II	MTH 130	MTH 130	104†	† See note.
* Semiconductors	EET 124	EET 124	208†	† See note.
Physics	PHY 141	PHY 141	104†	† See note.
* Basic Electronics	EET 146	EET 146	156†	† See note.
* Pulse & Logic Circuits	EET 147	EET 147	156†	† See note.
Select three (3) of the following courses to complete the requirements of Industrial Electronics.				
* Electronic Circuits	EET 258	EET 258	156†	† See note.
* Industrial Electronics	EET 261	EET 261	156†	† See note.
* Computer Fundamentals	EET 262	EET 262	156†	† See note.
Communication Circuits	EET 263	EET 263	156†	† See note.
Instruments & Measurements	EET 275	EET 275	156†	† See note.
* Technical Report Writing	COM 251	COM 251	104†	† See note.
* Electronic Drafting	DRW 131	DRW 131	104†	† See note.

† The maximum clock hours allowed for completion of each subject. This program uses individualized instruction methods and may require less than the maximum allowed clock hours. Students unable to complete in the allowed time will have their training interrupted. The length of the program is two years and should be completed in approximately 1,024 clock hours.

** Associate Degree courses. See Electronic Technology elsewhere in this catalog.*

Curriculum subject to revision to meet changing conditions.

MACHINE SHOP

LENGTH OF PROGRAM: Day: One Year Evening: Two and One-half Years

Description:

This program provides training in setting-up and operating various types of machines common to general purpose machine shops. Such machines include drill presses, band saws, lathes, vertical and horizontal milling machines, grinders, and other special metal

working equipment. Students prepare projects using blueprints, measuring devices, and the various types of machine tools found in most shops. Students who excel in their first year of training are allowed to enter a second year of Advanced Machine Shop if they elect to continue school. Morning, afternoon, and evening classes are available.

Employment Capabilities:

Graduates of this program should qualify for jobs in general purpose machine shops operating various types of equipment.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
Machinist Math I	MS 100	MS 113A, MS 113B	52	44
Machinist Math II	MS 200	-----	52	-----
Blueprint Reading I	MS 133	MS 114A, MS 114B	52	44
Blueprint Reading II	MS 233	-----	52	-----
Machine Shop Theory I	MS 111	MS 111A, MS 111B	52	44
Machine Shop Practices I	MS 112	MS 112A, MS 112B	156	132
Machine Shop Theory II	MS 121	-----	52	-----
Machine Shop Practices II	MS 122	MS 211A, MS 211B	208	256
Machine Shop Theory III	MS 131	-----	104	-----
Machine Shop Practice III	MS 123	MS 311A, 311B, 311C	208	384
Machine Shop Practice IV	MS 212	MS 411A, 411B, 411C	312	384
		TOTAL HOURS	1,248	1,288

Curriculum subject to revision to meet changing conditions.

ADVANCED MACHINE SHOP — TOOL & DIE

LENGTH OF PROGRAM: Day: One Year Evening: Two and One-half Years

Description:

This program is available to those students completing Coosa Valley Tech's basic Machine Shop program or its equivalent. Students must be recommended for entry by the machine shop instructors and can specialize in tool and die making.

Employment Capabilities:

Upon satisfactory completion, students should qualify for various machinist jobs and as tool and die maker apprentices.

Entry Dates:

Students recommended for entry may enroll at the beginning of any quarter in which space is available.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
Advanced Machine Shop Tool & Die Making I	MS 500	MS 500, MS 501	312	264
Advanced Machine Shop Tool & Die Making II	MS 501	MS 502, MS 503	312	264

Advanced Machine Shop Tool & Die Making III	MS 502	MS 504, MS 505	312	264
Advanced Machine Shop Tool & Die Making IV	MS 503	MS 506, MS 507	312	264
Advanced Machine Shop Tool & Die Making V	-----	MS 508, MS 509	-----	264
		TOTAL HOURS	1,248	1,320

Curriculum subject to revision to meet changing conditions.

MARKETING AND MANAGEMENT

LENGTH OF PROGRAM: Day: One Year Evening: Not Available

Description:

This program is designed to prepare individuals for positions in the field of marketing and sales. Students are introduced to retail, wholesale, and industrial sales processes and management techniques. A work experience requirement allows the student an opportunity to observe and apply those techniques and principles learned in training while getting on-the-job experience.

Employment Capabilities:

Graduates should find entry level jobs in sales, display, purchasing, and in related retail and wholesale positions.

Entry Dates:

Students may enter this program at the beginning of the fall and summer quarters. Those interested in admission are advised to file applications at any time for these entry dated.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Business Math I	MTH 100	52
Business Communications	MM 111	52
Professional Sales	MM 112	104
Principles of Marketing	MM 113	104
Business Math II	MTH 200	52
Business Psychology	MM 121	52
Advertising and Promoting	MM 122	104
Entrepreneurship	MM 123	104
Consumer Education	CED 100	52
Business Law	BUS 117	52
Management and Supervision	MM 131	104
Merchandising	MM 132	104
Career Seminar	MM 133	52
Cooperative Internship	MM 134	312
	TOTAL HOURS	1,248

Curriculum subject to revision to meet changing conditions.

MASONRY

LENGTH OF PROGRAM: Day: One Year Evening: Not Available

Description:

This program is designed to provide training in bricklaying and in the use of the tools, equipment, and materials of the masonry trades. Upon successful completion of the program, students should be able to lay bricks and blocks, layout and establish bonds and ties, layout and pour concrete footings, build arches, construct fireplaces and chimneys, read and interpret construction drawings, and perform related tasks.

Employment Capabilities:

Those successfully completing this program may find employment in the construction trades as bricklayers, block masons, helpers, and apprentices. Skilled masons may become self-employed as contractors or sub-contractors.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Masonry Theory I	MAS 100	104
Masonry Lab Practices I	MAS 101	208
Masonry Theory II	MAS 200	104
Masonry Lab Practices II	MAS 201	208
Masonry Theory III	MAS 300	52
Masonry Lab Practices III	MAS 301	260
Masonry Theory IV	MAS 400	52
Masonry Lab Practices IV	MAS 401	260
	TOTAL HOURS	1,248

Curriculum subject to revision to meet changing conditions.

MEDICAL OFFICE ASSISTANT

LENGTH OF PROGRAM: Day: Four or Five Quarters Evening: Not Available

Description:

The Medical Office Assistant program combines office training with medical skills to qualify graduates for employment in a physician's office. The first part of the program deals with business courses, basic health subjects, and developing the skills needed to assist the physician with the treatment of patients. The later phases of training are spent in the physician's office under the supervision of the school's instructional staff.

Employment Capabilities:

Graduates should find employment in physician's offices, in hospitals as medical secretaries and admitting clerks, and with other health providers as medical assistants with duties ranging from insurance clerk to surgical aid.

Entry Dates:

This program begins in the fall of each year; however, applicants can take some of the required business classes at other times and apply these credits to the program.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Typing I	BUS 101	104
Business English I	ENG 111	52
Records Management	BUS 141	52
Medical Terminology	HO 103	52
Anatomy & Physiology	HO 117	80
Medical Assisting Skills I	MOA 104	84
Pharmacology I	HO 119	30
Basic Psychology	HO 114	36
Emergency Skills	HO 126	12
Medical Administrative Procedures I	MOA 311	104
Medical Assisting Adjustments	MOA 101	30
Pediatrics	HO 122	40
Obstetrics	HO 125	52
Pharmacology II	HO 129	28
Medical Assisting Skills II	MOA 122	88
Medical Administrative Procedures II	MOA 200	104
Laboratory Techniques	MOA 206	60
Medical-Surgical Conditions I	MOA 310	120
Externship/Office Practice I	MOA 400	176
Medical-Surgical Conditions II	MOA 320	60
Externship/Office Practice II	MOA 500	248
Clinical Experience/Hospital	MOA 410	60
	* TOTAL HOURS	1,672

Students with previous training may, upon examination, exempt first quarter business courses. Externship experience is during regular office hours and will usually be from 9 a.m. to 5 p.m.

* *Required clock hours are average completion times. Individualized instruction is used in this program and students can complete in less time or may require more hours in some subjects.*

Curriculum subject to revision to meet changing conditions.

PRACTICAL NURSING

LENGTH OF PROGRAM: Day: Five or Six Quarters Evening: Not Available

Description:

The Practical Nursing program is designed to prepare students to render safe and effective bedside nursing to patients of all ages. Classroom and clinical training at the school prepares students for supervised hospital experiences. Successful completion of the program leads to eligibility to take the licensing examination given by the State Examining Board. Applicants to this program must be seventeen years of age or older and must have completed high school or the equivalent thereof.

Employment Capabilities:

Graduates find employment in hospitals, nursing homes, clinics, public health departments, and with other health care providers.

Entry Dates:

Students may enter in small groups throughout the year. A list of qualified applicants is maintained and groups are enrolled every four to nine weeks from the list.

CURRICULUM

Course Titles	Day Course Numbers	Clock Hours Required Day
Medical Terminology	HO 103	35
Nutrition	HO 113	25
Pharmacology I	HO 119	20
Vocational Adjustments	PN 110	20
Personal & Community Health	PN 112	20
Basic Psychology	HO 114	20
Emergency Skills	HO 126	12
Nursing Fundamentals I	PN 114	100
Nursing Fundamentals II	PN 124	60
Anatomy & Physiology	HO 117	80
Pediatrics	HO 122	32
Obstetrics	HO 125	56
Pharmacology II	HO 129	25
Clinical Experience II	PN 121	336
Medical/Surgical Nursing I	PN 133	120
Clinical Experience III	PN 131	120
Medical/Surgical Nursing II	PN 143	60
Clinical Experience IV	PN 142	320
	* TOTAL HOURS	1,461

** Required clock hours are average completion times. Individualized instruction is used in this program and students can complete in less time or may require more hours in some subjects.*

Curriculum subject to revision to meet changing conditions.

RADIO & TELEVISION REPAIR

LENGTH OF PROGRAM: Day: See Electronics Evening: Three Years

Description:

An evening program training students to become radio and television repairers. The program covers basic electronics and offers practical shop experience with meters, test equipment, and other electronic devices needed to trouble-shoot repair problems. Full-time day students in Electronic Technology may specialize in television repair as a part of their program of study.

Employment Capabilities:

Graduates should find jobs in the radio and television servicing field as service technicians, technician assistants, and as operators of a servicing business.

Entry Dates:

Students may enter at the beginning of any quarter if space is available.

CURRICULUM

Course Titles	Evening Course Numbers	Clock Hours Required Evening
Basic Electricity	RTV 110	80
Electric Circuits	RTV 111	80
A. C. Circuits	RTV 112	80
Electronic Math I	MTH 120N	40
Electronic Math II	MTH 130N	40
Electronic Math III	MTH 140N	40
Semiconductors I & II	EET 124	240
Radio Servicing	RTV 232	120
Audio Systems	RTV 242	120

Black & White TV Servicing and Antenna Systems	RTV 352	240
Color TV Servicing and Antenna Systems	RTV 472	360
	TOTAL HOURS	1,440

Curriculum subject to revision to meet changing conditions.

SECRETARIAL SCIENCE

LENGTH OF PROGRAM: Day: One Year Evening: Two Years

Description:

A complete business program offering training in typing, shorthand, and related business subjects. The objectives of the program are to develop skills in typing, shorthand, and related subjects; to improve written and oral communication, and to develop good human relations techniques.

Associate Degree / Joint Enrollment Program:

Secretarial Science students can participate in a joint enrollment program and earn an associate degree from Floyd Junior College. Those subjects marked by an asterisk are required in the associate degree program and are taught at Coosa Valley Tech. See the Floyd Junior College catalog for the academic courses taught by the college. Students may attend either institution and may alternate attendance as courses can be scheduled. This option requires two years.

Employment Capabilities:

Graduates of the Secretarial Science program find employment in public and private offices of every size.

Entry Dates:

Students may enter at the beginning of any quarter; however, fall or spring entry is recommended as this marks the beginning of most basic subjects.

CURRICULUM

Course Title	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Clock Hours Required Evening
* Shorthand I	BUS 131	BUS 131A, 131B	104	88
* Shorthand II	BUS 232	BUS 232A, 232B	104	88
* Shorthand III	BUS 333	BUS 333A, 333B	104	88
* Shorthand IV	BUS 404	BUS 404A, 404B	104	88
* Information Processing	BUS 305	BUS 305A, 305B	104	88
* Typing I	BUS 101	BUS 101A, 101B	104	88
* Typing II	BUS 201	BUS 201A, 201B	104	88
* Typing III	BUS 301	BUS 301A, (301B optional)	52	44
* Office Procedures I	BUS 115	BUS 115A, 115B	104	88
* Records Management	BUS 141	BUS 141	52	44

(Continued on next page)

* Business Machines	BUS 111	BUS 111 (52 hrs. optional for diploma program.)		
* Office Procedures II	BUS 225	BUS 225 (104 hrs. optional for diploma program.)		
Accounting I	ACC 101	ACC 101A	104	44
Business Math I	MTH 100	MTH 100	52	44
Business Math II	MTH 200	MTH 200	52	44
Business English I	ENG 101	ENG 101	52	44
Business English II	ENG 201	ENG 201	52	44
Business English III	-----	ENG 301	-----	44
		TOTAL HOURS	1,248	1,056

Curriculum subject to revision to meet changing conditions.

WELDING

LENGTH OF PROGRAM: Day: Four or Five Quarters Evening: Two Years

Description:

This program develops the student's skills in the various welds in common use. The training involves some class work but is largely conducted in the shop where students practice welding techniques in various positions.

Employment Capabilities:

Students completing this program have been employed throughout the southeast in construction, shipbuilding, petroleum, and other types of industries.

Entry Dates:

Students may enter at any time if space is available.

CURRICULUM

Course Titles	Day Course Numbers	Evening Course Numbers	Clock Hours Required Day	Evening
Basic Arc Welding	WLD 113	WLD 701, 702	260	176
Gas & Arc Welding	WLD 132	WLD 703, 704	260	176
Advanced Arc Welding	WLD 123	WLD 705, 706	260	176
Pipe Welding/Certification	WLD 135	WLD 707, 708	312	176
Welding Theory	WLD 114	-----	52	-----
Blueprint Reading	WLD 172	-----	52	-----
Mathematics	WLD 100	-----	52	-----
x Advanced TIG/MIG Welding	WLD 200	-----	312x	-----
		TOTAL HOURS . . .	1,248x	704

x *A one quarter up-date course is provided for returning students who need retraining.*

Curriculum subject to revision to meet changing conditions.

COURSE DESCRIPTIONS

The descriptions in this catalog have been shortened and simplified for comparison purposes. Consequently, descriptions may not include every topic covered in many courses. Those requiring a more complete description should contact the Instructional Coordinator for a comprehensive program and course description.

Course Descriptions are in alphabetic / numeric order. Refer to the program listing for the particular subjects in each curriculum.

ABR 101 - Intro. to Auto Body Repair, 52 hours.
Introductory course, including nature of the work, safety, attitude, and basic repairs.

ABR 102 - Repair Procedures, 156 hours.
Class and lab courses stressing development of skills in metal repair, preparation for painting, and the use of tools and equipment.

ABR 103 - Basic Metal Repair, 104 hours.
The repair of large or extensive damage to the vehicle body and the operation of sheet metal pulling devices.

ABR 201 - Basic Painting/Refinishing, 104 hours.
Introduction to paints and painting. Safety, surface preparation, paint mixing, and applications including spotting with acrylics.

ABR 202 - Auto Glass, 52 hours.
Windshields, door glass, and how to remove and replace glass with safety. Adjustment techniques involved are also covered.

ABR 203 - Repair Procedure II, 156 hours.
Introduces auto body repair work including welding, molding installations, and fiberglass repair. Emphasis on safety.

ABR 301 - Basic Painting & Refinishing Lacquers, 104 hours.
Instruction in the techniques of spray painting using lacquers along with safety precautions necessary for handling volitile materials.

ABR 302 - Body Repair, 208 hours.
Covers advanced body repair techniques for larger, more complex dents. Also covers vinyl tops and their repair or replacement.

ABR 401 - Removing & Replacing Auto Body, 52 hours.
Covers the removal and replacement of various auto body components. Emphasizes safety.

ABR 402 - Auto Framer, 104 hours.
Offers training in the use of modern frame straightening equipment. Emphasis placed on safety hazards related to frame straightening.

ABR 403 - Painting & Refinishing, Advanced, 52 hours.
A continuation of ABR 201/301. Covers the techniques of preparing vehicles for painting and finishing.

ABR 501 - Auto Wiring, 52 hours.
Basic vehicular wiring systems and their components are studied. Reading schematics and troubleshooting are stressed.

ABR 502 - Panel & Door Repair, 156 hours.
Replacement of quarter panels and outer door replacement panels are covered including the types of joints utilized in such replacements.

ABR 503 - Special Auto Equipment/Shop Operation, 208 hours.
Covers the use of special auto equipment, adjustment, and service. Also covers shop operations and customer relations.

ABR 601 - Collision Repair, 312 hours.
Requires the student to perform a major body repair using previously learned techniques. Repair work will be on an auto with extensive damage and covers from estimate to delivery to owner.

ACC 101 - Accounting I, 104 hours day classes / 44 hours night classes.
Introductory course. Includes nature and purpose of accounting, financial statements, general journals and ledgers, and various entries in the accounting cycle.

ACC 201 - Accounting II, 104 hours day classes / 44 hours night classes.
Applies accounting principles to special topics including depreciation, vouchers, payrolls, and corporations or partnerships.

ACC 301 - Accounting III, 104 hours day classes / 44 hours night classes.
Emphasis on control accounting for decision making. Covers departmental and branch accounting and cost accounting systems for both process and job order types.

AM 100 - Auto Theory & Lab I, 312 hours day classes / 240 hours night classes.
The first quarter of training. Includes safety, basic theory, and shop practices in brakes, fuel, lube, and cooling systems. Introduces basic engine tune-up.

AM 200 - Auto Theory & Lab II, 312 hours day classes / 240 hours night classes.
The second quarter of training. Covers basic electricity, charging and cranking systems, engine tune-up, and diagnostic equipment.

AM 300 - Auto Theory & Lab III, 312 hours day classes / 240 hours night classes.
The third quarter of training. Covers the engine, fuel and braking systems. Emphasis on diagnosis and rebuilding auto systems.

AM 400 - Auto Theory & Lab IV, 312 hours day classes / 240 hours night classes.
The fourth quarter of training. Covers the power train and auto accessories. Training in alignment, automatic transmission servicing, and troubleshooting auto accessories.

AM 500 - Automotive Electricity, 624 hours day classes / 480 hours night classes.
An advanced course of specialization for persons interested in auto electrical systems. Covers diagnostic procedures and repairs.

AM 600 - Automotive Tune-Up, 624 hours day classes / 480 hours night classes.
An advanced course of specialization for tune-up technicians. Emphasis on diagnostic procedures and equipment.

AM 700 - Alignment & Auto Air Conditioning, 624 hours day classes.
An advanced course offering specialization in two areas. One quarter of auto air conditioning and repair, and one quarter of front end alignment.

AM 800 - Automotive Transmissions, 624 hours day classes.
An advanced course offering specialization in transmission adjustment, repair, and servicing.

BUS 101 - Typing I, 104 hours day classes / 88 hours night classes.
A beginning typing course stressing keyboard mastery using the touch system. Students type simple manuscripts, letters and learn tabulation and basic typing problems.

BUS 111 - Business Machines, 52 hours day classes / 44 hours night classes.
Trains students to use various calculators, adding machines, and other office equipment. Stresses use of the touch system.

BUS 112 - Income Tax, 52 hours day classes / 44 hours night classes.
Covers personal income tax preparation with limited coverage of income from a sole proprietership or from a business or profession.

BUS 113 - Charm, 52 hours day classes.
Instruction in grooming, etiquette, working with others, attitudes, and related topics.

BUS 115 - Office Procedures I, 104 hours day classes / 88 hours night classes.
Instruction and application of office simulation practices relating to business machines operation, telephone techniques, and mail processing. Prerequisites: Typing I and II and English I and II.

BUS 117 - Business Law, 52 hours day classes / 44 hours night classes.
A review of laws relating to business. Topics include contracts, sales, baliments, insurance, corporations and partnerships.

BUS 131 - Shorthand I, 104 hours day classes / 88 hours night classes.
A beginning course which places emphasis on brief forms, phrases, word beginnings and endings, spelling, and punctuation.

BUS 141 - Records Management, 52 hours day classes / 44 hours night classes.
Includes processing, storing, retrieving, and re-storing records in various types of filing systems using a practice kit.

BUS 201 - Typing II, 104 hours day classes / 88 hours night classes.
A continuation of BUS 101 wherein students develop speed and accuracy. Emphasis is on the business letter, tabulation, office forms, legal documents and production skills.

BUS 225 - Office Procedures II, 104 hours day classes / 88 hours night classes.
A continuation of BUS 115 wherein the students perfect skills relating to information processing equipment and office communications through work-flow simulation and externship program. Prerequisite: Office Procedures I.

BUS 232 - Shorthand II, 104 hours day classes / 88 hours night classes.
Covers advanced dictation skills, builds a business vocabulary, reviews spelling, punctuation, and grammar. Builds speed and introduces transcription on the typewriter.

BUS 301 - Typing III, 52 to 104 hours day classes / 44 hours night classes. Additional hours optional.
A continuation of BUS 201 in which students develop speed and accuracy along with production skills. Students exempting earlier typing courses may schedule additional hours in BUS 301.

BUS 305 - Information Processing - 104 hours day classes / 88 hours night classes.
Introduction to the concepts and procedures involved in information processing, technology and applications related to business and industry, and hands-on experience involving at least two word processing machines. Prerequisites: Typing I and II and English I and II.

BUS 333 - Shorthand III - 104 hours day classes / 88 hours night classes.
A continuation of BUS 232 stressing development of speed and accuracy. Transcription for mailability is introduced.

BUS 404 - Shorthand IV, 104 hours day classes / 88 hours night classes.
A continuation of BUS 333 with emphasis on mailable letters. Quality and speed are stressed in this final shorthand course.

CAR 101 - Carpentry Theory I, 52 hours day classes.
A theory course which includes safety, estimating of materials, work habits, selection of materials and construction techniques.

CAR 102 - Carpentry Lab Practices I, 260 hours day classes.
The shop phase of the student's first quarter covering hand and power tools and both shop and live construction projects.

CAR 201 - Carpentry Theory II, 52 hours day classes.
Covers theory for footings, foundations, floors, walls, ceilings, roofs and decking. Features reading of construction plans.

CAR 202 - Carpentry Lab Practices II, 260 hours day classes.
Offers supervised shop and live projects that give experience in framing for footings, floors, walls, roofs, and decking.

CAR 301 - Carpentry Theory III, 52 hours day classes.
Theory of interior finish carpentry, includes windows and doors, wall and ceiling materials, insulation, and paneling.

CAR 302 - Carpentry Lab Practices III, 260 hours day classes.
This course applies the theory of interior finish carpentry through shop and live projects.

CAR 401 - Carpentry Theory IV, 52 hours day classes.
Serves as a review of previous theory courses and covers cabinetmaking techniques.

CAR 402 - Carpentry Lab Practices IV, 260 hours day classes.
Features live and shop construction projects plus cabinetmaking projects. Students build kitchen and bath cabinets and furniture.

CAR 700-Cabinetmaking I, 88 hours night classes.
Offers supervised experiences in building shop projects using hand and power tools.

CAR 701-Cabinetmaking II, 88 hours night classes.
Continues CAR 400 and covers supervised shop training in various woodworking projects selected by the participants.

CAR 702-Cabinetmaking III, 88 hours night clases.
A continuation of CAR 401 during which students perfect skills for woodworking and fabricate furniture and other projects.

CAR 703 - Cabinetmaking IV, 88 hours night classes.
Offers supervised shop training and experiences in furniture making, finishing, and related woodworking techniques.

CED 100 - Consumer Education, 52 hours day classes.
Instruction in how to choose goods and services. Covers budgets, legal problems, insurance, and basic economics.

COM 251 - Technical Report Writing, 104 hours day classes / 88 hours night classes.
Covers the fundamentals of technical writings, writing styles, and offers experiences in preparing reports for use on jobs.

COS 100 - Cosmetology I, 312 hours day classes.
The first quarter of theory and shop practice. Includes an orientation, safety, ethics, salesmanship, hygiene, receptionist duties, shampooing and basic roller patterns. Students practice with mannequins and have limited experience with shop patrons.

COS 200 - Cosmetology II, 312 hours day classes.
A continuation of COS 100 covering theory and practices for basic hair cutting, precision cutting, permanent waving, coloring, frosting, tipping, and special hair coloring problems.

COS 300 - Cosmetology III, 312 hours day classes.
Students develop skills in dealing with patrons and learn techniques of manicuring, make-up, facials, chemical hair relaxing, and curling.

COS 400 - Cosmetology IV, 312 hours day classses.
Reviews the students training and polishes skills in preparation for State Board Exam. Special instruction in hair chemistry, skin and scalp, electricity, and salon management.

DDT 215 - Drafting & Design I, 104 hours day classes.
Offers the students an opportunity to select a unit of specialization from the following drafting fields: mechanical, architectural, structural steel, technical illustration, and civil drafting.

DDT 226 - Drafting & Design II, 104 hours day classes.
A continuation of DDT 215. Allows the student the opportunity to specialize in a second field or continue with the original.

DDT 237 - Design Projects I, 208 hours day classes /44 hours night.
Students originate projects within their areas of specialization and produce a complete set of working drawings.

DDT 248 - Design Projects II, 260 hours day classes / 44 hours night.
A continuation of DDT 237. Students continue to develop original projects approved by the instructor.

DDT 250 - Basic Surveying, 104 hours day classes / 44 hours night.
Covers basic techniques and offers field experiences with surveying equipment. Requires previous training in trigonometry.

DEO 101 - Data Entry I, 104 hours day classes / 44 hours night.
The first in a series of four courses designed to acquaint students with data entry equipment. Students get experience with card punch and keydiskette machines and are introduced to computer terminals.

DEO 102 - Data Entry II, 52 hours day classes.
A continuation of DEO 101 in which students develop skills and speed in the use of data entry equipment and become familiar with the operation of sorting equipment.

DEO 301 - Data Entry III, 104 hours day classes.
A continuation of DEO 102 in which students practice techniques previously learned and improve their speed and accuracy.

DEO 104 - Data Entry IV, 104 hours day classes.
Students continue to refine data entry techniques and build proficiency in the use of various types of equipment. Early placement in an approved employment situation may be substituted for this course.

DFT 121 - Engineering Drawing I, 104 hours day classes / 88 hours night classes. See: DFT 701.
A basic mechanical drafting course for those majoring in engineering technologies. Covers lettering, linework, use of drafting equipment and the various drawing views in common use.

DFT 131 - Engineering Drawing II, 104 hours day classes / 44 hours night classes. See: DFT 703.
Develops skills in drawing auxiliary views, sections, threaded and miscellaneous fastners, and working detail drawings.

DFT 141 - Engineering Drawing III, 104 hours day classes / 44 hours night classes.
This course completes the student's mechanical drafting program by introducing working assembly drawings, welding drawings, developments and intersections, charts and graphs.

DFT 701 - Engineering Drawing I. See DFT 121.

DFT 702 - Technical Math I. See MTH 121.

DFT 703 - Engineering Drawing II. See DFT 131.

DFT 704 - Technical Math II. See MTH 133.

DFT 705 - Engineering Drawing III. See DFT 131.

DFT 706 - Technical Math III, IV. See MTH 144.

DFT 707 - Machine Tool Theory & Lab. See MET 132.

DFT 708 - Design Drafting I, II, III. See DDT 215.

DFT 710 - Applied Physics I. See PHY 132.

DFT 712 - Statics & Strength of Materials I. See MET 214.

DFT 713 - Applied Physics II. See PHY 143.

DFT 715 - Statics & Strength of Materials II. See MET 213.

DFT 716 - Basic Electricity. See EET 221.

DFT 717 - Design Project I. See DDT 237.

DFT 718 - Kinematics & Mechanisms. See MET 242.

DFT 719 - Technical Report Writing. See ENG 143.

DFT 720 - Design Projects II. See DDT 248.

DFT 721 - Surveying. See DDT 250.

DFT 722 - Descriptive Geometry. See GYM 142.

DPT 100 / DPT 700 - Business Mathematics, 52 hours day classes / 44 hours night classes.
Covers basic principles, percentage, mark-up, interest, and other applications of math to data processing. Is generally the equivalent of BUS 100 and BUS 200.

DPT 121 / DPT 721 - Intro. to Programming, 104 hours day classes / 44 hours night classes.
Introduces the functions and capabilities of several data processing systems. Includes basic programming and computer operations as part of an overview of data processing.

DPT 134 / DPT 722 - RPG Programming I, 104 hours day classes / 88 hours night classes.
A beginning programming language. Report Program Generator is taught for the solving of business problems and systems.

DPT 141 - Systems & Procedures, 104 hours day classes.
Involves the student with computer methodology and leads to an understanding of a computer based information control system.

DPT 142 / DPT 741 - Operating Systems I, 52 hours day classes / 44 hours night classes.
Offers instruction in the operation of the various hardware devices that together make up a computer system.

DPT 143 / DPT 742, 743 - Operating Systems II, 104 hours day classes / 88 hours night classes.
Prepares students to operate the various input/output devices in a computer system. Focus is on how to set up jobs for processing, use of proper file media, and operation of the console keyboard utilizing multiprogramming job control language.

DPT 144 / DPT 723 - RPG Programming II, 208 hours day classes / 44 hours night classes.
A continuation of DPT 134 wherein students develop and test various programs using the RPG language format.

DPT 145 - Operating Systems III, 104 hours day classes.
This course prepares students to operate the digital computer and is the second in this series stressing operating techniques for computer systems.

DPT 251 / DPT 731 - Cobol Programming I, 208 hours day classes / 44 hours night.
The first of two courses offering instruction in the use of the Common Business Oriented Language. This is a language adaptable to any computer featuring a COBOL complier.

DPT 262 / DPT 732, 733 - Cobol Programming II, 156 hours day classes / 176 hours night classes.
A continuation of DPT 251. Students learn to utilize more complicated verbs in disk file processing methods. Students develop various programs using the COBOL language.

DPT 272 / DPT 751, 752 - Intro. to Analysis and Design. 104 hours day classes / 88 hours night classes.
Students apply skills in solving problems that use all equipment in the computer center. Focus on methods, approaches, and the systems approach to solutions.

DPT 282 / DPT 761, 762 - Application Systems, 312 hours day classes / 220 hours night classes.
The students final quarter of study in which individual assignments are conducted under the supervision of the instructor.

DPT 701 - Accounting I. See ACC 101.

DPT 702 - Accounting II. See ACC 101.

DPT 703 - Accounting III. See ACC 201.

DRW 131 - Electronic Drafting.
Introduction to drawing, use of instruments, basic drafting techniques, and the drawing of electronic components, connection diagrams, printed circuits, and schematics.

EC 707 A & B - Shop Math.
See EM 100.

EC 708 A & B - Residential Blueprint Reading.
See EM 101.

EC 709 A & B - Residential Lab.
See EM 101.

EC 710 A & B - National Electrical Code.
See EM 201.

EC 712 - Commercial Blueprint Reading and Codes. See EM 312.

EC 717 - Industrial Blueprint Reading and Codes.
See EM 417.

EC 721 - Electric Motor Controls.
See EM 401.

EC 722 - Electric Motor Maintenance.
See EM 402.

EET 110 - Circuit Analysis I.
Introduces DC-circuits. Topics include: current, voltage, resistance, Ohm's Law, power, and energy. Shop practices cover the practical applications of DC instruments for series and parallel circuits.

EET 111 - Circuit Analysis II.
Continues EET 110 and deals with the fundamentals of circuit theory and practice as applied to single phase AC circuits. Topics include: capacitors, inductors, AC series, parallel, and series-parallel circuits. Lab includes the use of oscillators, oscilloscopes, and other AC measuring devices.

EET 112 - Circuit Analysis III.
Concepts and processes from previous circuit analysis courses are applied to electronic circuits. Thevenin, Norton, Millman, and Superposition theorems are covered through class and lab experiments. Bridge circuits are included in this study.

EET 124 - Semiconductors.
An introductory course in the basic concepts of semiconductor circuits and devices. Study of the static and dynamic characteristics of diodes, junction transistors, thyristors, FET's, UJT's, and other semiconductor devices. Transistor amplifiers are considered from the graphical approach using the common-emitter, common base, and common collector configurations. Blasing and stabilization considerations are explored in class and lab.

EET 134 - Electronics, 104 hours day classes for Drafting and Mechanical Technology.
A study of the basic theories for electronic circuits and devices. This is a survey course designed to acquaint students with circuits and their components.

EET 146 - Basic Electronics.
An introduction to the basic operation of common solid state circuits. Basic amplifiers, typical amplifiers, operational amplifiers, power supplies, regulators, oscillators, pulse-circuits, modulators and demodulators are covered.

EET 147 - Pulse and Logic Circuits.
An introduction to digital techniques. The course includes topics such as waveform analysis, diode and transistor switching, basic logic gates, digital IC's, sequential logic circuits, and design criteria. Boolean algebra and Karnaugh amps are introduced.

EET 221 - Basic Electricity I, 104 hours day classes for Drafting and Mechanical Technology.
Presents the fundamentals needed in the study of electricity and basic electronics. Basic coverage of DC, AC, and LCR circuitry.

EET 223 - Basic Electricity II, 104 hours day classes for Mechanical Engineering Technology.
A continuation of EET 221 covering batteries, generators, motors, and test equipment used in conducting lab assignments.

EET 258 - Electronic Circuits.
This course offers, instruction in active filters and IC timer circuits. Topics include the design of active filters with op-amps, plotting and predicting frequency responses, designing and breadboarding first-order low-pass and high-pass filters. Second-order and high-order filters, as well as band pass and state-variable filters are also covered. Other types are general purpose timers/counters, output drive circuits, time-delay relay circuits, wide-range pulse generators and precise clock sources.

EET 261 - Industrial Electronics.
A study of optional amplifiers and opto-electronics. Measurements and computation of op-amp parameters, design of op-amp circuits, integrator and differential circuits, constant current sources, current voltage and voltage-current converters are included. Other topics are: light sources, optoelectronic displays - - including driving and displays, photo-diodes, photo-transistors, LCD's, solar cells and opto-couplers - - including design and applications. Fiber optics theory and operation are also covered.

EET 262 - Computer Fundamentals.
This course covers microprocessor theory and operation, computer arithmetic, programming and interfacing. Hardware and programming experiments reinforce basic concepts.

EET 263 - Communication Circuits.
An introduction to the fundamentals of electronic communications including: amplitude, frequency, phase and angle modulation, receivers, transmitters, antennas, state-of-the-art broadcasting, and data communications. Phase-Locked Loops and their use in television receivers, FM receivers, 40-channel CB and 2-meter FM transceivers are also studied.

EET 275 - Instruments and Measurements.
This course provides insight into the operation and practical application of test instruments. It includes the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis is placed on calibration and repair of laboratory type equipment. Measurement accuracy of the instruments is compared to the manufacturers specifications.

EET 276 - Special Topics.
Specialization in selected areas of particular interest within the field of electronics. The student, with the approval of the instructor, specializes in one of a variety of topics.

ENG 101 - Business English I, 52 hours day classes / 44 hours night classes.
This course emphasizes effective word usage, grammar, punctuation, and spelling.

ENG III - Business English I, 52 hours day classes / 44 hours night classes.
A review of grammar, spelling, punctuation, and effective usage of English. This course is the first of three designed for clerical students.

ENG 143 / DFT 719 - Technical Report Writing. 52 hours day classes / 44 hours night classes.
Offers instruction to drafting and mechanical technology students in the preparation of engineering reports of various types using both written and oral mediums.

ENG 201 - Business English II, 52 hours day classes / 44 hours night classes.
Deals with the creative composition of various types of business letters, forms, and memoranda. Emphasis is given to grammar and form. Included in the course is preparation of personal data sheets, letters of application, and related job placement data.

ENG 211 - Business English II, 52 hours day classes / 44 hours night classes.
This course continues the clerical student's study of grammar, word usage, and spelling. Students practice effective writing with capitalization, punctuation, sentence and paragraph structure emphasized.

ENG 251 - Technical Report Writing.
Designed for students in electronics, this course offers a study of the basic organization, style, and mechanics of technical and administrative reports. Students prepare reports of the various types most used by engineering technicians.

ENG 301 - Business English III, 44 hours night classes in Secretarial Science.
This course continues the student's instruction in effective business communications. Attention is given to letter forms, grammar, and style.

ENG 311 - Business English III, 52 hours day classes / 44 hours night classes.
The third in a series of English courses designed for clerical students. This course continues instruction in business communications emphasizes correctness of form and style.

ENG 342 - Communication Skills, 52 hours day classes / 44 hours night classes.
A course designed for data processing students which features a review of grammar, English usage, diction, style, and prepares the student for the various types of communication used in data processing.

EM 100 / EC 707 - Shop Mathematics, 52 hours day classes / 60 hours night classes.
Offers the basic mathematics needed to understand the theory of simple, series, parallel, and combination circuits. Covers applications of series and parallel circuits, inductance and transformers, capacitance, series AC and parallel AC circuits, and three-phase systems.

EM 101 / EC 708, 709, 710 - Residential Theory, Blueprint Reading, and Wiring Lab, 260 hours day classes / 180 night classes.
This course, based on the National Electrical Code, explains changes in each code relating to residential wiring. The students learn to use blueprints in installing electrical wiring and to visualize from plans to installations. Students learn the structural make-up of most buildings and the materials used in construction. Shop experience includes installing and trouble-shooting lighting and appliance circuits and the service entrance equipment.

EM 201 - National Electrical Codes, 52 hours day classes.
The current National Electrical Code is used as the standard for layout and construction of electrical systems. Students are taught to use and refer to it on a continuing basis.

EM 202 - Advanced Residential Wiring Theory, and Wiring Lab, 260 hours day classes.
Covers ground-fault circuit interrupters, special ampacities for residential services, baseboard electric heaters, grounding appliances and equipment, and grounded electrode systems. Work projects are arranged to give students hands-on experience in these areas.

EM 301 - Electrical Maintenance I, 156 hours day classes.
Offers instruction and lab practices which develop skills that are needed to keep lighting systems, transformers, generators, and other electrical equipment in good working order.

EM 302 - Wiring Codes and Instruments, 156 hours day classes.
A course dealing with electrical equipment and its maintenance. Covers the operational tolerances of equipment with respect to speed, temperature, and current.

EM 312 / EC 712 - Commercial Wiring Theory, 104 hours day classes / 60 hours night classes.
Classroom training and shop demonstrations based on the National Electrical Code which instructs the student in the theory of commercial wiring, materials, and blueprints.

EM 314 / EC 713, 714 - Commercial Wiring Lab, 208 hours day classes / 120 hours night classes.
Students learn to read and use electrical and construction blueprints, select proper wire size, fuses, transformers, conduits, and switches for commercial wiring. Installation procedures and the use of contracts in commercial wiring are also covered.

EM 401 / EC 721, 722 - Motors and Controls, 156 hours day classes / 160 hours night classes.
Students learn to install, maintain, service, and repair complicated equipment with automatic controls. This course covers various types of electrical motors and drives along with their control circuitry.

EM 402 / EC 723 - Electrical Maintenance and Trouble-shooting, 156 hours day classes / 80 hours night classes.
Trains the student to use sight, smell, hearing, and touch to detect trouble. Detection of bad bearings, burning insulation, excessive heating of windings, and vibrations are stressed.

EM 417 / EC 717 - Industrial Wiring Theory, 52 hours day classes /60 hours night classes.
Classroom training and shop demonstrations based on the National Electrical Code which illustrate the theory of industrial wiring and blueprint reading.

EM 419 / EC 719. 120 Industrial Wiring Lab, 120 hours night classes.
Students learn to read industrial blueprints, select proper wiring sizes, proper fuses and transformers, and to install heavy industrial size electrical devices.

GYM 142 / DFT 722 - Descriptive Geometry, 104 hours day classes / 44 hours night classes.
A course using the principles of orthographis projection to solve problems related to industrial design and manufacturing. Topics include successive auxiliary views, revolutions, intersections, developments and vector analysis.

HAC 100 - Mathematics, 52 hours day classes.
Practical mathematics useful in the heating and air conditioning trade. Students review basic arithmetic, formulas, and equations.

HAC 111 - Principles of Heating and Air Conditioning I, 156 hours day classes.
Offers basic instruction in refrigeration theory and the principles of air conditioning. Also covers heat theory, sensible and latent heat, specific heat, heat quality, BTU, heat transfer, and control of heat flow.

HAC 112 - Piping Procedures and Tools, 104 hours day classes.
Introduces pipe and tube materials, valves, pipe and tube fittings, cutting and threading, and the tools used in these processes. Students learn to solder, make fleme fittings, sweat joints, hang and cover pipe, and calculate materials.

HAC 122 - Principles of Heating and Air Conditioning II, 104 hours day classes.
A continuation of HAC 111 in which students progress through advanced refrigeration and air conditioning principles. The course features lab and live work situations to illustrate these principles.

HAC 123 - Installation Procedures, 104 hours day classes.
A survey course in the methods of installing heating and air conditioning equipment. Covers the more common installation techniques with emphasis on safety and sizing of equipment.

HAC 132 / HAC 705 - Heating Equipment, 104 hours day classes / 120 hours night classes.
A study of the various types of heating equipment in general use today. Covers residential heating with gas, oil, electricity, hot water, and heat pumps. Solar energy as a heat source is included.

HAC 134 / HAC 707 - Basic Refrigeration, 104 hours day classes / 120 hours night classes.
Covers the fundamentals of refrigeration as they apply to air conditioning. Includes the study of the refrigeration cycle, compressors, evaporators, water cooled condensers, and the various types of refrigerant.

HAC 212 - Motors and Drives I, 104 hours day classes.
A study of AC motors, shaded pole motors, split phase motors, capacitor start and capacitor start-run motors, and DC motors. Includes a study of combination engines as power sources for refrigeration equipment.

HAC 221 / HAC 717 - System Design, 156 hours day classes / 120 hours night classes.
A study of various designs for heating and air conditioning systems. The study includes ventilation requirements, air ducts and fittings, high and low pressure requirements, fans and coils.

HAC 222 / HAC 708 - Basic Electricity I, 104 hours day classes / 120 hours night classes.
This course presents the fundamentals of electricity and electronics needed in the study of heating and air conditioning. Covers the electron theory, magnetic fundamentals, and DC circuitry.

HAC 223 - Basic Electricity II, 104 hours day classes
Covers AC circuits, generators, and motors. The student uses meters, gages, and other test equipment during shop practices with various types of circuits.

HAC 231 / HAC 720 - Automatic Controls, 104 hours day classes / 120 hours night classes.
Instruction in the various automatic devices used in the control of air conditioning and heating equipment. Covers overload protectors, starting relays, contractors, magnetic starters, and thermostats.

HAC 232 / HAC 714 - Air Distribution I, 156 hours day classes / 60 hours night classes.
A study of the systems, instruments, and ventilation requirements of residential, commercial, and industrial air distribution installations. Topics include fresh air, infiltration, smoke handling units, air measuring instruments, temperature and humidity records, and psychrometers.

HAC 234 / HAC 709 - Sheet Metal Fabrication, 208 hours day classes / 120 hours night classes.
A study of and practice with sheet metal lay-out and the fabrication of sheet metal for air ducts, transition fittings, and related parts of the heating and air conditioning system.

HAC 235 - Refrigeration for Air Conditioning, 104 hours day classes.
A study of electrical and gas powered refrigeration systems along with the installation procedures required for each type.

HAC 241 / HAC 719 - Automobile Air Conditioning, 104 hours day classes / 120 hours night classes.
Covers the theory and mechanics of most major brands of automobile air conditioning systems. Students perform maintenance and make repairs to units in most major types of automobiles.

HAC 307 - Blueprint Reading, 104 hours day classes.
A study of mechanical and electrical blueprints used in the installation of heating and air conditioning systems. Students learn to sketch proposed systems and interpret symbols.

HAC 312 - Motors and Drives II, 104 hours day classes.
A continuation of HAC 212 containing class and lab experiences relating to AC motors, split-phase motors, and three-phase motors.

HAC 333 - Air Distribution II, 104 hours day classes.
A continuation of HAC 232 with emphasis on cooling systems and automatic controls for air distribution equipment.

HAC 336 - Advanced Refrigeration, 156 hours day classes.
Deals with the internal mechanisms and controls found in air conditioning systems. The course includes the study of refrigerent controls, dual controls and timers, oil separators, water valves, and safety controls.

HAC 401 - Heat Pumps, 156 hours day classes.
Covers the theory and operation of heat pumps. Course includes air-to-air systems and control systems, as well as the absorbers used in a system.

HO 103 - Medical Terminology, 35 - 52 hours.
Develops a medical vocabulary using component parts of words and their definitions. Study of prefixes, suffixes, and medical words related to the nine systems of the body. Includes medical specialties, symbols, and abbreviations.

HO 113 - Nutrition, 25 hours day classes.
Encompasses a study of the nutritional needs of the well person and foods supplying the needed nutrients. Serves as a preparatory course for a later study of diet therapy.

HO 114 - Basic Psychology, 20 - 36 hours.
Designed to help students understand basic human behavior, apply psychology to help themselves and others, and improve interpersonal relationships.

HO 117 - Anatomy and Physiology, 80 hours day classes.
The basic course in normal human anatomy and physiology arranged for the study of each body system as a separate unit and to relate these units to the functions of the body as an intricate, intergrated whole.

HO 119 - Pharmacology I, 20 - 30 hours.
A course in mathematics as related to medications. Students learn equivalent measures and formulas for the calculation of dosages.

HO 122 - Pediatrics, 32 - 40 hours.
A study of normal growth and development through adolesence and the diseases related to these age groups. Emphasis on care of the sick child in the home or health facility.

HO 125 - Obstetrics, 52 - 56 hours.
Develops an understanding of modern maternal and child care and the skills necessary to give safe, competent care to mothers before, during and after delivery. Includes training in the recognition of abnormal situations.

HO 126 - Emergency Skills, 12 hours day classes.
Training in first aid, cardiopulmonary resuscitation, and disaster nursing to enable the individual to meet emergency situations of various origins.

HO 129 - Pharmacology II, 25 - 28 hours.
A study of the basic concepts of drug therapy. Builds a foundation for the correct administration of medications.

MAS 100 - Masonry Theory I, 104 hours day classes.
Covers the history of brick and bricklaying, the care and safety of the mason's tools, and the use of equipment. Covers basic theory of bricklaying and mortars.

MAS 101 - Masonry Lab Practice I, 208 hours day classes.
Shop practice emphasizing the use of the trowel, layouts, and good masonry practice. Mortar mixing and good workmanship are covered along with safety in the workplace.

MAS 200 - Masonry Theory II, 104 hours day classes.
Covers the various patterns and bonds found in common use. Intergrates basic mathematics and material estimating into theory.

MAS 201 - Masonry Lab Practice II, 208 hours day classes.
Shop practices including projects using reinforced brickmasonry. Students build construction projects using the various patterns and bonds studied in the theory class.

MAS 300 - Masonry Theory III, 52 hours day classes.
Instruction in fireplace, chimneys, construction including flashing installation. Blueprint reading for masonry trades is an integral part of the training.

MAS 301 - Masonry Lab Practice III, 260 hours day classes.
Shop construction of fireplaces, chimneys, various types of walls, arches, and floors along with live projects build student ability in bricklaying. Projects involving concrete blocks are also taken in this quarter. Speed and quality of work are stressed.

MAS 400 - Masonry Theory IV, 52 hours day classes.
Continues the theory for masonry, covers care of tools and equipment, safety, good work habits, and finishing of brick and block.

MAS 401 - Masonry Lab Practices IV, 260 hours day classes.
Covers masonry work from scaffolds, the construction of scaffolding, and continues brick and block laying techniques through shop and live projects. Students learn to clean and finish masonry work.

MET 121 - Industrial Materials, 52 hours day classes.
Provides the student with a detailed overview of industrial and engineering materials. This course should prepare students to select materials for both general and specific applications. The nature, composition and structure of materials are covered. Major emphasis is on application properties, processing, and use of materials.

MET 131 - Machine Shop Practice I, 104 hours day classes.
Shop experiences requiring the student to set-up and operate machine tool equipment such as lathes, milling machines, grinders, and other related equipment.

MET 132 / DFT 707 - Machine Tool Theory I, 52 hours day classes / 44 hours night classes.
Introduces the techniques and theory involved in the use of common metal removing tools. Covers measuring instruments associated with machine tool operations.

MET 134 - Machine Shop Practice II, 104 hours day classes.
Continues MET 131 wherein students use common machine shop equipment to fashion metal parts based on working drawings.

MET 213 - Statics and Strength II, 104 hours day classes.
A continuation of MET 214 emphasizing centrolds, moment of inertia, design of beams, and combined forces on beams, shafts and columns.

MET 214 - Statics and Strength I, 104 hours day classes.
Introduces the concepts of moments, equilibrium of forces, concurrent — non-concurrent forces, coplanar - - non-coplanar forces, static and kinetic friction, stress, strain and stress in bolted, riveted and welded joints.

MET 215 - Material Testing, 104 hours day classes.
Offers instruction and practical experience with the testing of various materials. Students perform standard tests for tensile strength, impact strength, hardness, strength in torsion, surface finish, and the creation of lab reports.

MET 221 - Methods Engineering, 52 hours day classes.
Students learn to appraise basic principles, processes, and techniques of job improvement. Covers methods of improving production and the process by which one chooses the most effective method.

MET 233 - Metallurgy, 52 hours day classes.
A study of metals, their microstructure and physical characteristics. Includes experience in analysis and lab processes common in the metal testing field.

MET 234 / DFT 718 - Hydraulics, 104 hours day classes / 44 hours night classes.
Presents the basic principles of fluid power. Includes a study of the various components utilized in designing, installing, operating, and maintaining fluid power systems.

MET 242 - Kinematics, 104 hours day classes.
The study of motion without regard to forces that produce the motion. Involves the calculation of velocities and accelerations in linkages by means of graphs.

MET 245 - Machine Design, 104 hours day classes.
Covers materials, methods of failure, stress analysis, and exercises in designing shafts, bearings, belts, chains, gears, and fasteners.

MET 300 - Welding Theory, 52 hours day classes.
A survey course in welding covering theory, safety, and welding practice in various joint welds.

MM 111 - Business Communications, 52 hours day classes.
This course provides students with introductory skills in formal writing and oral business communications.

MM 112 - Professional Sales, 104 hours day classes.
Instruction and learning activities related to the selling process. Includes pre-approach, presentation, handling objections, closing the sale, and follow-up designed to improve sales competencies.

MM 113 - Principles of Marketing, 104 hours day classes.
A study of the institutions that begin and complete the flow of goods from the producer to the consumer. Discusses the role of the wholesaler, the retailer, and government in the marketplace. Includes marketing concepts, buyer behavior patterns, and the marketing process.

MM 121 - Business Psychology - 52 hours day classes.
A brief study of personal and interpersonal relationships as they effect business. Factors of personality, emotional reaction, attitudes, and esteem are covered.

MM 122 - Advertising and Promoting, 104 hours day classes.
Explains the basic principles of advertising and promoting. Includes sales promotion techniques, basic advertising practices, and activities in the life cycle of a product. Media utilization, costs, and necessary creativity are discussed along with methods of displaying merchandise.

MM 123 - Entrepreneurship, 104 hours day classes.
Provides information of value to persons working in small businesses and to those considering establishing a business. Simulation is used to represent the establishment of a business and its growth and development.

MM 131 - Management and Supervision, 104 hours day classes.
Complete coverage of a small business operation with a proper balance between business and managerial functions is provided. Examples of actual business situations are used to illustrate principles of management and supervision.

MM 132 - Merchandising, 104 hours day classes.
Studies the role of the buyer, profit elements, markup, retail pricing, and methods of inventory. Students learn to meet customer demands, forecast sales, plan stock and inventory, operate a cash register, and dispose of slow selling items.

MM 133 - Career Seminar , 52 hours day classes.
Surveys career opportunities in marketing and management. Students learn to prepare a resume and have job interviews. Assessment of individual needs and job attitudes are stressed. Guest speakers add a practical view of the local job market.

MM 134 - Cooperative Internship, 312 hours day classes.
A work experience program for students who have successfully completed the first three quarters of the program. Students work on a full-time basis in marketing situations as trainees with the sponsor serving as community-instructor.

MOA 101 - Medical Assisting Adjustments, 30 hours day classes.
An overview of medical assisting and its relationships to other health fields. Covers the role of the medical assistant, historical background, medical ethics, and the legal aspects of medicine.

MOA 104 - Medical Assisting Skills I, 84 hours day classes.
This course prepares the student to perform assisting skills related to the total needs of the patient. Contains supervised practice of skills needed in the physician's office.

MOA 122 - Medical Assisting Skills II, 88 hours day classes.
A continuation of MOA 104. Students are taught to administer injections, perform sterile techniques, and other assisting skills.

MOA 200 - Medical Administrative Procedures II, 104 hours day classes.
This course covers office procedures, medical receptionist duties, telephone techniques, and skills involving transcription and letter writing.

MOA 206 - Laboratory Techniques, 60 hours day classes.
Students learn to perform simple lab tests common to the physician's office. Techniques include taking smaples of fluids, using the microscope and other equipment, and performing actual tests.

MOA 310 - Medical-Surgical Conditions I, 120 hours day classes.
A study of the more common diseases of each body system. Includes: etiology, symptoms, diagnostic tests, therapies, nursing care, and prognosis.

MOA 311 - Medical Administrative Procedures I, 104 hours day classes.
This course reviews various office skills and covers the accounting cycle, calculators and other business machines, and medical record keeping.

MOA 320 - Medical-Surgical Conditions II, 60 hours day classes.
A continuation of MOA 310 during which the student becomes familiar with the common diseases that affect the human body. Includes various treatments, nursing care, and prognosis.

MOA 400 - Externship I, 125 - 176 hours day classes. Hours extend beyond school day.
Supervised experience in a physician's office during which the student performs various duties in both the administrative and clinical areas and gains experience in the performance of skills learned in class.

MOA 410 - Clinical Experience, 60 hours day classes.
Experience is provided by assigning the student to various areas in a hospital setting. Includes: emergency, surgery, X ray, lab, and other areas under supervision.

MOA 500 - Externship II, 187 - 248 hours day classes. Hours extend beyond school day.
The student is assigned to a second physician's office for three days per week of on-the-job training and experience.

MS 100 / MS 113A, 113B - Machinist Math I, 52 hours day classes / 44 hours night classes.
A review of basic math principles followed by math related to the machinist trade. Includes metric measurement and decimal fractions used by machinists.

MS 111 / MS 111A, 111B - Machine Shop Theory I, 52 hours day classes / 44 hours night classes.
Provides the student with the basic technical knowledge needed in the program. Includes shop drawings, safety, hand tools, measurement and layout, and machine operations.

MS 112 / MS 112A, 112B - Machine Shop Practice I, 156 hours day classes / 132 hours night classes.
Shop practices involving safety, measurement and lay-out, and the operations of turning, drilling, and cut-off machines.

MS 121 / MS 211A, 211B - Machine Shop Theory II, 52 hours day class / 44 hours night class.
A continuation of MS 111. Covers theory associated with vertical and horizontal milling machines, shapers, planers, and various grinders.

MS 122 / MS 211A, 211B - Machine Shop Practice II, 208 hours day classes / 256 hours night classes.
Shop operation of the engine lathe, vertical and horizontal milling machines, and some of their accessories. Covers drilling, boring, threading, knurling, and slitting.

MS 123 / MS 311A,B,C - Machine Shop Practice III, 208 hours day classes / 384 hours night classes.
Continues shop experiences with shapers and milling machines. Covers advanced techniques and students at this point should be able to use all major machine tools found in the shop.

MS 131 / MS 311A,B,C - Machine Shop Theory III, 104 hours day or night classes.
Covers additional theory associated with lathes, milling machines, and shapers along with their accessories.

MS 133 / MS 114A, 114B - Blueprint Reading I, 52 hours day classes / 44 hours night classes.
Covers the basics of blueprint reading for the machinist trade including symbols. The student uses various views in interpreting drawings.

MS 200 - Machinist Math II, 52 hours day classes.
A continuation of MS 100 during which the student learns various formulas, equations, fractions and decimal measurements which relate to the machinist trade.

MS 212 / MS 411A,B,C - Machine Shop Practice IV, 312 hours day classes / 384 hours night classes.
Shop instruction featuring all of the machine tools in a general shop. Students complete projects equivalent to those produced in a job shop.

MS 233 - Blueprint Reading II, 52 hours day classes.
A continuation of MS 133 featuring interpretation of prints, production of sketches, and emphasis on measurements.

MS 500 / MS 501 - Advanced Machine Shop - Tool & Die II, 312 hours day classes / 254 hours night classes.
A first course in tool and die making for persons who have completed basic machine shop and are interested in advanced training.

MS 501 / MS 502, 503 - Advanced Machine Shop - Tool & Die II, 312 hours day classes / 264 hours night classes.
Covers the principles of blanking and piercing dies and bending. Includes theory and shop practices.

MS 502 / MS 504, 505 - Advanced Machine Shop - Tool & Die III, 312 hours day classes / 264 hours night classes.
A continuation of the theory and shop techniques used in tool and die making. Emphasizes set-ups and construction of typical dies.

MS 503 / MS 506, 507 - Advanced Machine Shop - Tool & Die IV, 312 hours day classes / 264 hours night classes.
Advanced machine tool operations and set-ups for punch press. Students build dies and use the press to produce parts.

MS 508, 509 - Advanced Machine Shop - Tool & Die V, 264 hours night classes only.
The concluding phase of training for evening students in advanced techniques for machine shop and the production of working dies for use on a punch press.

MTH 100 - Business Mathematics I, 52 hours day classes / 44 hours night classes.
A review of and practice with basic mathematical functions such as multiplication, division, addition, and subtraction. Also covers fractions, decimals, and percentage.

MTH 120 / MTH 120N - Electronic Math I, 104 hours day classes / 40 hours night classes.
A general review of arithmetic, geometric, and algebraic operations enabling students to apply mathematical concepts to electronic circuits early in the program.

MTH 121 / MTH 702 - Technical Math I, 104 hours day classes / 44 hours night classes.
Covers decimals, fractions, percentages, ratios and proportions, metrics, and introduces plane and solid geometry.

MTH 130 / MTH 130N - Electronic Math II, 104 hours day classes / 40 hours night classes.
The study of trigometric functions, derivations of standard formula, equations, inverse functions, and solutions of triangles. Emphasis is placed on electronic applications.

MTH 138 / MTH 704 - Technical Math II, 104 hours day classes / 44 hours night classes.
A continuation of MTH 121/702 including basic algebraic operations and equations, applied problems, graphing, linear and non-linear equations, determining empirical equations, and basic concepts of conic sections.

MTH 140N - Electronic Math III, 40 hours night classes only.
A continuation of MTH 130N wherein the student applies trigonometric functions to problems in electronics.

MTH 144 / MTH 706 - Technical Math III, 104 hours day classes / 88 hours night classes.
This course deals with trigonometry and the uses of trigonometric functions 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 Mathematics II, 52 hours day classes / 44 hours night classes.
A continuation of MTH 100 which includes business applications of percentage, mark-up, and other applications of math to problems associated with commerce.

PHY 132 / DFT 710 - Physics I, 104 hours day classes / 44 hours night classes.
A course in mechanical physics emphasizing the mathematical operations of natural laws. Covers Newton's laws of force and motion, problems involving projectiles, friction, equilibrium, and circular motion.

PHY 141 - Physics, 104 hours day classes.
A general physics course designed for the student in electronic technology. Introduces areas of science that confront the technician. Includes the concepts of waves and sound, temperature and heat, heat transfer, reflection and refraction, harmonic motion, machine mechanical advantage, and the nature of light and illumination.

PHY 143 / DFT 713 - Physics II, 104 hours day classes /44 hours night classes.
A continuation of PHY 132/710 wherein the student studies dynamics and the concept of momentum. Topics include: energy, power, simple machines, mechanical advantage, and the properties of solids and fluids.

PHY 214 - Physics III, 104 hours day classes.
The third in a series of physics courses for students in mechanical technology. Covers the laws of waves and harmonic motion, temperature and heat, the thermal properties of matter, thermodynamics and heat transfer.

PN 100 - Vocational Adjustments, 20 hours day classes.
This course covers the ethical and legal aspects of practical nursing. Allows the student the opportunity to set goals and objectives for their career and the knowledge to attain these objectives.

PN 112 - Personal and Community Health, 20 hours day classes.
An introductory course relating to cause and prevention of disease with emphasis on personal and community health. Emphasis is on prevention of disease.

PN 114 - Nursing Fundamentals I, 100 hours day classes.
A comprehensive course preparing students to effectively and safely perform nursing skills that meet the total needs of patients in illness. Performance efficiency is attained in various nursing techniques through supervised training both at school and in the clinical area in the general hospital.

PN 121 - Clinical Experience II, 336 hours day classes.
A continuation of PN 114 and PN 124 in the clinical setting. Features supervised experience with nursing procedures while rotating through a planned schedule.

PN 124 - Nursing Fundamentals II, 60 hours day classes.
An advanced course in nursing skills. Offers students the opportunity to gain performance efficiency in meeting the total needs of the medical-surgical patient. A primary topic of the course is sterile technique.

PN 131 - Clinical Experience III, 120 hours day classes.
A continuation of PN 121 wherein students continue to rotate through patient care facilities and providing supervised experience in approved specialty areas.

PN 133 - Medical/Surgical Nursing I, 120 hours day classes.
A study of the diseases and conditions affecting the adult patient. Materials covered are arranged by body system and the study contrasts normal and abnormal body functions.

PN 142 - Clinical Experience IV, 320 hours day classes.
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 - Medical/Surgical Nursing II, 60 hours day classes.
A continuation of PN 133 which includes study of the more common diseases of the human body systems. Students learn definitions, patient symptoms, diagnostic tests, therapies, and indicated nursing care.

RTV 110 - Basic Electricity, 80 hours night classes.
Presents the fundamentals of electricity and electronics to the beginning student. Covers electro-magnetic fundamentals and offers lab experiments on the basic electronic theories.

RTV 111 - Electric Circuits, 80 hours night classes.
Meter circuits, meter operations, and the use of meters are covered in this course. Motors, generators, inductance, capacitance, time constants, and transformers are covered.

RTV 112 - A-C Circuits, 80 hours night classes.
Covers basic AC circuit characteristics followed by LR, RC, and LRC series circuits. Includes parallel and resonant circuits, AC meters, decibles, and filter circuits followed by polyphase systems and power correction.

RTV 232 - Radio Servicing, 120 hours night classes.
Covers the basic circuits found in AM and FM radio receivers. Gives students a background in trouble-shooting and repair.

RTV 242 - Audio Systems, 120 hours night classes.
Designed to train students to trouble-shoot, check, repair, and adjust electronic components in an audio system.

RTV 352 - Black/White Televising Servicing and Antenna Systems, 240 hours night classes.
Coverage of the components of black/white TV receivers plus training in diagnosing, repairing, and adjusting components.

RTV 472 - Color Television Servicing and Antenna Systems, 360 hours night classes.
Covers color theory and provides shop practices in diagnosing, repairing, and adjusting color television receivers and antennas.

WLD 100 - Mathematics, 52 hours day classes.
Basic math applied to welding problems, reviews arithmetic and simple formulas.

WLD 112 / WLD 701, 702 - Basic Arc Welding, 260 hours day classes / 176 hours night classes.
Covers welding safety, use and care of the equipment, and basic arc welding practices using AC/DC equipment to produce welds in horizontal, vertical, flat, and overhead positions on steel plate.

WLD 114 - Welding Theory, 52 hours day classes.
Covers identification of metals, safety, welding machines, symbols, and certification.

WLD 123 / WLD 705, 706 - Advanced Arc Welding, 260 hours day classes / 176 hours night classes.
Continues WLD 113/701; 702 and includes open butt welds in the various positions and the use of the MIG machine.

WLD 132 / WLD 703, 704 - Gas and Arc Welding, 260 hours day classes / 176 hours night classes.
Covers skill development in welding and cutting using the oxyacetylene process. Includes welds in the flat, vertical, horizontal, and overhead positions in both steel plate and pipe.

WLD 135 / WLD 707, 708 - Pipe Welding and Certification, 312 hours day classes / 176 hours night classes.
Provides skills and competencies needed to pass pipe welding certification tests. Welds are made with the AC/DC machine, MIG and TIG machines. Welds are made on mixed steel pipe in the following positions: Horizontal, bell hole, and forty-five degree. Many of these tasks will also be performed on aluminum and stainless steel pipe.

WLD 172 - Blueprint Reading, 52 hours day classes.
Covers the basics of drawing interpretation as applied to the welding trade. Includes: base lines and views, dimensions, notes, specifications, sections, structural shapes, detail and assembly drawings, and symbols.

WLD 200 - Advanced TIG and MIG Welding, 312 hours day classes.
Welding up-date training for persons working in the field who return for additional experience with MIG and TIG machines prior to certification or return to employment.

NOTE TO THE READER:

The clock hours shown for courses described in this catalog are suggested minimums and may vary with the progress of individual students where individualized instruction is in use. The more able student may complete in less time than is shown while others may need more hours per course.

Periodic revision of course content may cause an increase or decrease in clock hours required for the average student to complete a course.

STUDENT ACTIVITIES

GOAL Program

The GOAL program recognizes students who excel in vocational-technical programs. Each full-time program can be represented in the local competition. Instructors nominate their outstanding students who compete for top honors within four curriculum areas. From this competition, winners are chosen to represent business, health, trade, and technical programs. Finally, a school-wide winner is selected to represent Coosa Valley Tech in Georgia's annual GOAL competition held in Atlanta.

The school winner is expected to prepare an exhibit to be placed in competition for the PRIDE AWARD. This award is made during the state-wide competition in Atlanta and recognizes both occupational proficiency and rate of learning.

While in Atlanta, the local GOAL winner is interviewed by judging teams from business, industry, and civic groups for the purpose of selecting Georgia's GOAL student. Winners are announced during a banquet which is televised by the State Educational Television Network. The grand prize is a new automobile. Runners-up receive stereo systems.

Student Council

Representatives from each full-time program make up the student council. These students are elected by their classmates and coordinate various fund-raising and charity projects throughout the year. This group provides a means for students to have input into the decision making process of the school's administration.

Field Day

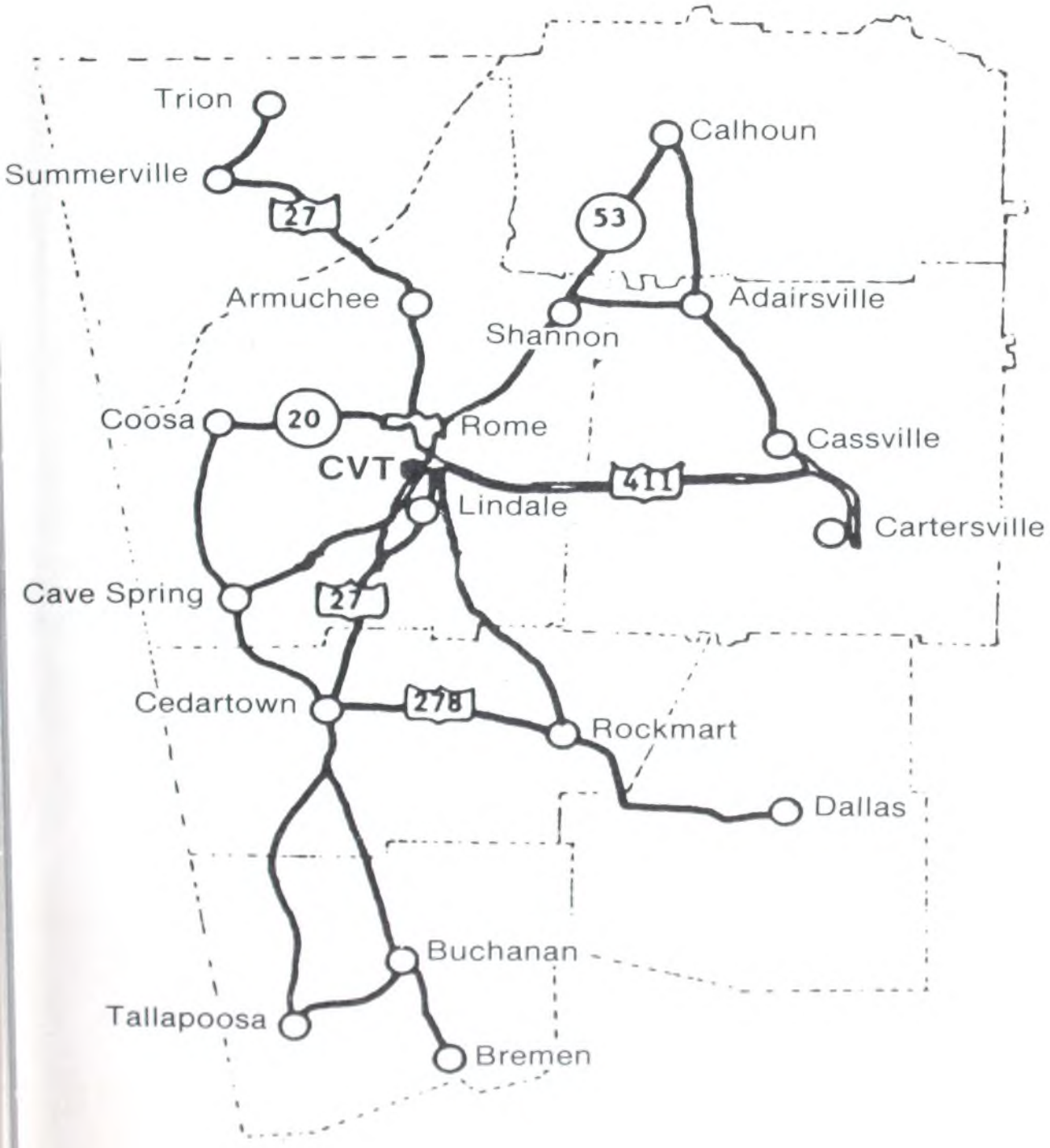
An annual picnic held for all students during the spring. On field day, classes are dismissed early and various games, competitions, and entertainment are provided along with food.

Penny Queen Contest

The student council's annual fund-raising activity. Each program selects a representative to compete for the penny queen title. Students sell food and other items on campus to raise money in support of their candidate. The students raising the most money win the competition and their representative is crowned as the school's penny queen. Money raised by this method is used by the student council in its other activities.

GENERAL SCHOOL CALENDAR

Coosa Valley Tech operates on a quarter system with quarters beginning in late September, early January, late March, and early July. Each quarter consists of 52 school days. Applicants should refer to programs listed in this catalog for beginning dates and class hours.


Trion
Summerville
27
Armuchee
Coosa
20
Rome
CVT
Lindale
Cave Spring
27
Cedartown
278
Rockmart
Dallas
Buchanan
Tallapoosa
Bremen
Calhoun
53
Adairsville
Shannon
Cassville
411
Cartersville