

A photograph of the Coosa Valley Vocational Technical School building. The building is a single-story structure with a curved facade and a series of tall, rectangular columns. The name "COOSA VALLEY VOCATIONAL TECHNICAL SCHOOL" is inscribed in capital letters along the top edge of the building. In the foreground, there is a paved walkway that curves around the building, and a grassy area. Some trees and branches are visible in the upper left and right corners of the image.

COOSA VALLEY VOCATIONAL TECHNICAL SCHOOL

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 students 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, including but not limited to academic requirements for graduation, without actual notice to individual students.

It is important that students note that it is their responsibility to keep current on graduation requirements for their particular program.

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 Tech
112 Hemlock Street
Rome, Georgia 30161
404 - 235-1142

COOSA VALLEY TECH

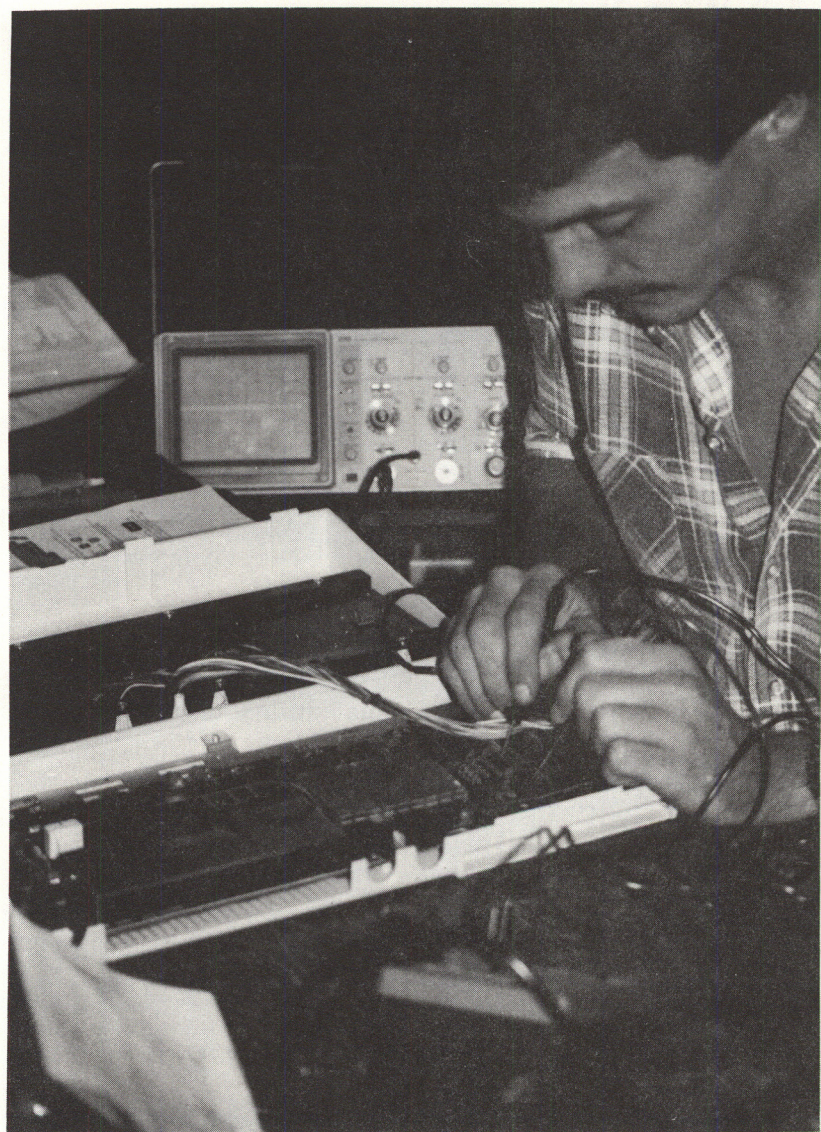
**1986-1988
Catalog**

**Volume IV
Summer 1986**



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HISTORY

Coosa Valley Tech opened in September 1962. The Floyd County Board of Education was its first governing body and the school offered eight career training programs. Construction of new facilities in 1966, and again in 1973 greatly expanded the school's enrollment as ten new programs were added to its curriculum.

Governance of the school was temporarily transferred to the Floyd County Board of Commissioners in 1968 pending approval of legislation establishing a permanent governing board for the school. In 1969, the Coosa Valley Tech Board of Trustees was authorized by a legislative act. Responsibility for the school's operation was transferred to the Board of Trustees in that same year.

In 1970, an agreement with Floyd Junior College made it possible to apply credit from Coosa Valley Tech to an associate degree from the college under a joint-enrollment program. Coosa Valley Tech was accredited by the Southern Association of Colleges and Schools in 1972. A work-sample/ evaluation lab was established on campus in 1972 to offer skills testing, evaluations, and remedial studies.

A third expansion of facilities was completed in 1981 which added two new programs to the curriculum. This expansion also added the Admissions/Health Building located on a tract of land acquired for future expansion. The new building permitted relocation of the Office of Admissions, the health occupations programs, and the developmental lab to new facilities. During the early 1980's, an extensive off-campus training program was operated for students under the Comprehensive Educational-Training Act funded by the Georgia Department of Labor.

Until 1985, the school provided facilities for use by local adult-educators who taught classes that prepare students for the GED test. In 1985, a permanent Adult Education facility was constructed on the Coosa Valley Tech campus.

PHILOSOPHY AND PURPOSE

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

The purpose of Coosa Valley Tech is to provide all citizens with education and training that will enable them to compete successfully for employment in the business and industrial community. An expanded statement of philosophy and purpose is included in the school's policy manual, and in materials used in the orientation of new faculty and staff.

ADVISORY COMMITTEES

High instructional standards are maintained through the assistance of a general advisory committee for the school, and program advisory committees for each occupational area. Advisory committees consist of men and women from the community who either work in the field for which the training program is directed, or have

an interest in the development of quality career preparation programs for the people of this area.

CREENTIALS AWARDED

Coosa Valley Tech awards a diploma to those who successfully complete a prescribed program of study. Credit from most of the school's programs can be applied to the requirements for an associate degree from Floyd Junior College. See *Associate Degree/Joint-Enrollment Programs*.

A TYPICAL SCHOOL CALENDAR

Coosa Valley Tech operates on the quarter system. Each quarter has 52 school days plus in-service and holidays. The four-quarter school year includes a regular summer quarter. Most programs admit new students at the beginning of any quarter.

FALL - Classes start during the last week in September or the first week in October. Thanksgiving is observed by closing the school, usually on Thursday and Friday, in late November. The fall quarter ends in the middle of December and is followed by several days of in-service during which the students are out of school. The Christmas holidays follow in-service and the school is closed until after the first of January.

WINTER - Classes start during the first week in January. School is closed for one day, usually a Monday, in the middle of January to observe Martin Luther King's birthday. The quarter ends in late March and is followed by several days of in-service.

SPRING - Classes start during the last ten days of March. In early April, the school is closed for one week of spring holidays. In late May, the school closes for one day, usually Monday, to observe Memorial Day. The quarter ends around the middle of June and is followed by several days of in-service. Summer vacation follows and extends through the first week in July.

SUMMER - Classes start during the second week in July. A three-day in-service conference for instructors occurs in early August and the school is closed for students. Labor Day is observed by closing the school for one day, usually the first Monday in September. The quarter ends in late September and is followed by several days of in-service.

THE DAILY SCHEDULE

Full-time programs meet Monday through Friday. Class hours are generally from 8:00 a.m. to 2:30 p.m. Exceptions to this schedule occur in Welding and Cosmetology where there are both morning and afternoon full-time classes. In Welding, the hours are from 7:00 a.m. to 1:00 p.m. and from 12:30 p.m. to 6:30 p.m. The morning Cosmetology program has the school's regular schedule. Afternoon Cosmetology students attend from 1:30 p.m. to 8:30 p.m. except on Friday's when class ends at 5:30 p.m.

Full-time Practical Nursing, Marketing & Management, and Medical Office

Assistant students participate in off-campus clinical or externship training during a portion of their programs. For these periods, students are required to work the regular hours of the employer providing the work experience.

Evening classes meet from 6:30 p.m. to 10:30 p.m. Monday through Thursday. Evening programs meeting three nights per week are considered to be half-time. Welding and Wood-working meet two nights per week and are considered as less than half-time programs.

Evening business classes may be scheduled for one, two, or three nights per week. The majority of evening classes meet on Monday, Tuesday, and Wednesday nights.

ACCREDITATION

Coosa Valley Tech is fully accredited by the Southern Association of Colleges and schools.

NON-TRADITIONAL STUDENTS

Individuals who enroll in programs where 80% or more of their classmates are of the opposite sex are considered as non-traditional students. 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 possible career opportunities and to make their enrollment decisions based on their individual needs. Coosa Valley Tech's programs have admitted non-traditional students since the school opened in 1962.

EQUAL OPPORTUNITY

It is the policy of Coosa Valley Tech to support equal opportunity and a non-discrimination statement is printed on the inside cover of this catalog. Coosa Valley Tech has filed compliance agreement forms with the federal government agreeing to abide by the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The following employees of Coosa Valley Tech are responsible for implementing the non-discrimination provisions of Title IX and Section 504:

Charles Rice, Title IX, Sex Equity Coordinator, Telephone: 235-1145

Carroll Watters, Section 504, Handicapped Coordinator, Telephone: 235-1142

Inquiries concerning the application of these laws to the policies and procedure of the school should be addressed to the above named individuals and mailed to Coosa Valley Tech, 112 Hemlock Street, Rome, Georgia 30161.

DISCRIMINATION COMPLAINTS

The students or employees of Coosa Valley Tech should report any incident where there is reason to believe that they are the victims of discrimination because of their race, sex, age, color, national origin, or handicap. Students and employees should also report any incident of sexual harassment perpetrated by an employee of the school or a fellow student.

To report a complaint, write a description of the incident and turn in the written statement to either of the officials listed above or to Mr. Edwin Buice, the administrator in charge of day classes, or to Mr. Joe Knighten, the administrator in charge of evening classes.

A confidential investigation will be made, based on the written complaint. Disciplinary action consistent with school policies will be taken against those who intentionally violate the civil rights of others. Students and employees have the right to appeal decisions made by school administrators to the Coosa Valley Tech Board of Trustees, and to the State Board of Postsecondary Vocational Education

STUDENT SERVICES

A variety of services are provided by Coosa Valley Tech to assist those who enroll for training. The following student services are located in the Admissions/Health Building and are available free of charge. Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. Students are encouraged to call 235-1145 for an appointment.

COUNSELING - Qualified school counselors are available to talk with students about their personal or school-related problems and to assist in career planning. All counseling is on a confidential basis.

FINANCIAL AID - A full-time financial aid officer is available to help with the application for financial assistance. See the section on admissions for a list of available aid programs.

TESTING AND EVALUATION - Coosa Valley Tech uses information from its admissions testing program to assist students who need career advisement, remedial study, or counseling. An applicant can request a personal evaluation, including aptitude or interest tests, when unsure of an appropriate career choice. Testing is provided free of charge on a regular schedule. Individual evaluations are also free, but require an appointment. Call 235-1145.

THE DEVELOPMENTAL STUDIES PROGRAM

Occasionally, testing will reveal the need for an applicant to take a review class in reading, arithmetic, or both of these basic skills. Coosa Valley Tech provides free instruction to help applicants to develop good study habits and review forgotten basic skills.

Referral to the developmental studies program may come as a result of admissions testing or from the student's inability to make satisfactory progress in a class. The developmental studies classroom is located in the Admissions/Health Building.

NEW STUDENT ORIENTATION

Orientation acquaints students with the policies and procedures of Coosa Valley Tech. Student orientation is conducted within the classrooms by the instructors in each program. Orientation provides a review of the Student Handbook, and allows for questions and answers pertaining to the student's program of study, the handbook, and the general regulations of the school.

ACCIDENTS

In the event of an accident or illness, the student should contact the instructor in the area for assistance in obtaining treatment. The school's administration should be contacted in cases where an ambulance or police services may be necessary. All students are required to have accident insurance or sign a release form at registration.

STUDENT ORGANIZATIONS

At Coosa Valley Tech, student activities generally center on clubs and the competitions that these clubs enter into with other schools. There are two student groups on campus:

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA) is the largest student organization with membership from most of the school's programs of study. Students from this organization have been consistent winners in skills competition at the state and national levels.

PHI BETA LAMBDA is an organization which limits its membership to students in business and office education programs.

THE GOAL PROGRAM

Outstanding students are recognized for their achievements through the annual GOAL program at Coosa Valley Tech. This program features local competition between students at a local banquet. The student selected as the school's GOAL winner represents the school at the state level. GOAL stands for Georgia Occupational Award of Leadership. The winner of the GOAL competition usually receives a new automobile and has the responsibility of representing the interest of vocational education for one year.

Any student may be selected as a GOAL nominee if he or she has completed two or more quarters of study that scheduled twenty or more clock hours per week. Any number of outstanding students may be nominated by an instructor as a means of recognizing excellence. The GOAL competition is conducted annually during the spring quarter.



Admissions

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- Admission Testing*
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- Admission Interviews*
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- Acceptance to School*
- Credit for Previous Training*
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- Associate Degree Options*
- High School Seniors Attending CVT*
- Veterans Attending CVT*

An applicant must be at least 16 years of age. Cosmetology and Health applicants must be at least 17 years of age. Proof of high school graduation is required for full-time programs other than the Skilled Trades. Evening classes do not require proof of high school graduation. Cosmetology applicants must have completed the tenth grade. Medical Office Assistant applicants must have basic typing skills or be enrolled in a pre-admissions typing class. Applicants to Electronics who have credit for one quarter of college algebra (Algebra 111) with at least a C average are exempt from admission testing.

ADMISSION TESTING

No tests are required for the following programs: Machine Shop, Masonry, Welding, and Evening Programs other than Computer Technology. Applicants to other programs are required to take pre-admission tests to determine readiness for work involving reading and math.

Admission testing is free. Applicants should report to the Admissions/Health Building at approximately 8:15 a.m. on any weekday other than Wednesday. It is not necessary to make an appointment and an application for admission is available at the test site.

Data Processing and Computer Technology applicants are required to take a Programmer Aptitude Test. Call 235-1145 to schedule this test or to ask questions about other tests.

HIGH SCHOOL OR COLLEGE TRANSCRIPTS

Applicants to full-time programs other than the skilled trades should submit an official transcript from the last high school attended. If the applicant has attended school beyond the high school level, transcripts from these schools should also be sent to: Office of Admissions, Coosa Valley Tech, 112 Hemlock Street, Rome, Georgia 30161.

The GED Test will be accepted as proof of high school graduation. Cosmetology applicants should provide a high school transcript showing completion of the tenth grade or higher.

Applicants to Electronics Technology may provide a college transcript showing credit for one quarter of College Algebra 111 with at least a C average and exempt admission testing requirements.

ADMISSION INTERVIEWS

An admission interview is required for all part-time evening programs and for the following full-time programs: Auto Body Repair, Carpentry, Cosmetology, Electrical Maintenance, Electronics, Masonry, Medical Office Assistant, Practical Nursing, and Welding.

An admission interview is optional for all other full-time programs and is recommended for those who want to discuss the training program in detail with its

instructor.

The admission interview will be arranged through the Office of Admissions following completion of an application and/or any required admission testing.

ADDITIONAL REQUIREMENTS FOR HEALTH STUDENTS

In addition to the requirements already covered, health applicants must complete a health occupations application procedure that includes a medical and dental examination. The Office of Admissions will provide the necessary forms to the applicant.

ACCEPTANCE TO SCHOOL

Applicants are admitted on a first-to-qualify / space-available basis. After completion of the requirements for admission, applicants are notified to pay a \$20 Acceptance Fee. This fee is not refundable and serves to complete the admission process.

CREDIT FOR PREVIOUS TRAINING

Credit for high school, college, or vocational school training may be granted by the instructor. The granting of credit for work done at other schools will require a transcript from the applicants former school. Work experience and certain skill subjects may require performance testing under the supervision of an instructor.

ADMISSIONS APPEAL PROCESS

Applicants who feel that they were unjustly denied admission to Coosa Valley Tech may appeal their case to the Director of the school. Such appeal must be in writing and an appropriate time shall be allowed during which the merits of the appeal will be examined. The Director will make a written report of the findings of the examination upon its conclusion. Further appeals may be made to the Coosa Valley Tech Board of Trustees and to the State Board of Postsecondary Vocational Education.

Applicants for admission are valid for the quarter specified as the desired entry date. It is the applicant's responsibility to periodically up-date an application for admissions.

ASSOCIATE DEGREE OPTIONS

Credit earned in most of the full-time at Coosa Valley Tech may be applied to an associate degree from Floyd Junior College under an agreement between the two

schools. Specific curriculum requirements have been established for joint-enrollment associate degrees in Data Processing, Electronic Technology, and Secretarial Science.

The associate degree in applied science from Floyd Junior College may be obtained by those holding a diploma from Coosa Valley Tech's programs other than Accounting, Practical Nursing, and the three joint-enrollment programs mentioned above. This option allows credit for the diploma from Coosa Valley Tech in combination with certain academic credit from the college. Contact the Office of Admissions for more information.

HIGH SCHOOL SENIORS ATTENDING CVT

High school seniors may attend Coosa Valley Tech during their senior year as an alternative to returning to high school. Such students must have completed state and local required units and need only to complete a limited number of elective units for graduation. The written recommendations of parents and high school principal are required.

VETERANS ATTENDING CVT

Veterans and other eligible students who receive Veterans Administration educational entitlements are required to comply with admissions, academic, and attendance regulations that have been established for all students attending Coosa Valley Tech. Additionally, students receiving VA benefits are required to comply with the following:

1. Students who plan to attend Coosa Valley Tech and receive VA benefits must seek credit for all previous training or experience which could be applicable to their chosen course of study. These students are required to submit a transcript or other documentation which describes vocational, technical, college, military, or other training or experience which could be considered as being equal to courses required in Coosa Valley Tech's curriculum. Written notice will be given by the school granting or denying credit for such previous training or experience. Veterans Administration regulation number 14253 requires that all previous training be evaluated for possible credit.
2. Once admitted, students receiving Veterans Administration benefits must comply with the attendance regulations of the school and are required to report any changes that could affect their status with the Veterans Administration. These changes include dropping or adding subjects; transferring from full-time to half-time programs and vice-versa; and withdrawing from school.

Any overpayment to a student receiving VA benefits that results from the student's failure to comply with these regulations will become the student's obligation for repayment. Call 235-1142 for additional information on veterans benefits while attending Coosa Valley Tech.



Tuition, Fees, Financial Aid

The Acceptance Fee
Registration for Classes
Quarterly Tuition and Fees
Out-of-State Quarterly Charges
No Tuition for Senior Citizens
Textbooks and Other Charges
Accident Insurance is Required
The Refund Policy
Qualifying for Financial Aid
Sources of Financial Aid
Other Sources of Aid
The Financial Aid Transcript
Academic Progress and Financial Aid
Financial Aid Appeal

THE ACCEPTANCE FEE

Upon completion of the application process, applicants are notified to pay a \$20 Acceptance Fee. This non-refundable fee reserves space for the student in the program for which application was made.

REGISTRATION FOR CLASSES

At registration, students schedule classes, pay tuition and fees, buy textbooks, and complete the necessary forms that finalize enrollment. Registration is held at the beginning of each quarter. Practical Nursing and Welding may admit students at times other than the beginning of the quarter. Individual and departmental registration procedures have been established for students entering school at these times.

QUARTERLY TUITION AND FEES

A combination tuition and supply fee is paid at registration. The tuition is set by the State Board of Postsecondary Vocational Education. The supply fee is based on the cost of operating individual programs and is set by the school. Tuition and supply fees are subject to change without notice.

Total Charges	Cost Breakdown Tuition/Supplies	Program Type	Programs With These Quarterly Charges
\$89	(\$66 plus \$23)	Day, Full-time	Business, Health, Marketing, Cosmetology
\$17	(\$12 plus \$5)	Night, Part-time	Business, one night per week
\$32	(\$22 plus \$10)	Night, Part-time	Business, two nights per week
\$48	(\$33 plus \$15)	Night, Half-time	Business, three nights per week
\$104	(\$66 plus \$38)	Day, Full-time	Trade and Technical Programs, except below:
\$54	(\$33 plus \$21)	Night, Half-time	Trade and Technical Programs, except below:
\$144	(\$66 plus \$78)	Day, Full-time	Auto Body Repair or Machine Shop
\$72	(\$33 plus \$39)	Night, Half-time	Machine Shop, three nights per week
		Night, Part-time	Mach. Shop, \$25 one night/\$48 two nights/wk
\$216	(\$66 plus \$150)	Day, Full-time	Welding, Morning or Afternoon Programs
\$83	(\$23 plus \$60)	Night, Part-time	Welding, two nights per week
\$36	(\$22 plus \$14)	Night, Part-time	Woodworking, two nights per week

OUT-OF-STATE QUARTERLY CHARGES

Alabama residents are exempt from out-of-state tuition charges under a reciprocal agreement that allows residents of Georgia and Alabama to attend technical schools without paying extra tuition. All other nonresidents pay double the tuition charged in the above chart. Supply fees for nonresidents are the same as those of Georgia residents. A nonresident is anyone who has not lived in Georgia continuously for the twelve months preceding registration for classes at Coosa Valley Tech.

NO TUITION FOR SENIOR CITIZENS

Residents of Georgia who are 62 years of age and older may enroll as regular students on a "space-available" basis without payment of tuition. Students in this category will be charged a supply fee and will be required to purchase textbooks and/or accessories needed in the program. These applicants must comply with the regular admission procedure for the program to which they seek enrollment.

TEXTBOOKS AND OTHER EXPENSES

Textbooks are purchased during the registration period or on the first day of school. In addition, certain programs require students to provide small hand tools, special equipment, uniforms, and protective clothing. Most skilled trade programs require students to provide hand tools. Cosmetology students must purchase a cosmetology kit, and Welding students must buy protective clothing and safety equipment.

Coosa Valley Tech suggests that beginning students set aside a minimum of \$100 for use in purchasing textbooks, small tools, kits, and safety equipment.

ACCIDENT INSURANCE IS REQUIRED

All students at Coosa Valley Tech are required to carry accident insurance. Students are required to either provide evidence of coverage under an existing policy, sign a release form, or purchase accident coverage under a school policy at registration. Coverage under the school policy is from fall through summer and must be renewed each fall.

THE REFUND POLICY

The \$20 Acceptance Fee is not refundable. A refund of 75% of the tuition and supply fee paid will be made to the student if requested, subject to the following conditions. The refund request must be made during the first 14 consecutive calendar days, including holidays, that follow the beginning date of the quarter for which the tuition and fees were paid. Refunds will be reduced by any previous indebtedness to the school. No prorata refunds are allowed. Contact the school's business office to make a written request for a refund.

QUALIFYING FOR FINANCIAL AID

The primary purpose of the financial aid program is to provide assistance to students who would otherwise be unable to attend school. All students are encouraged to apply for financial aid if they feel that the cost of attending school will place a hardship on the family's ability to provide for such costs.

Traditionally, most of Coosa Valley Tech's students are able to qualify for one or

more of the financial aid programs listed herein. Financial aid is based on need; therefore, the greater the need, the more aid that a student may qualify to receive.

Factors that influence the amount of aid that a student may qualify for include income earned by the student and/or student's parents, the number of persons in a family, and special conditions such as recent divorce, job loss, or other factors. In general, students can expect to qualify for aid when the adjusted gross income used to determine eligibility is less than \$30,000 per year.

Students may apply for aid through the Financial Aid Office located in the Admissions/Health Building. Office hours are from 8:30 a.m. to 4:00 p.m. and applicants are advised to call 235-1145 for an appointment. Application forms for financial aid can be obtained from Coosa Valley Tech, from local high schools, and from area colleges.

SOURCES OF FINANCIAL AID

To be eligible for any of the following financial aid programs, a student must be enrolled for at least 12 clock hours per week and making satisfactory academic progress.

PELL GRANT - This federal basic grant does not require repayment after the student has met certain attendance requirements. The average Pell Grant award at Coosa Valley Tech is between \$700 and \$1,300 per academic year. Application for this grant may be made prior to entering school. Four to six weeks are required to determine eligibility. A student aid report will be sent to the applicant and should be brought to Coosa Valley Tech's financial aid officer. Applicants must be in school for 10 days before the school will request payment of the award. Payment comes directly to the applicant from the federal government. The processing time for this payment is usually four to six weeks. Students should plan to pay their first quarter expenses from their own resources.

GEORGIA INCENTIVE GRANT - Available to Georgia residents only. This grant does not require repayment and awards up to \$450 per academic year. Payment is sent to the school's financial aid officer and should be on hand prior to fall quarter registration. Application must be made between January and May as funds are limited. Applicants must have been accepted for admission or be in class on a half-time or greater basis.

STUDENT LOANS - Applications are available from local banks and savings & loan companies. This source of aid will award any amount up to \$2,500 per academic year to students attending half-time or greater schedules. These loans are renewable, carry low interest rates, and require no collateral. Repayment of principal and interest is delayed while the student is in school.

Student loan applicants must have applied for the Pell Grant and provide the financial aid officer with a copy of their student aid report. The school must certify that the student has been accepted for admission. Payment is made quarterly to the school in the student's name. The loan is expected to cover the full year's expenses. One or two weeks are required for processing when a valid student aid report from the Pell Grant is available. Repayment begins a few months after the student leaves school.

TUITION - CANCELLATION WORK PROGRAM - A campus-based work/study program that allows half-time or greater students to work off the tuition portion of their quarterly expenses. Generally, students work at jobs suitable to their existing skills and can cancel up to \$66 per quarter if attending full-time, or half this amount when attending half-time. The amount of the award is subtracted from the total due at registration. The student is responsible for the supply fee and the purchase of textbooks and other supplies. Available to those applicants who have been accepted for admission.

OTHER SOURCES OF AID

In addition to those sources of aid listed above, some students may qualify for assistance from the following off-campus aid programs.

J.T.P.A. - Sponsorship by the Job Training Partnership Act pays for books, fees, and other school costs. The J.T.P.A. student also receives a small weekly stipend. Apply at the Georgia Department of Labor, Employment Office. Initial eligibility is determined by the Labor Department. Next, the applicant must be accepted for admission to a full-time program of five quarters or less at Coosa Valley Tech. Finally, a selection committee from the school will determine who will be funded for available openings.

VOCATIONAL REHABILITATION - Applicants with various handicapping conditions may obtain job training assistance from the local Vocational Rehabilitation Office, a division of the Department of Human Resources.

VETERANS ASSISTANCE - Educational benefits are provided for veterans and war orphans through the Veterans Administration. To determine eligibility, contact the local VA Service Office in your area. They are listed in the telephone directory.

THE FINANCIAL TRANSCRIPT

If an applicant has attended any post-secondary school, regardless of whether the student was an aid recipient, he or she must request that each school attended send a financial aid transcript to Coosa Valley Tech's financial aid officer. The financial aid transcript must be received by Coosa Valley Tech before any aid can be awarded.

ACADEMIC PROGRESS AND FINANCIAL AID

Students receiving financial aid from any institutionally controlled or administered aid program must maintain satisfactory academic progress in order to sustain eligibility for such assistance. The criteria listed below and that listed in the section on Academic Information will be used to determine eligibility for the continuation of financial aid.

Students receiving financial aid through the school will be tentatively denied aid when they fail to satisfy the criteria specified in the paragraphs below:

Students receiving financial aid must maintain a passing average for the duration

of their program of study, as well as for the last quarter for which grades are posted, or be placed on probation as specified below in order to remain eligible for financial aid. Failures, incompletes, withdrawals, and courses dropped are considered to be classwork attempted but not satisfactorily completed. (See Calculating Satisfactory Progress in the section on Academic Information). At each grading period, students receive a passing or failing numerical grade or a symbol indicating incomplete work, in progress work, or withdrawal. The point-value of any symbol is averaged with any numerical grades to arrive at a passing or failing average for the grading period.

Probation will be imposed automatically for a period not to exceed one quarter on students who fail to maintain a passing average as described above. During the probationary period, the student must take a normal course load and make grades that, when combined with those of the previous quarter, are sufficient to produce a passing average for the combined grading periods.

Students enrolled in regular coursework may take remedial (developmental) courses in reading and/or math that are non-credit and receive financial aid provided that enrollment in such remedial courses does not exceed two quarters. Students may not receive financial aid for attendance in non-credit remedial courses that are not a part of a schedule that includes regular coursework.

Financial aid will tentatively be denied to students who, immediately after graduating from a program of study, enroll in a different program of study. Such students will be required to justify in writing the necessity for the new program of study before aid will be awarded.

Financial aid will be tentatively denied to students who require more than a one-quarter extension for the normal length of the program of study as outlined in the school's catalog.

FINANCIAL AID APPEAL

Students who are denied aid may appeal and seek an exception to the above rules. The appeal must be in writing and delivered to the Assistant Director in charge of instruction for full-time classes. An Ad Hoc committee, chaired by the Assistant Director and including the student's instructor and one other faculty member, will meet to consider the appeal.

The student must appear to explain why an exception should be made to the above rules. The school's financial aid officer will be present, without voting rights, to explain the rationale for having tentatively denied financial aid.

The committee may uphold the denial of aid or it may grant a one-quarter exception, except in the case of a student seeking aid for a new training objective following graduation from another program as described above.



Academic Information

- The Grading System*
- Calculating Satisfactory Progress*
- The Early Placement Plan*
- The Director's List*
- Academic Probation*
- Class Attendance*
- Appeal to the Attendance Review Board*
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- Student Records*
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THE GRADING SYSTEM

Business, Trade and Technical Programs	Health Occupations	Developmental and Early Placement
91-100 A	94-100 A	Satisfactory S
81-90 B	87-93 B	Unsatisfactory ... U
70-80 C	80-86 C	
Below 70 Unsatisfactory	75-79 D	
	Below 75 Unsatisfactory	

Other Symbols: IP= Class In Progress. INC= Incomplete Work. WP= Withdrew Passing. WF = Withdrew Failing. WD= Withdrew within three weeks of entering school.

CALCULATING SATISFACTORY PROGRESS

For the purpose of calculating a numerical average, the following point-values will be temporarily substituted for the associated symbol and averaged with the numerical grades:

IP= 75 points for one quarter, Reduced to 60 if not replaced by a numerical grade in the next quarter.

INC= 60 points for one quarter. Recorded as 60 if not replaced by a numerical grade in the next quarter.

WF= 60 points for one quarter. Upon re-entry, the course must be repeated.

WD= 60 points for one quarter. Upon re-entry, the course must be repeated.

WP= 75 points for one quarter. Upon re-entry, the course must be repeated.

An INC or IP that has not been replaced by a numerical grade at the next grading period will be replaced by a grade of 60 on the student's permanent record card.

THE EARLY PLACEMENT PLAN

This plan permits the early placement of a student in an approved work experience situation and the granting of academic credit for such on-the-job experience. The purpose of the plan is to allow students to accept appropriate employment opportunities without jeopardizing their eligibility for a certificate of graduation. Early placement for full-time day students is limited to the final quarter of the student's program. Early placement for part-time evening students is limited to their final two quarters of study.

Registration for the early placement program requires payment of one-third of the quarterly tuition rate. Student progress will be reported for EPP 400 Early Placement, using the symbols S for satisfactory and U for unsatisfactory. Such symbols shall be based upon an employer evaluation of the student's work performance that was submitted to the school.

THE DIRECTOR'S LIST

Students attending on a half-time or greater basis are eligible for the Director's List if they make a numerical average of 90.5 or higher for a grading period. Where symbols are given instead of a numerical grade, such symbols will be averaged using the point-values shown above.

ACADEMIC PROBATION

Students failing to maintain a passing average using the above grading system will automatically be placed on probation for the following quarter. Students unable to maintain a passing average while on probation will be required to withdraw from school.

CLASS ATTENDANCE

Students are expected to attend each scheduled class. Regular attendance is considered to be a part of the student's job preparation program. Jury duty and annual active duty military training are the only excused absences. All other absences count and are used to determine if a student has exceeded the limits of the school's attendance policy. There are no penalties for absenteeism until the limits have been exceeded. These limits are:

Students are subject to dismissal from a class when absenteeism exceeds 10% of the hours for which the class is scheduled. This normally occurs with the 6th absence for a full-time student and with the 4th absence by a half-time student.

Tardies - A student that is not in class when the bell rings is tardy. Three tardies count as an absence.

APPEAL TO THE ATTENDANCE REVIEW BOARD

Students who exceed the 10% limit for absenteeism may remain in class by appealing to the Attendance Review Board. A written explanation of the reasons for absenteeism should be filed with the Instructional Coordinator on the first day that the student is in school following the absence that exceeds the 10% limit.

The Attendance Review Board meets on Thursday at 2:30 p.m. Students should file their requests for review within 24 hours of the absence that exceeds the attendance policy. At the time that the student gives a written request for attendance review, he or she will be given a permit to return to class. This permit will temporarily allow the student to remain in school beyond the limits of the attendance policy.

Students may appear before the Attendance Review Board to further explain the reasons for their having been absent. Students with cases under review are required to report to the Instructional Coordinator on Friday, following the meeting of the Board, to sign and receive a copy of the Board's decision. Students can expect one of the following rulings from the Attendance Review Board:

1. Permission to remain in class under Attendance Probation. Further absences are limited and could result in the student's dismissal from class or from school.
2. Dismissal from the class or classes in which absences exceed the 10% limit. See the policy on readmission. Students may appeal any of the Attendance Review Board's decision to the school's Board of Trustees.

READMISSION AFTER INTERRUPTION OF TRAINING

Students who withdraw in good standing because of illness or personal hardship are given preference for admission on the next available entry date. Such persons must give the school advanced notice of their intent to apply for re-admission.

Students who were on academic or attendance probation at the time of withdrawal may re-enter at the next scheduled registration period; however, they will be subject to the admission requirements as new students. Readmission will be accompanied by probation.

Students that have been dismissed as a result of a disciplinary action may apply for re-admission after having been out of school for one academic quarter. Such applications will be reviewed by an Administrative Committee which will decide whether or not to readmit the applicant.

Students may re-enter the same program only twice while under any type of probation. Thereafter, they are barred from re-entering that same program again.

STUDENT RECORDS

The Office of Admissions maintains permanent academic records on all students who have enrolled at the school. These records will not be made available to others except where permitted by law, or upon the written request of the student, or upon request by the parent or guardian when the student is less than 18 years of age.

Upon written request, any present or former student may inspect personal educational records and may request a hearing to challenge any information seemed to be misleading or inaccurate.

GRADUATION REQUIREMENTS

Students may participate in the school's graduation exercises and receive a Certificate of Graduation provided they:

1. Complete all units of the program of study in which they are enrolled, and
2. Have a minimum grade average of 70 (75 for health occupations programs), and
3. Have complied with the school's attendance policy, and
4. Have no outstanding debts to the school, and
5. Are recommended for graduation by the major instructor for their program of study.



Career Programs

*Day and Evening Career Programs
Personal Development Courses
Off-Campus Training
Quick Start*

ACCOUNTING

Day or evening classes are available. Students may enter during the fall or spring quarters. Nine months are required to complete the full-time day program. Eighteen months is the minimum time required to complete the half-time evening curriculum. Non-credit math and/or English classes may be required to day students who do not pass departmental placement tests. When required, non-credit courses must be completed before one can schedule those regular subjects marked by an asterisk.

The study of accounting prepares students for employment with banks, financial institutions, and with business and industry. Accounting is the language of business, and this program includes both traditional record keeping methods and the use of modern microcomputers for the same purpose.

Following the list of required courses are a group of electives. Two or more electives must be scheduled by the student to satisfy the requirements set forth in the curriculum outline.

Course Titles	Course Numbers	Day Hours	Evening Hours
Accounting I	ACC 101	104	44
Accounting II	ACC 201	104	44
Accounting III	ACC 301	104	44
Income Tax	ACC 120	52	44
Typewriting I	BUS 101	104	88
*Business English I	ENG 101	52	44
Business English II	ENG 201	52	44
*Business Math I	MTH 101	52	44
Business Machines	BUS 111	52	44
Data Entry I	DEO 101	104	--
Employability Skills	BUS 115	52	44
Microcomputers	BUS 102	--	44
Electives. See the list below		104	264
Curriculum subject to change without notice. Total Hours: 936			792

ELECTIVES. 52 Hour courses: Professional Development, Business Psychology, Consumer Education, Business Law, Effective Selling, Management & Supervision, Machine Transcription. **104 hour courses:** Shorthand I, Microcomputers, Information Processing.

AIR CONDITIONING SERVICES

This evening program is based on the Heating & Air Conditioning curriculum listed elsewhere in this catalog. Students may enter in any quarter. Twenty-four months are required to complete the program.

This program provides the evening student with classroom and shop courses that develop skills needed when servicing air conditioning and refrigeration equipment. Graduates should qualify for employment with companies that specialize in installing and servicing heating and cooling equipment.

Course titles	Course Numbers	Evening Hours
Basic Refrigeration	HAC 707	120

<u>Course Titles</u>	<u>Course Numbers</u>	<u>Evening Hours</u>
Basic Electricity	HAC 708	120
Air Distribution	HAC 714	120
System Design & Layout	HAC 717	120
Automobile Air Conditioning	HAC 719	120
Sheet Metal Fabrication	HAC 709	120
Heating Equipment	HAC 705	120
Automatic Controls	HAC 720	120
Curriculum subject to change without notice.		Total Hours: 960

AUTO BODY REPAIR

Day classes only. Students may enter in the fall or spring if space is available. Eighteen months are required to complete this full-time program.

Students in the Auto Body Repair program take class and shop courses that develop the skills that are necessary for employment in a body shop as painter, repairer, or as a specialized refinisher. The training includes the use of laser-guided equipment for the structural repair of uni-body vehicle, metal and fiberglass repairs, and the techniques for state-of-the-art painting and refinishing.

<u>Course Titles</u>	<u>Course Numbers</u>	<u>Evening Hours</u>
Auto Body Theory I	ABR 101	52
Auto Body Lab Practices I	ABR 102	260
Auto Body Theory II	ABR 210	52
Auto Body Lab Practices II	ABR 202	260
Auto Body Theory III	ABR 301	52
Auto Body Lab Practices III	ABR 302	260
Auto Body Theory IV	ABR 401	52
Auto Body Lab Practices IV	ABR 402	260
Auto Body Theory V	ABR 501	52
Auto Body Lab Practices V	ABR 502	260
Auto Body Theory VI	ABR 601	52
Auto Body Lab Practices VI	ABR 602	260
Curriculum subject to change without notice.		Total Hours: 1,872

AUTOMOBILE MECHANICS

Day classes only. Students are admitted in any quarter. Twelve months are required to complete this full-time program.

Completion of this program leads to entry-level jobs with automobile dealers and repair shops. The courses included in the Automobile Mechanics program provide both classroom and shop experience in each of the topics listed below. Students are provided with computerized diagnostic equipment and major tools. Those enrolled must provide their own set of small hand tools.

Course Titles	Course Numbers	Day Hours
Tune-Up	AM 100	156
Cooling, Lube, Exhaust Systems	AM 200	60
Brakes	AM 300	156
Suspension & Steering	AM 400	156
Power Trains	AM 500	156
Gasoline Engines	AM 600	156
Emission Control Systems	AM 700	96
Automotive Accessories	AM 800	156
Diesel Engines	AM 900	156
Curriculum subject to change without notice.	Total Hours:	1,248

ADVANCED AUTO MECHANICS

Day classes only. This program is available to students who have completed CVT's Automobile Mechanics program with a minimum grade average of 80. Twelve months are required to complete this full-time program.

Course Titles	Course Numbers	Day Hours
Advanced Electrical Systems	AM 201	312
Advanced Electrical Systems II	AM 202	312
Advanced Engine & Emission Controls	AM 203	312
Advanced Fuel Systems	AM 204	312
Curriculum subject to change without notice.	Total Hours:	1,248

CARPENTRY

Day classes only. Students are admitted in any quarter. Twelve months are required to complete this full-time program.

The Carpentry program offers hands-on experience to those interested in careers in construction. In this building trade, students learn to erect residential-type structures, do roofing, framing, flooring, and interior carpentry. Students are provided with major power tools for use during training. Those enrolled are required to provide their own set of hand tools and to purchase materials used for personal projects.

Course Titles	Course Numbers	Day Hours
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
Curriculum subject to change without notice.	Total Hours:	1,248

CLERICAL

Day or evening classes are available. Fall or spring are the recommended entry dates. Winter or summer entry is possible. Twelve months are required to complete the full-time day program. Twenty-four months is the minimum completion time for evening students. Non-credit math and /or English classes may be required of day students who do not pass departmental placement tests. When required, non-credit courses must be completed before one can schedule those regular courses marked by an asterisk.

The clerical program prepares students for office employment. The courses that make up this program are those that provide good typing wordprocessing skills, written and verbal communication skills, and develop interpersonal relationships.

Following the list of required courses are a group of electives. Students must schedule elective courses that equal the number of hours for electives shown in the course outline.

Course Titles	Course Numbers	Day Hours	Evening Hours
*Business English I	ENG 101	52	44
Business English II	ENG 201	52	44
*Business Math I	MTH 101	52	44
Business Machines	BUS 111	52	44
Records Management	BUS 120	52	44
Typewriting II	BUS 201	104	88
Typewriting III	BUS 301	104	88
Administrative Office Procedures	BUS 302	104	88
Information Processing	BUS 303	104	88
Accounting I	ACC 101	104	44
Employability Skills	BUS 115	52	44
Electives. See the list below		416	396
Curriculum subject to change without notice. Total Hours:		1,248	1,056

NOTE: Typewriting I is required for students unable to type 35 words per minute with no more than 5 errors on a five-minute typing test. When required, reduce the elective hours by 104 for day students and 88 for evening students.

ELECTIVES: 52 HOUR COURSES: Professional Development, Business Psychology, Consumer Education, Effective Selling, Income Tax, Business Law, Management & Supervision, Machine Transcript. 104 HOUR COURSES: Typewriting I, Shorthand I, Microcomputers, Information Processing Applications Lab.

COMPUTER TECHNOLOGY

This evening program is patterned after the full-time Data Processing Technology curriculum and accepts new students in the fall or spring quarters. This is a half-time program and requires a minimum of twenty-four months for completion. Classes meet three nights per week.

Computer Technology provides the evening student with an opportunity to learn several computer languages and to develop programming skills using a main-frame

computer. This program prepares students for entry-level employment in computer programming.

Course Titles	Course Numbers	Evening Hours
Introduction to Data Processing	DPT 721	88
Business Math I	DPT 700	44
Accounting I	DPT 701	44
Accounting II	DPT 702	44
Accounting III	DPT 703	44
Introduction to COBOL Programming	DPT 731	88
COBOL Programming II	DPT 732	88
Advanced COBOL Programming III	DPT 733	88
Advanced COBOL Programming IV	DPT 734	88
RPG II, Programming I	DPT 722	88
RPG II, Programming II	DPT 723	88
Introduction to Analysis & Design I	DPT 751	44
Introduction to Analysis & Design II	DPT 752	44
Application Systems I	DPT 761	44
Application Systems II	DPT 762	132
Curriculum subject to change without notice.	Total Hours:	1,056

COSMETOLOGY

Morning or afternoon full-time classes are available. Students may enter in any quarter if space is available. Morning classes are from 8:00 a.m. to 2:30 p.m. Afternoon classes meet from 1:30 p.m. to 8:30 p.m. weekdays except Fridays when classes end at 5:30 p.m.

Completion of this program gives the student 1,500 unit hours. This qualifies the student to take the licensing examination given by the State Cosmetology Board. The Cosmetology program covers all aspects of beauty and hair care, including manicures, facials, styling, coloring, and customer relations. Coosa Valley Tech provides a fully-equipped cosmetology salon staffed by qualified instructors. Students are required to purchase individual cosmetology kits.

Course Titles	Course Numbers	Day Hours
Cosmetology I	COS 100	312
Cosmetology II	COS 200	312
Cosmetology III	COS 300	312
Cosmetology IV	COS 400	312
Curriculum subject to change without notice.	Total Hours:	1,248

DATA PROCESSING

Day classes. See the listing for Computer Technology for evening classes. Students may enter in the fall or spring quarters. This full-time program offers a twelve-month Data Entry/Operations option and an eighteen-month computer

programming option. The programming option is entitled Data Processing Technology.

During the first six-months all students participate in a core curriculum and take basic subjects. At the end of this period, some students elect to major in Data Entry/Operations for an additional six months. The other major in Data Processing Technology and study computer programming for an additional twelve months.

Students who major in Data Processing Technology may elect to pursue the associate degree in data processing under a joint-enrollment agreement with Floyd Junior College. Under this agreement, students take 71 quarter hours at FJC plus those subjects below that are marked by an asterisk. Subjects marked by the symbol † may be taken at either school.

Course Titles	Course Numbers	DE/O Hours	DPT Hours
† Accounting I	ACC 101	104	104
† Accounting II	ACC 201	104	104
*Introduction to Data Processing	DPT 121	104	104
Business Mathematics	DPT 100	52	52
Communication Skills	ENG 342	52	52
*Introduction to COBOL Programming	DPT 250	104	104
*Data Entry I	DEO 101	104	104
Data Entry II	DEO 102	52	52
Data Entry III	DEO 103	104	--
Data Entry IV	DEO 104	104	--
*Operating Systems I	DPT 142	52	52
Operating Systems II	DPT 143	104	--
Operating Systems III	DPT 145	104	--
Electives from DPT or Business	---	104	--
*RPG II, Programming	DPT 134	--	208
COBOL Programming II	DPT 262	--	208
*Advanced COBOL Programming	DPT 263	--	208
*Introduction to Analysis & Design	DPT 272	--	104
Systems & Procedures	DPT 141	--	104
Application systems	DPT 282	--	312
Curriculum subject to change without notice.	Total Hours	1,248	1,872

DRAFTING & DESIGN TECH

This full-time day program accepts students for quarterly admission. Students in Drafting & Design Technology normally complete the program below within a twenty-four month period.

Applicants should have one or more years of high school algebra before enrolling. The curriculum includes basic and specialized drawing techniques, engineering skills, and computer assisted drafting. Students may develop skills in mechanical, architectural, and civil drafting specialty areas.

Graduates find employment opportunities with industrial organizations, engineering firms, and with government agencies.

Course Titles	Course Numbers	Day Hours
Engineering Drawing I	DFT 121	156

Course Titles	Course Numbers	Day Hours
Engineering Drawing II	DFT 131	156
Engineering Drawing III	DFT 141	156
Technical Math I	MTH 121	104
Technical Math II	MTH 138	104
Technical Math III	MTH 144	104
Machine Shop Practices	DDT 135	208
Physics I	PHY 132	104
Physics II	PHY 143	104
Statics & Strength of Materials I	DDT 213	104
Statics & Strength of Materials II	DDT 214	104
Technical Report Writing	ENG 143	52
Introduction to Computers	DDT 148	52
Computer Assisted Drafting	DDT 220	156
Drafting & Design I	DDT 215	104
Drafting & Design II	DDT 226	104
Descriptive Geometry	GYM 142	104
Design Project I	DDT 237	208
Design Project II	DDT 248	208
Surveying	DDT 250	104
Curriculum subject to change without notice.	Total Hours:	2,496

DRAFTING TECHNOLOGY

An evening program based on the full-time Drafting & Design curriculum shown above. Students may enroll quarterly and twenty-four months are required for completion of the program.

This evening program provides half-time students with the opportunity to develop basic drafting skills along with the related knowledge necessary to produce mechanical, architectural, and civil drawings. Those enrolling should have one or more years of high school algebra.

Course Titles	Course Numbers	Evening Hours
Technical Math I	DFT 702	44
Technical Math II	DFT 704	44
Technical Math III	DFT 706	44
Technical Math IV	DFT 709	44
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

Course Titles	Course Numbers	Evening Hours
Statics, Strength of Materials I	DFT 712	44
Statics, Strength of Materials II	DFT 715	44
Descriptive Geometry	DFT 722	44
Basic Electricity	DFT 716	44
Basic Surveying	DFT 721	44
Design Projects I	DFT 717	44
Computer Assisted Drafting	DFT 720	88
Curriculum subject to change without notice.	Total Hours:	1,056

ELECTRICAL CONSTRUCTION

An evening program that offers elements of the full-time Electrical Maintenance curriculum. This twelve-month program meets three nights per week and accepts new students in the fall quarter.

The Electrical Construction program enables the evening student to develop skills in electrical wiring and to become knowledgeable about the National Electrical Code.

Course Titles	Course Numbers	Evening Hours
Mathematics	EC 707	44
Basic Wiring & Blueprint Reading	EC 708	88
National Electrical Code	EC 709	132
Commercial/Industrial Wiring and Blueprint Reading	EC 710	132
Motors & Controls	EC 711	132
Curriculum subject to change without notice.	Total Hours:	528

ELECTRICAL MAINTENANCE

A full-time program requiring twelve months for completion. Students are admitted quarterly on a space-available basis. The Electrical Maintenance program prepares one for employment as an electrician or as an electrical helper. The curriculum includes courses in wiring, regulations governing electrical installations, and the maintenance of electrical installations in residential commercial, and in industrial settings.

Course Titles	Course Numbers	Day Hours
Mathematics	EM 100	52
Residential Wiring & Blueprints	EM 100	260
National Electrical Code	EM 201	52
Advanced Residential Wiring	EM 202	260
Electrical Maintenance I	EM 301	156
Wiring Codes and Instruments	EM 302	156
Motor Controls & Control Systems	EM 401	156
Electrical Maintenance Troubleshooting	EM 402	156
Curriculum subject to change without notice.	Total Hours:	1,248

ELECTRONIC TECHNOLOGY

A full-time program requires twenty-four months for completion. Students are admitted quarterly on a space-available basis at the beginning of any quarter. Applicants must be competent in algebra. Those with credit for one quarter of college algebra (Algebra 111) are exempt from possible remedial math classes. Students without adequate experience with algebra may be required to take remedial classes before Electronics.

The field of electronics is the basis for some of the top "growth jobs" of this decade. The need for technicians in telecommunications, the computer field, and in industry is well established. Electronics at CVT covers the latest developments in the technology and provides experience

Students in Electronics may elect to pursue the associate degree in electronics under a joint-enrollment agreement with Floyd Junior College. This agreement allows students to take 56 quarter hours at FJC plus those courses below that have been marked by an asterisk.

Course Titles	Course Numbers	Day Hours
*Circuit Analysis I	EET 110	156
*Circuit Analysis II	EET 111	104
*Circuit Analysis III	EET 112	104
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
*Technical Report Writing	COM 251	104
*Passive Circuits	EET 146	104
*Transistors	EET 147	104
*Analog Circuits	EET 148	104
*Digital Techniques	EET 251	156
*Introduction to Microcomputers	EET 256	156
*Microcomputer Operating System	EET 257	104
*Communication Circuits	EET 263	104
*Instruments and Measurements	EET 275	104
*Special Topics	EET 276	156
*Robot Fundamentals	EET 277	156
*Fundamentals of Optoelectronics	EET 278	156
Curriculum subject to change without notice.	Total Hours:	2,496

HEATING & AIR CONDITIONING

A full-time day program requiring twelve months for completion. Students are admitted during the fall and spring quarters.

The Heating & Air Conditioning program includes a variety of skills that are in demand by employers. Graduates find good jobs in the maintenance departments of local industries, with companies that install and service heating and cooling equipment, and with other service departments.

The student in this skilled trade develops skill in electrical wiring, sheet metal fabrication, refrigeration, and the installation and maintenance of heating and air conditioning equipment.

Course Titles	Course Numbers	Day Hours
Related Math	HAC 100	52
Principles of Heat & Air Conditioning	HAC 111	156
Basic Electricity	HAC 222	104
Installation & Piping Procedures	HAC 112	104
Heating Equipment	HAC 132	104
Basic Refrigeration	HAC 134	104
Motors & Drives	HAC 212	104
Air Distribution	HAC 232	104
Refrigeration for Air Conditioning	HAC 235	104
Heat Pumps	HAC 401	104
Automatic Controls	HAC 231	104
Sheet Metal Fabrication	HAC 234	104

Curriculum subject to change without notice.

Total Hours: 1,248

INDUSTRIAL ELECTRONIC TECHNOLOGY

This half-time evening program offers selected courses from the full-time Electronic Technology curriculum. Students are admitted quarterly and can complete the program in twenty-four months.

Applicants must be competent in algebra. Those with credit for one quarter of college algebra (Algebra 111) are exempt from possible remedial math classes. Students without adequate experience with algebra may be required to take remedial classes before beginning Electronics.

This program provides an evening student with instruction and laboratory experience in selected subject areas. The courses selected are considered to form the nucleus of a curriculum needed by employees in industrial electronics.

Course Titles	Course Numbers	Evening Hours
Circuit Analysis I	EET 110	156
Circuit Analysis II	EET 111	104
Circuit Analysis III	EET 112	104
Electronic Math I	MTH 120	104
Electronic Math II	MTH 130	104
Semiconductors	EET 124	208
Physics	PHY 141	104
Analog Circuits	EET 148	104
Digital Techniques	EET 251	156

Curriculum subject to change without notice.

*Total Hours: 1,144

*Total hours equal that required of full-time day students. Evening classes meet a maximum of 132 hours per quarter; therefore, some subjects will not be completed during a normal grading period.

INDUSTRIAL MECHANICAL MAINTENANCE

A full-time day program that requires one year for completion. Students are admitted to this skilled-trade at the beginning of any quarter.

This program offers students a combination of skills needed by mechanical maintenance personnel in an industrial setting. Included are courses in machine tool operation and set-up, electric and electronic circuits, arc welding techniques, and fluid power systems. Topics covered include lubricants, belts, drives, gears, and the applications of hydraulics.

Course Titles	Course Numbers	Day Hours
Blueprint Reading	IMM 111	104
Hand, Bench, Machine, & Power Tools	IMM 112	52
Math for Industrial Maintenance	MTH 110	104
Plant Safety	IMM 113	18
Lubricants	IMM 114	34
Machine Tool Theory	IMM 121	52
Mechanical Drives & Systems	IMM 122	104
Pumps & Piping	IMM 123	52
Fluid Power	IMM 124	104
Fluid Power Lab	IMM 131	104
Welding	WLD 133	208
AC-DC Circuits	IMM 141	104
Machine Shop Practice	IMM 142	208

Curriculum subject to change without notice.

Total Hours: 1,248

MACHINE SHOP

Both full-time day and half-time evening programs are available. Twelve months are required to complete the day program. Thirty months are needed to finish the evening program. A second year of advanced training is available to day and evening students upon recommendation by the instructor.

Students may enter this program without taking an admissions test. Excellent placement opportunities await graduates of the Machine Shop program. The course includes blueprint reading and the operation of lathes, milling, drill presses, shapers, and other metal-working equipment. Special courses are available in computer numerical-control machine operation.

Course Titles	Course Numbers	Day Hours	Evening Hours
Machine Shop Math I	MS 100	52	44
Machine Shop Math II	MS 200	52	
Machine Shop Blueprint Reading I	MS 133	52	44
Machine Shop Blueprint Reading II	MS 233	52	
Machine Shop Theory I	MS 111	52	44
Machine Shop Practices I	MS 112	156	132
Machine Shop Theory II	MS 121	52	
Machine Shop Practices II	MS 122	156	256
Machine Shop Theory III	MS 131	104	
Machine Shop Practices III	MS 123	208	384
Machine Shop Practices IV	MS 212	312	384

Curriculum subject to change without notice. *Total Hours: 1,248

1,288

*Total hours for evening students are accumulated over a ten-quarter period.

ADVANCED MACHINE SHOP

These courses may be taken by those who have completed the basic Machine Shop program in the day or evening. Students must be recommended by their instructor.

Course Titles	Course Numbers	Day Hours	Evening Hours
Adv. Machine Shop/Tool & Die I	MS 500	312	264
Adv. Machine Shop/Tool & Die II	MS 501	312	264
Adv. Machine Shop/Tool & Die III	MS 502	312	264
Adv. Machine Shop/Tool & Die IV	MS 503	312	264
Adv. Machine Shop/Tool & Die V	MS 508		264

Curriculum subject to change without notice. *Total Hours: 1,248 1,320

NUMERICAL CONTROL OPTIONS

These subjects may be submitted for regular courses beginning with the third quarter of the full-time student's first year. Students must have the recommendation of their instructor.

Course Titles	Course Numbers	Day Hours	Evening Hours
Computer Numerical Control I	MS 505	312	176
Computer Numerical Control II	MS 506	312	176
Computer Assisted Programming	MS 507	312	176

NOTE: Evening students taking the above options meet two nights per week for two quarters in order to earn 176 clock-hours.

MARKETING & MANAGEMENT

Day or evening classes are available and admission to any quarter is possible. The full-time day program requires twelve months for completion and leads to a diploma in Marketing & Management. The evening program also requires twelve months but leads to a certificate in Marketing. Non-credit math and/or English classes may be required for day students who do not pass departmental placement tests. When required, these courses must be taken before the student enrolls for those subjects marked by an asterisk.

The Marketing & Management program prepares students for employment in sales, advertising, buying, and for management positions. Students entering the fall or spring quarters attend nine months of classroom training followed by three months of on-the-job experience in an externship program. Those who enter during the winter or summer have nine months of classroom training followed by a combination of class and work experience during their final quarter. The evening program in Marketing does not include placement in a work-experience situation.

Course Titles	Course Numbers	Day Hours	Evening Hours
*Business Math	MTH 101	52	44
*Business Communications	MM 111	52	44
Professional Sales	MM 112	104	44

Course Titles	Course Numbers	Day Hours	Evening Hours
Principles of Marketing	MM 113	104	44
Sales Promotion	MM 122	104	44
Entrepreneurship	MM 123	104	44
Management & Supervision	MM 131	52	44
Merchandising	MM 132	104	44
Employability Skills	BUS 115	52	44
Work Externship. *See below.	MM 134	312	--
Electives. One or more from Group A.		208	132
Curriculum subject to change without notice. *Total Hours:			1,248

*Students entering the winter or summer quarters take MM 200 Marketing Seminar. This is a 156 hour work-externship course. They also take an additional 156 hours of elective subjects.

ELECTIVES: GROUP A: 52 HOURS COURSES: Consumer Education, Professional Development. GROUP B: 52 HOUR COURSES: Business Psychology, Business Law, Business Machines, Keyboarding. GROUP B: 104 HOUR COURSES: Accounting I, Microcomputers, Typewriting I.

MASONRY

Full-time day classes only. Students may enter in any quarter without taking an admission test. This program requires twelve months for completion. Students are required to provide small hand tools.

The Masonry program develops brick and block-laying skills needed for employment in the construction trades. The program consists of class and shop courses plus off-campus live-work projects that offer practice in the art of masonry construction. Students build fireplaces, chimneys, foundations, walls, patios, and other structures.

Course Titles	Course Numbers	Day Hours
Masonry Theory I	MAS 101	104
Masonry Lab Practices I	MAS 102	208
Masonry Theory II	MAS 201	104
Masonry Lab Practices II	MAS 202	208
Masonry Theory III	MAS 301	52
Masonry Lab Practices III	MAS 302	260
Masonry Theory IV	MAS 401	52
Masonry Lab Practices IV	MAS 402	260
Curriculum subject to change without notice.		Total Hours: 1,248

MEDICAL OFFICE ASSISTANT

A full-time day program that requires twelve months for completion. Students may enter in the fall quarter only. Summer typing classes are required for those applicants who do not have this skill. Those who have poor typing skills are recommended to take a review class during the summer.

Medical assisting is one of the fastest growing employment fields for health professionals. A Medical assistant has the skills required for employment in a physician's office as a receptionist, office nurse, or a combination of these duties. The curriculum combines business and medical skills with one quarter of on-the-job experience in a physician's office. Previous training in typing is the only prerequisite for admission.

Course Titles	Course Numbers	Day Hours
Intermediate Typing	MOA 100	104
Business English I	ENG 101	52
Records Management	BUS 120	52
Medical Terminology	MOA 103	52
Anatomy & Physiology	MOA 117	52
Administrative Medical Assisting I	MOA 200	104
Basic Psychology	HO 114	26
Pharmacology I	HO 119	26
Medical Assisting Adjustments	MOA 101	52
Medical Assisting Skills I	MOA 104	104
Administrative Medical Assisting II	MOA 311	104
Emergency Skills	HO 126	12
Pharmacology II	HO 129	24
Maternal Child Health	MOA 312	56
Medical Assisting Skills II	MOA 122	116
Laboratory Techniques	MOA 206	60
Medical-Surgical Conditions	MOA 310	120
Externship/Office Practice	MOA 400	*176
Curriculum subject to change without notice.	Total Hours:	1,292

*Includes two days per week of externship from 9:00 a.m. to 5:00 p.m.

PRACTICAL NURSING

This full-time day program requires a minimum of twelve months for completion. Students are admitted in small groups throughout the year. Applicants must be seventeen years of age or older and make satisfactory scores on the school's admission tests.

The Practical Nursing program prepares students to give safe and effective bedside nursing to patients of all ages. Classroom study and clinical practice at school prepares the student for supervised clinical experiences in local health-care facilities. Successful completion of the program leads to eligibility to take the licensing examination given by the State Board of Examiners.

The Practical Nursing Program utilizes an individualized instructional approach in conducting some of its classes. With individualized instruction, a student may take more or less time than that shown as the average completion time for subjects in the following course outline. The program is divided into four quarters with maximum time limits of 480 hours, 504 hours, 360 hours, and 380 hours. Promotion from one quarter to the next is based upon completion of the required coursework within these time limits. The four quarters are shown below.

Course Titles	Course Numbers	Day Hours
Vocational Adjustments	PN 110	20
Personal & Community Health	PN 112	20
Nutrition	PN 113	30
Basic Psychology	HO 114	26
Pharmacology I	HO 119	20
Medical Terminology	PN 103	40
Anatomy & Physiology	PN 117	80
Nursing Fundamentals	PN 114	208
Obstetrics	PN 125	60
Pediatrics	PN 122	60
Pharmacology II	HO 129	28
Medications Lab	PN 124	20
Clinical Experience I	PN 121	*336
Emergency Skills	HO 126	14
Medical-Surgical Nursing I	PN 133	106
Clinical Experience II	PN 131	*240
Medical-Surgical Nursing II	PN 143	60
Clinical Experience III	PN 142	*320
Curriculum subject to change without notice.	Total Hours:	1,688

*Courses which include an eight-hour day as a part of the schedule.

SECRETARIAL SCIENCE

Full-time day and half-time evening classes are available. Fall or spring are the recommended entry dates; however, it is possible to enter in any quarter. Twelve months are required to complete the full-time day program. Twenty-four months is the minimum completion time for the evening program. Non-credit math and/or English classes may be required of day students who do not pass departmental placement tests. When required, non-credit courses must be completed before the student can schedule those regular subjects marked by an asterisk.

The Secretarial Science program prepares students for office employment requiring shorthand, typing, and word processing skills. The training stresses written and verbal communications, interpersonal relationships, and administrative office procedures.

Secretarial students may elect to pursue the associate degree in secretarial science under a joint-enrollment agreement with Floyd Junior College. Under this agreement, students take 76 quarter hours at FJC plus those subjects below that have been marked with this symbol (†).

Course Titles	Course Numbers	Day Hours	Evening Hours
†Shorthand I	BUS 131	104	88
†Shorthand II	BUS 232	104	88
†Shorthand III	BUS 333	104	88
*Business English I	ENG 101	52	44
Business English II	ENG 201	52	44
*Business Math	MTH 101	52	44
†Business Machines	BUS 111	52	44
†Records Management	BUS 120	52	44

Course Titles	Course Numbers	Day Hours	Evening Hours
†Typewriting II	BUS 201	104	88
†Typewriting III	BUS 301	104	88
†Administrative Office Procedures	BUS 302	104	88
†Information Processing	BUS 303	104	88
Accounting I	ACC 101	104	44
Employability Skills	BUS 115	52	44
Electives. See the list below		104	132
Curriculum subject to change without notice. Total Hours:		1,248	1,056

NOTE: Typewriting I is required for students unable to type 35 words per minute with no more than 5 errors on a five-minute typing test. When required, this course reduces the elective requirement by 104 hours for a day student and by 88 hours for an evening student.

ELECTIVES: 52 HOUR COURSES: Professional Development, Business Psychology, Income Tax, Business Law, Effective Selling, Management & Supervision, Consumer Education, Machine Transcription, 104 HOUR COURSES: Typewriting I, Microcomputers, Information Processing Applications Lab.

WELDING

This program offers students a choice of full-time day and afternoon classes, or part-time evening classes. The full-time program features a two-stage curriculum. A basic welding diploma is awarded for completion of six months of training, and an advanced welding diploma is available to those who complete four full-time quarters. Part-time evening classes meet twice weekly and two years are required for the basic welding diploma.

There is no admission test required for this program. The training involves some classroom work, but is largely conducted in the shop where students practice welding on different metals from various positions. Employment of students from this program is usually in high-paying construction, ship-building, and petroleum related jobs throughout the southeast.

Course Titles	Course Numbers	Day Hours	Evening Hours
Mathematics	WLD 100	52	--
Basic Arc Welding	WLD 113	260	176
Welding Theory	WLD 114	52	--
Gas & Arc Welding	WLD 132	260	176
Blueprint Reading	WLD 172	52	--
Advanced Arc Welding	WLD 123	260	176
Pipe Welding & Certificate	WLD 135	312	176
Curriculum subject to change without notice. Total Hours:		1,248	704

NOTE: One quarter or full-time training is available to returning welding students who wish to up-date their skills. This advanced course is WLD 200, Advanced TIG/MIG Welding, 312 clock-hours.

The following programs offer individuals the opportunity for self-improvement but do not grant a certificate to those who complete the training.

WOODWORKING

An evening program that meets two nights per week and offers up to four quarters of supervised training in the use of woodworking equipment. There is no admission test and applicants can enter at the beginning of any quarter.

Course Titles	Course Numbers	Evening Hours
Woodworking I	WW 700	88
Woodworking II	WW 701	88
Woodworking III	WW 702	88
Woodworking IV	WW 703	88
Curriculum subject to change without notice.	Total Hours:	352

C.H.I.P.S.

Career Happenings For Interested Parents who are single. This is a federally-funded program for the single parent who wants to re-enter the work force. Single parents who are selected for participation receive weeks of specialized training designed to help them overcome barriers to employment and/or prepare them for admission to one of CVT's career preparation programs.

The C.H.I.P.S. program pays for a student's school expenses, provides a small allowance, and offers students the services of an advisor to help them with personal and school-related problems. For more information, call 235-1142 and ask for the C.H.I.P.S. advisor.

CONSUMER & HOMEMAKING

Community groups can request the assistance of a home economist when they have a need for consumer education courses to be taught either on-campus or out in the community. Classes in foods, sewing, child care, decorating, and other such consumer-related topics can be scheduled.

To obtain more information or to arrange a class, write or call Mrs. Gertrude Selman, Home Economist, Consumer & Homemaking Programs, 112 Hemlock Street, Rome, Georgia 30161. Those who prefer to call should dial (404) 235-1142 ask for extension 12.

ADULT EDUCATION

Free classes are provided by the Local Adult Education Program for those who want to prepare for the GED Test. These classes are located on the Coosa Valley campus but are not operated by the school.

Those who left school without graduating should call 234-8384 for information on enrolling in the GED Preparation program. Applicants must be over sixteen years of age and should be old enough to take the GED test upon completion of the training. Applicants can begin classes at any time. Flexible scheduling of class time is possible.

OFF-CAMPUS TRAINING

Local business and industry leaders may take advantage of training opportunities provided through the office of Coosa Valley Tech's Off-Campus Training Coordinator.

EMPLOYEE TRAINING

Coosa Valley Tech will provide assistance to area businesses who want to conduct short-term courses for ten or more employees. These courses may be taught at any suitable location, including the Coosa Valley Tech campus. Courses may be scheduled during the day or evening hours.

Business, industrial, or community groups who want more information on short-term training for employees should contact the Coordinator of Off-Campus Instruction, 112 Hemlock Street, Rome, Georgia 30161. If one prefers to call, dial (404) 235-1145.

QUICK START TRAINING

New and expanding industries that require additional production personnel can receive training assistance through Georgia's Quick Start Program. Special funds, authorized by the Georgia Legislature, are available for the training of new production employees under this program.

Quick Start training can be at the employer's site, at an approved temporary training site, or on the Coosa Valley Tech campus. The program is administered by the Coordinator of Off-Campus Instruction, 112 Hemlock Street, Rome, Georgia 30161. Telephone: (404) 235-1145.



COURSE DESCRIPTION

The descriptions in this catalog have been condensed and simplified in order to save space while giving a reasonable description of each course taught by Coosa Valley Tech. Descriptions may not include every topic that will be covered by a course. Those who would prefer a more complete description of the content of a course should contact the Instructional Coordinator in the Administrative Office at 235-1142.

Course descriptions are in alphabetical order and are arranged numerically.

The hours shown are clock-hours and indicate the actual amount of time that the course meets for one quarter. Courses that meet 52 hours per quarter are scheduled for one hour per day for 52 hours. Courses meeting more than 52 hours per quarter are scheduled for two, three, four, five or six hours per day for 52 days.

Evening school courses meet for four hours per night during an eleven week quarter. Courses that meet one night per week are scheduled as 44 hour courses. Those meeting two nights per week are 88 hour courses. Those meeting three nights per week are 132 hours courses. If an evening course is scheduled for more than 132 hours per quarter, it will require more than one quarter for completion.

ABR 101 - Auto Body Theory I, 52 hours day. Introduction to auto body techniques. Covers safety, basic tools, and body repair theory.

ABR 102 - Auto Body Lab Practices I, 260 hours day. Shop experiences with basic metal repairs, preparation for painting, and basic spray painting techniques.

ABR 201 - Auto Body Theory II, 52 hours day. Classroom coverage of MIG welding techniques, metal and fiberglass repair, and replacement of auto glass.

ABR 202 - Auto Body Lab Practices II, 260 hours day. Shop experiences which include replacement of auto glass, the use of MIG welding equipment to do basic metal repair, and the techniques of fiberglass repair.

ABR 301 - Auto Body Theory III, 52 hours day. Advanced theory for auto body repair. Includes spot repair, dents, and the techniques of refinishing.

ABR 302 - Auto Body Lab Practices III, 260 hours day. Shop experiences with complex dents, spot repairs, and advanced refinishing techniques. Continues shop experience with surface preparation, mixing paints, and spray painting.

ABR 401 - Auto Body Theory IV, 52 hours day. Instruction in shop management, repair estimates, frame alignment, and plastic welding techniques.

ABR 402 - Auto Body Lab Practices IV, 260 hours day. Shop experiences using laser frame alignment, equipment, conventional frame equipment, plastic welding, vinyl repair, and estimating the cost of repairs.

ABR 501 - Auto Body Theory V, 52 hours day. Classroom coverage of auto electrical systems, the use of special equipment for body repairs, doors and quarter panels, replacement of door skins.

ABR 502 - Auto Body Lab Practices V, 260 hours day. Shop experience with auto electrical systems. Continues body repair with special attention to doors and quarter panels, replacement of door skins, advanced painting techniques.

ABR 601 - Auto Body Theory VI, 52 hours day. Classroom review of all aspects of body repair theory, paints, lacquers, and acrylics, and good customer relations.

ABR 602 - Auto Body Lab Practices VI, 260 hours day. Shop experiences using previously learned techniques for body repair, painting, refinishing, frame alignment, electrical systems, and customer relations. Covers repairs to vehicles from first estimate to delivery to the owner.

ACC 101 - Accounting I, 104 hours day, 44 hours night. An introductory course. Covers nature and purpose of accounting journals and ledgers, financial statements, the voucher system and various the accounting cycle. Includes an introduction to microcomputers through the use of a practice set for a sole proprietorship.

ACC 201 - Accounting II, 104 hours day, 44

hours night. Applies basic accounting principles to special topics, including depreciation, payrolls, partnerships, and corporations. Continues the use of microcomputers with a practice set based on the voucher system.

ACC 301 - Accounting III, 104 hours day, 44 hours night. Emphasis is on control accounting for decision making. Covers departmental and branch accounting, job order and process cost systems, budget control and standard costs and special revenue and statement concepts. Includes two practice sets with continued application to microcomputer usage.

ACC 120 - Income Tax, 52 hours day, 44 hours night. Covers personal income tax preparation with limited coverage of employer withholding requirement, as well as sole partnership, partnership, and corporate returns.

AM 100 - Tune-up, 156 hours day. A combination of classroom and shop instruction on auto electrical systems, use of diagnostic equipment, and engine performance specifications. Includes shop safety.

AM 200 - Cooling, Lube, & Exhaust Systems, 60 hours day. and shop experiences on various cooling, lube, and exhaust systems for American and foreign vehicles.

AM 201 - Advanced Electrical Systems, 312 hours day. This course builds on skills acquired in AM 100 and AM 800 of the basic automotive program. Covers the electronic theory for semiconductors, integrated circuits, and the operation of computer circuits. Includes theory and repair procedures associated with charging, starting, wiring, and certain accessory circuits.

AM 202 - Advanced Electrical Systems II, 312 hours day. A continuation of AM 201 which gives heavy emphasis to automotive computers and logic operated devices. Automatic climate controls, computer suspension systems, anti-skid braking systems, and other state-of-the-art systems are covered in depth.

AM 203 - Advanced Engine and Emission Controls, 312 hours day. Engine ignition, fuel, and emission control systems are covered in depth. Electronic engine control systems, feedback carburetors, sensors, evaporative and exhaust emission control systems are covered in theory and actual repair for both domestic and foreign vehicles. Heavy emphasis is given to diagnostic testing.

AM 204 - Advanced Fuel Systems, 312 hours day. This course covers the theory and repair of all types of fuel systems. Includes standard and electronic controlled (feedback) carburetors. All types of fuel injection (throttle, body, port and sequential) are covered in depth. Both foreign and domestic systems are covered.

AM 300 - Brakes, 156 hours day. Classroom and shop coverage of the various brake systems used by automobile manufacturers. Shop experiences include repairing and replacing worn and defective brake parts.

AM 400 - Suspension & Steering, 156 hours day. Theory and shop practices cover the

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various components of an automobile suspension system. Includes wheel balancing, steering adjustments, front-end alignment, and repairs to these systems.

AM 500 - Power Trains, 156 hours day. Includes class and shop training for adjustment and repair of transmissions, differentials, and drive shafts. Includes servicing and replacement of power train.

AM 600 - Gasoline Engines, 156 hours day. This course explains how gasoline engines operate and offers experiences in troubleshooting engine problems followed by making necessary repairs.

AM 700 - Emission Control Systems, 96 hours day. Includes theory and shop experiences with various emission systems. Students learn to identify problems using emission control equipment and to make repairs with manufacturer's specifications.

AM 800 - Automotive Accessories, 156 hours day. Class and shop experiences with popular automotive accessories as air conditioners and heaters.

AM 900 - Diesel Engines, 156 hours day. A basic course in how diesel engines operate as opposed to gasoline engines. Minor servicing of diesel engines is included.

BUS 101 - Typewriting I, 104 hours day, 44 hours night. A beginning typing course stressing keyboard mastery using the touch system. Students type letters, simple manuscripts, tabulation problems, and other typing exercises.

BUS III - Business Machines, 52 hours day, 44 hours night. Assists students in gaining skill and speed using the touch system for operating calculators. Covers printing and display machines.

BUS 112 - Professional Development, 52 hours day, 44 hours night. Instruction in job skills, grooming, dressing for the job, etiquette, attitude, and related topics.

BUS 115 - Employability Skills, 52 day, 44 hours night. An in-depth study of how to get a job, including preparation of a resume, letter of application, follow-up correspondence, and the do's and don't's of interviewing.

BUS 116 - Keyboarding, 52 hours day. An introduction to the keyboard and development of basic keyboarding skill on the microcomputer and/or typewriter keyboards. Emphasizes speed and accuracy.

BUS 117 - Business Law, 52 hours day, 44 hours night. Covers laws relating to business. Topics include law enforcement and the courts, special laws relating to the consumer, buying and selling goods, and using credit.

BUS 120 - Records Management, 52 hours - day, 44 hours night. Course includes processing, storing, retrieving, and restoring records in various types of filing systems. Utilizes simulation for filing practice.

BUS 131 - Shorthand I, 104 hours day, 88 hours night. A beginning course covering principles of theory in Gregg shorthand through a reading-writing approach. Includes English

grammar and punctuation review, introduces transcription at the typewriter, and builds dictation speed.

BUS 201 - Typewriter II, 104 hours day, 88 hours night. A continuation of BUS 101 wherein students develop speed and accuracy. Emphasis is on business letters, tables, office forms, legal documents, and production skills.

BUS 202 - Microcomputers, 104 hours day, 44 hours night. Introduces concepts and applications to microcomputers. Offers the student the opportunity to examine various types of software available for use on microcomputers.

BUS 232 - Shorthand II, 104 hours day, 88 hours night. Continues to review all Gregg shorthand principles, builds higher dictation speeds, emphasizes business vocabulary, increases emphasis on English skills, introduces mailable standards for transcription of business letters.

BUS 301 - Typewriting III, 104 hours day, 88 hours night. Emphasizes typing skills associated with the modern office that are typical of the high-level typist. Includes speed and accuracy drills, production techniques, formatting, proofreading, editing, abstracting, setting priorities, following directions, and decision-making on electronic typewriters.

BUS 302 - Administrative Office Procedures, 104 hours day, 88 hours night. Instruction in and application of office procedures involving business communications, telephone technique, mail processing, document formatting, travel arrangements, decision making, and human relations. Includes class discussions, field trips, guest speakers, and current work-flow simulations: Typewriting II, English II.

BUS 303 - Information Processing, 104 hours day, 88 hours night. Introduction to concepts and procedures involved in information processing as related to business and industry. Includes hands-on experience with several types of word processing equipment. Prerequisites: Typing II, English II.

BUS 333 - Shorthand III, 104 hours day, 88 hours night. Develops higher dictation speeds through intensive practice drills to meet the requirement of 100 to 120 words per minute. Increases high standards of transcription for mailability.

BUS 402 - Information Processing Applications Lab, 104 hours day, 88 hours night. A continuation of BUS 303 wherein the student perfects skills relating to information processing equipment and office communications through work-flow simulations and projects. Prerequisites: Typewriting II, English II, Information Processing.

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

CAR 102 - Carpentry Lab Practices I, 260 hours day. The shop phase of a student's first quarter. Covers hand and poser tools used when working on shop and live-work projects.

CAR 201 - Carpentry Theory II, 52 hours day.

Theory of footings, foundations, floors, walls, ceilings, roofs, and decks. Features reading of construction plans.

CAR 202 - Carpentry Lab Practices II, 260 hours day. Supervised shop and live-work projects that give experience in framing for footings, floors, walls, roofs, and decks.

CAR 301 - Carpentry Theory III, 52 hours day. Theory of interior finish carpentry. Includes windows and doors, wall and ceilings insulation, and paneling.

CAR 302 - Carpentry Lab Practices III, 260 hours day. Applies the theory of interior finish carpentry through shop and live-work projects.

CAR 401 - Carpentry Theory IV, 52 hours day. A review of previous theory courses. Covers cabinetmaking techniques.

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

CED 100 - Consumer Education, 52 hours day. Instruction in choosing and making wise decisions about goods and services that relate to food, clothing, housing, transportation, insurance, credit investing, legal problems, and how to budget money.

COM 251 - Technical Report Writing, 104 hours day. Covers the fundamentals of technical writing, writing styles, and offers experiences in preparing reports for use on the job.

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

COS 200 - Cosmetology II, 312 hours day. A continuation of COS 100 with coverage of theory and salon practice. Includes basic hair cutting, precision cutting, permanent waving, coloring, frosting, tipping, and special hair coloring problems.

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

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

DDT 215 - Drafting & Design I, 104 hours day. Gives the student an opportunity to select a unit of specialization in mechanical, architectural, structural steel, technical illustration, or civil drafting.

DDT 220 - Computer Aided Drafting, 156 hours day. A basic computer-aided drafting course for those enrolled in drafting. Offers hands-on instruction utilizing menu-driven software, digitizer and joy-stick input devices, and various input codes. Uses printer and "D" size

plotter for output. Students learn to create and use libraries.

DDT 226 - Drafting & Design II, 104 hours day. Continues DDT 215. Allows students to specialize in a second field or continue the original area of interest.

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

DDT 248 - Design Projects II, 208 hours day. A continuation of DDT 237. Students develop original projects approved by the instructor.

DDT 250 - Surveying, 104 hours day. Covers basic techniques and offers field experience with surveying equipment. Requires previous training in trigonometry.

DEO 101/DPT 711 - Data Entry I, 104 hours day, 44 hours night. A first course designed to acquaint students with data entry equipment. Students get experience with computer terminals.

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

DEO 103 - Data Entry III, 104 hours day. Continues DEO 102. Students practice techniques previously learned and improve speed and accuracy.

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

DFT 121 - Engineering Drawing I, 104 hours day. A basic mechanical drafting course. Covers lettering, linework, use of drafting equipment, and various drawing views in common use.

DFT 131 - Engineering Drawing II, 104 hours day. Develops skills in drawing auxiliary views, sections, threaded and miscellaneous fasteners, and working detail drawings.

DFT 141 - Engineering Drawing III, 104 hours day. This course completes the mechanical drafting program by introducing working assembly drawings, developments and intersections, charts, and graphs.

DFT 701 - Engineering Drawing I, 88 hours night. See DFT 121 for a description.

DFT 702 - Technical Math I, 44 hours night. See MTH 121 for a description.

DFT 703 - Engineering Drawing II, 44 hours night. See DFT 131 for a description.

DFT 704 - Technical Math II, 44 hours night. See MTH 133 for a description.

DFT 705 - Engineering Drawing III, 88 hours night. A continuation of DFT 703.

DFT 706 - Technical Math III, 44 hours night. See MTH 144 for a description.

DFT 707 - Machine Tool Theory & Lab, 44 hours night. See MET 132 for a description.

DFT 708 - Design Drafting I, II, III, 132 hours night. See DDT 215 for a description.

DFT 709 - Technical Math IV, 44 hours night. A continuation of DFT 706.

DFT 710 - Applied Physics, 44 hours night. See PHY 132 for a description.

DFT 712 - Statics, Strength of Materials I, 44 hours night. See MET 213 for a description.

DFT 713 - Applied Physics II, 44 hours night. A continuation of DFT 710.

DFT 715 - Statics, Strength of Materials II, 44 hours night. A continuation of DFT 712.

DFT 716 - Basic Electricity, 44 hours night. See EET 221 for a description.

DFT 717 - Design Projects I, 44 hours night. See DDT 237 for a description.

DFT 719 - Technical Report Writing, 44 hours night. See ENG 143 for a description.

DFT 720 - Computer Aided Drafting, 88 hours night. See DDT 220 for a description.

DFT 721 - Basic Surveying, 44 hours night. See DDT 250 for a description.

DFT 722 - Descriptive Geometry, 44 hours night. See GYM 142 for a description.

DPT 100/DPT 700 - Business Mathematics, 52 hours day, 44 hours night. Covers basic principles, percentage, mark-up, interest, and other applications of math to dataprocessing.

DPT 121/DPT 721 - Introduction to Data Processing, 104 hours day, 88 hours night. Introduces the functions and capabilities of several data processing systems. Includes basic programming and computer operations as a part of the overview.

DPT 134/DPT 722 - RPG-II Programming, 208 hours day, 88 hours night. A beginning programming language. Report Program Generator II is taught for the solving of business problems and systems.

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

DPT 142 - Operating Systems I, 52 hours day. Offers instruction in operating hardware devices that make up a computer system.

DPT 143 - Operating Systems II, 104 hours day. Continues DPT 142. 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 145 - Operating Systems III, 104 hours day. Continues DPT 143 and prepares the student to operate the digital computer system.

DPT 250/DPT 731 - Introduction to COBOL, 104 hours day, 88 hours night. First of a series of courses in COBOL programming. Introduces the language that is in universal use with all major computers.

DPT 262/DPT 732 - COBOL Programming II,

208 hours day. Continues the COBOL programming series. Students learn to utilize more complicated verbs in disk file processing and table searching.

DPT 263/DPT 733, 734 - Advanced COBOL Programming, 208 hours day, 176 hours night. Continues the COBOL programming series. Students develop skills in random updating of disk files and the editing and sorting of input data.

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

DPT 282/DPT 761,762 - Application Systems, 312 hours day, 176 hours night. The final quarter of study wherein individual assignments are conducted under instructor supervision.

DPT 701, 702, 703, Accounting I, II, 44 hours each course, night. See ACC 101, 201, 301.

DPT 732 - RPG-II Programming II, 88 hours night. A continuation of DPT 722 involving the development and testing of programs using the RPG language format.

DRW 131 - Electronic Drafting, 104 hours day. Introduces drawing, use of instruments, lettering, geometric construction, dimensioning, and drawing conventions. Exercises include schematic diagrams, drawing electrical components, connection diagrams, printed circuits, and related plans.

EC 707 - Mathematics, 44 hours night. See EM 100 for a description.

EC 708 - Basic Wiring & Blueprint Reading, 88 hours night. See EM 101 for a description.

EC 709 - National Electrical Code, 132 hours night. See EM 201, EM 302 for a description.

EC 710 - Commercial/Industrial Wiring & Blueprint Reading, 132 hours night. See EM 301 for a description.

EC 711 - Motors & Motor Controls, 132 hours night. See EM 401 for a description.

EET 110 - Circuit Analysis I, 156 hours day or night. An introductory DC - circuits course. Topics include current, voltage, resistance, Ohm's law, power, energy, series and parallel circuits, methods of analysis, and the use of DC instruments. Shop practice and lab covers the practical aspects of basic electronics.

EET 111 - Circuit Analysis II, 104 hours day or night. A continuation of EET 110 dealing with the fundamentals of circuit theory and practice as applied to single-phase AC-circuits. Topics include capacitors, inductors, series, parallel, and series-parallel circuits. Lab includes the use of oscillators, oscilloscopes, and other AC measuring devices.

EET 112 - Circuit Analysis III, 104 hours day or night. Applies concepts from earlier courses electronics circuits. Thevenin, Norton, and superposition Milman, theorems are covered in theory and lab experiments as methods of analyzing circuits. Bridge circuits are included.

EET 124 - Semiconductors, 208 hours day or night. An introductory course covering basic concepts of semiconductor circuits and devices. Studies the static and dynamic characteristics of diodes, junction transistors, FET's and other semiconductor devices. Transistor amplifiers are considered from the geographical approach using the common-emitter, common-base, and common-collector configurations. Biasing and stabilization considerations are explored in class and lab.

EET 146 - Passive Circuits, 104 hours day. An introductory course in circuit design covering techniques and mathematical concepts. Included are formulas, laws, and theorems. Non-ideal properties of passive components are covered. Design techniques of half and full-wave rectifier circuits, passive integrators and differentiators, and other circuitry are included.

EET 147 - Transistors, 104 hours day. Course begins by describing device characteristics and defining relevant parameters. Appropriate AC and DC equivalent circuits are developed using simplified models. Equivalent circuits are analyzed to determine how various component values effect the operation of the circuit. Device data sheets, formula and conversion tables, operating models, characteristic graphs, and notation summaries are included.

EET 148 - Analog Circuits, 104 hours day or night. Linear-integrated circuits and their use in the design of circuits and instruments are the focus of this course. The course begins with the versatile operational amplifier to teach analysis and design of several amplifier and comparator circuits. Analysis and design of linear regulators, oscillators, waveform generators, and other basic circuits are covered. In addition, numerous applications of multipliers and phase-locked loops to electronic communications are provided.

EET 251 - Digital Techniques, 156 hours day or night. An introduction to digital techniques. Includes waveform analysis, diode and transistor switching, basic logic gates, digital IC's sequential logic circuits, and design criteria. Boolean algebra and Karnaugh are introduced.

EET 256 - Introduction to Microcomputers, 156 hours day. Covers microcomputer theory and operation, computer arithmetic, programming, and interfacing. Hardware and programming experiments reinforce the basic concepts. Input/output devices and control elements are also studied.

EET 257 - Microcomputers Operating System, 104 hours day. The fundamentals and organization of the MS-DOS operating system are covered. Disk organization, system routines, debugger, commands, file editor, batch processing, and system routines are included.

EET 263 - Communication Circuits, 104 hours day. 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.

EET 275 - Instruments & Measurements, 104 hours day. This course provides an insight into the operation and practical application of test instruments. It includes the theory and application of test analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and repair of lab type equipment. Measurement accuracy of instruments are compared to manufacturer's specifications.

EET 276 - Special Topics, 156 hours day. In this course the student may specialize in one of a variety of topics with instructor approval.

EET 277 - Robot Fundamentals, 156 hours day. A review of electronic principles used in robotics and the introduction of new concepts associated with robotics. The mechanics of robots and the linkage of mechanical principles with computer applications are covered.

EET 278 - Fundamentals of Optoelectronics, 156 hours day. The course deals with the active devices used to generate and detect the light used in fiber optic transmission. Fiber link's parameters and characteristics are studied. Laser applications and technology are covered.

EM 100 - Mathematics, 52 hours day. The basic math 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 - Residential Wiring & Blueprints, 260 hours day. Based on the National Electrical Code, this course explains changes in each code relating to residential wiring. Students learn to use blueprints while installing electrical wiring and to visualize from plans to final installation. Shop experience includes installing and trouble-shooting lighting and appliance circuits and the service entrance equipment.

EM 201 - National Electrical Codes, 52 hours day. 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 the Code as a reference in all cases.

EM 202 - Advanced Residential Wiring, 260 hours day. Covers ground-fault interrupters, special ampacities, baseboard heaters, ground appliances, grounded electrical systems, and includes work projects.

EM 301 - Electrical Maintenance I, 156 hours day. Instruction and lab practice to develop skills needed to keep lighting systems, transformers, generators, and other equipment in good working order.

EM 303 - Wiring Codes and Instruments, 156 hours day. A course dealing with electrical equipment and maintenance. Covers operational tolerances of equipment with respect to speed, temperature, and current.

EM 401 - Motor Controls & Control Systems, 156 hours day. Students learn to install, maintain, service, and repair complicated equipment with automatic controls. This course covers various types of electrical motors and

drives and their controls.

EM 402 - Electrical Maintenance Troubleshooting, 156 hours day. Trains the student to use sight, smell, heating, and touch in detecting trouble. Detection of bad bearings, burning insulation, excessive heating of windings, and vibrations are stressed.

ENG 101 - Business English I, 52 hours day, 44 hours night. A comprehensive review of basic grammar and usage with application in business correspondence and oral communication.

ENG 143 - Technical Report Writing, 52 hours day. Instruction in the preparation of engineering reports of various types using both oral and written mediums.

ENG 201 - Business English II, 52 hours day, 44 hours night. A continuation of ENG 101 emphasizing punctuation and writing in business letters. Prerequisite: English 101.

ENG 342 - Communication Skills, 52 hours day. A course in English for the data processing student. Reviews grammar, usage, diction, and style. Prepares students for various types of communication used in data processing.

EPP 400 - Early Placement, 312 hours day, 132 hours night. Course credit for on-the-job experience when employment is approved under the Early Placement plan.

GYM 142 - Descriptive Geometry, 104 hours day. A course that uses the principles of orthographic projection to solve problems related to industrial design and manufacturing. Topics include successive auxiliary views, revolutions, intersections, developments, and vector analysis.

HAC 100 - Related Math, 52 hours day. Practical math useful in the heating and air conditioning trade. Review of basic arithmetic, formulas, and equations.

HAC 111 - Principles of Heating and Air Conditioning I, 156 hours day. Introductory course covering refrigeration theory and basic air conditioning principles. Covers heat theory, sensible and latent heat, specific heat, heat quality, BTU, heat transfer, and control of heat flow.

HAC 112 - Installation & Piping Procedures, 104 hours day. A survey course in the methods of installing heating and air conditioning equipment. Covers installation techniques and materials with emphasis on plumbing required during installation.

HAC 132/HAC 705 - Heating Equipment, 104 hours day, 120 hours night. Covers 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 also covered.

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

The course also includes refrigerant controls, timers, oil separators, valves and safety controls.

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

HAC 717 - System Design, 120 hours night. A study of the 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, 120 hours night. A study of the fundamentals of electricity as related to heating and air conditioning. Covers schematic interpretation, troubleshooting, and the use of electrical testing and measuring equipment.

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

HAC 232/HAC 714 - Air Distribution I, 156 hours day, 120 hours night. A study of systems, instruments, and the various ventilation requirements of residential, commercial, and industrial air distribution systems. Includes fresh air, infiltration, smoke handling units, air measuring instruments, temperature and humidity records, and psychometers.

HAC 234/HAC 709 - Sheet Metal Fabrication, 104 hours day, 120 hours night. Covers sheet metal layout and fabrication of air ducts, transition fittings, and related parts of air distribution systems.

HAC 235 - Refrigeration for Air Conditioning, 104 hours day. A study of electric and gas powered refrigeration systems and installation procedures for each type of equipment.

HAC 719 - Automobile Air Conditioning, 120 hours night. Covers theory and mechanical operation of most major automobile air conditioning systems. Includes maintenance on the various systems studied.

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

HO 114 - Basic Psychology, 26 hours day. Designed to help students understand basic human behavior, to apply psychology to themselves and others, and to improve interpersonal relationships.

HO 119 - Pharmacology I, 20 to 26 hours day. A basic math course in mathematics used in medications. Students learn equivalent measures and formulas for the calculation of dosages.

HO 126 - Emergency Skills, 14 hours day. Training in first aid, cardiopulmonary resuscitation, and disaster nursing to enable individuals to meet various emergency situations.

HO 129 - Pharmacology II, 24, to 26 hours day.

A study of the basic concepts behind drug therapy. Builds a foundation for the correct administration of medications.

IMM 111 - BlueprintMAS 101 - Masonry Theory I, 104 hours day. This course covers the basic principles of blueprint reading and the elements and symbols that enable students to read machine, building, electrical, pipe system, fluid power, and welding drawings.

IMM 112 - Hand, Bend, Machine, and Power Tools, 52 hours day. This course introduces students to the tools used by mechanics, pipefitters, electricians, sheetmetal workers, carpenters, and masons. Covers the uses of tools and measuring instruments.

IMM 113 - Plant Safety, 18 hours day. This is a study of safety in the workplace. The course teaches safe work habits, safety in the use of hand and power tools, and how to handle hazardous and flammable materials. Acquaints students with personal protective equipment.

IMM 114 - Lubricants, 34 hours day. This course covers the basic principles of lubrication the characteristics of lubricants, and their applications, storage, and handling. Includes a study of several different lubrication systems.

IMM 121 - Machine Tool Theory, 52 hours day. A course designed to familiarize students with the fundamental principles and techniques of part layout, machine set-up, and how to calculate machine set-up, and how to calculate machine speeds and feed rates. Includes a study of cutting tool actions and tool shapes.

IMM 122 - Mechanical Drives and Systems, 104 hours day. A course designed to teach students the principles of basic mechanical drive systems. Includes belts and pulleys, chains and sprockets, and gear drives. Also covered are bearings, seals, clutches, and the different types of AC and DC motors.

IMM 123 - Pumps and Piping, 52 hours day. An elementary course in centrifugal, rotary, and metering pumps. Includes mounting hardware and various types of piping and fittings used in installation. Students will assemble PVC and metal piping as well as rigid copper and tubing.

IMM 124 - Fluid Power, 104 hours day. A course designed to provide a basic understanding of the physical principles involved in pneumatics and hydraulics. The course is presented in building block fashion which emphasizes development of a working knowledge of the components utilized when installing and maintaining fluid power systems.

IMM 131 - Fluid Power Lab, 104 hours day. An in-depth course featuring a rich injection of field circuitry/component adjustment techniques and troubleshooting. This course will take the student beyond the textbook to the use of the techniques learned.

IMM 141 - AC - DC Circuits, 104 hours day. Presents the fundamentals needed in the study of electricity and basic electronics. Includes basic coverage of DC, AC, and LCR circuitry, batteries, generators, motors and the test equip-

ment used in conducting lab experiments.

IMM 142 - Machine Shop Practice, 208 hours day. Shop experiences requiring students to set-up and operate machine tool equipment such as lathes, milling machines, grinders, and other related equipment. Students fashion metal parts based on use of working drawings.

MAS 101 - Masonry Theory I, 104 hours day. Covers the history of brick-and block-laying, the care and safety of the mason's tools, and the use of equipment. Covers basic theory of brick-laying and mortars.

MAS 102 - Masonry Lab Practices I, 208 hours day. Shop practice emphasizing the use of the trowel, layouts, and good masonry practices. Mortar mixing and good workmanship are covered along with safety in the workplace.

MAS 201 - Masonry Theory II, 104 hours day. Covers various patterns and bonds found in common use. Integrates basic math and material estimating with masonry theory.

MAS 202 - Masonry Lab Practices II, 208 hours day. Projects using reinforced brickmasonry are constructed using common patterns and bonds.

MAS 301 - Masonry Theory III, 52 hours day. Instruction in fireplace, chimney construction including installation of flashing. Incorporates blueprint reading for the masonry trade.

MAS 302 - Masonry Lab Practices III, 260 hours day. Construction of fireplaces, chimneys, various types of walls, arches, and floors along with live projects. Begins projects with concrete block and emphasizes speed and quality of work.

MAS 401 - Masonry Theory IV, 52 hours day. Continues theory for masons, covers care of tools, equipment, safety, work habits, and finishing of brick and block masonry.

MAS 402 - Masonry Lab Practices IV, 260 hours day. Covers masonry working from scaffolds, erection of scaffolds, and continues brick-and block-laying techniques. Includes shop and live-work projects and involves finishing masonry.

DDT 135 - Machine Shop Practices, 208 hours day. Shop experiences involving the operation and set-up of lathes, milling machines, grinders, drill presses, and other equipment used in making the parts that are based on working drawings.

DDT 148 - Introduction to Computers, 52 hours day. A computer literacy course that acquaints students with microcomputers capabilities and the use of BASIC programming language.

DDT 213 - Statics & Strength of Materials I, 104 hours day. Introduces the concepts of moments, equilibrium of forces, coplanar-non-coplanar forces, static and kinetic frictions, stress, strain, and stress in bolted, riveted and welded joints.

DDT 214 - Statics & Strength of Materials II, 104 hours day. Continues MET 213 with emphasis on centroids, moments of inertia, design of beams, and combined forces on beams, shafts, and columns.

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

cations.

MM 112 - Professional Sales, 104 hours day, 44 hours night. 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, 44 hours night. 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, retailer, and government in the marketplace. Includes marketing concepts, buyer behavior patterns, and the marketing process.

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

MM 122 - Sales Promotion, 104 hours day, 44 hours night. Explains basic principles of advertising and promotion. Includes sales promotion techniques, basic advertising practices, and activities in the life cycle of a product. Media utilization costs and the necessary creativity are discussed along with methods of displaying merchandise.

MM 123 - Entrepreneurship, 104 hours day, 44 hours night. Provides information of value to persons who work in a small business and to those considering the establishment of a business. Simulation is used to represent establishment of a business and its growth and development.

MM 131 - Management and Supervision, 52 hours day, 44 hours night. 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, 44 hours night. Studies the role of the buyer, profit elements, mark-up, retail pricing, and methods of inventory. Covers customer demands, forecasting sales, planning stock and inventory, operation of a cash register, and the disposal of slow-selling items.

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

MM 141 - Effective Selling, 52 hours day. A study of the five steps in the selling process. Designed to improve selling techniques.

MM 200 - Marketing Seminar, 156 hours day. The work-experience program for spring and summer entrants. Students work at part-time marketing situations while continuing classes at Coosa Valley Tech. Sponsors serve as community-instructors.

MOA 100 - Typewriting I, 104 hours day. Typing for medical assisting students who already have basic skills. This course builds

speed and accuracy, and prepares the student for medical transcription and typing of patient records.

MOA 101 - Medical Assisting Adjustments, 52 hours day. An overview of medical assisting and its relationship of other health fields. Covers the role of the medical assistant, medical ethics, and the legal aspects of medicine.

MOA 103 - Medical Terminology, 52 hours day. Develops a medical vocabulary through the use of a learner-oriented, self-paces approach to understanding medical terminology. Medical words are broken into their component parts. Terminology is arranged according to body systems and coverage includes oncology, radiology and nuclear medicine, and the study of abbreviations and symbols.

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

MOA 117 - Anatomy and Physiology, 52 hours day. Study of the structure and function of the human body is correlated with the study of medical terminology. Covers basic structural concepts for primary and accessory organs in each body system along with normal physiological changes affecting the body as a whole.

MOA 122 - Medical Assisting Skills II, 116 hours day. Continues MOA 104 and includes administration of injections, sterile technique, and other medical assisting skills.

MOA 200 - Administrative Medical Assisting I, 104 hours day. This course covers duties of the receptionist, correct telephone procedures, making appointments, developing patient records, filing, office management, processing of mail, travel arrangements, and preparing professional reports.

MOA 206 - Laboratory Techniques, 60 hours day. Students perform simple lab tests common to a physician's office. Includes taking samples of fluids, using the microscope, and performing actual lab tests.

MOA 310 - Medical-Surgical Conditions, 120 hours day. A study of the more common diseases and conditions affecting the adult patient. The material covered is arranged in units according to body systems.

MOA 311 - Medical Administrative Procedures, 104 hours day. This course includes instruction in banking, bookkeeping, fees, credit, and debt collection, payroll procedures, accident and health insurance, how to seek employment, and medical transcription.

MOA 312 - Maternal and Child Health, 56 hours day. A study of the process of birth and growth of the infant to childhood. Includes normal and abnormal situations that may occur during maternity or in the pediatric years.

MOA 400 - Externship, 176 hours day. Supervised experience in a physician's office during which the student performs various duties in both administrative and clinical areas. Students gain actual work experience and apply

skills learned in class.

MS 100 - Machine Shop Math I, 52 hours day, 44 hours night. 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 - Machine Shop Theory I, 52 hours day, 44 hours night. Provides the basic technical knowledge needed and includes shop drawings, safety, hand tools, measurement and layout, and machine usage.

MS 112 - Machine Shop Practices I, 156 hours day, 132 hours night. Shop practices involving safety, measurement and layout, and operation of turning, drilling, and cut-off machines.

MS 121 - Machine Shop Theory II, 52 hours day. Covers theory associated with vertical and horizontal milling machines, shapers, planers, and various grinders.

MS 122 - Machine Shop Practices II, 208 hours day, 256 hours night. Shop operation of the engine lathe, and both vertical and horizontal milling machines. Includes experience with projects requiring drilling, boring, threading, knurling, and slitting.

MS 123 - Machine Shop Practices III, 208 hours day, 384 hours night. Shop experience with shapers and milling machines. Covers advanced techniques. At this point, students should be using all major tools in a basic machine shop.

MS 131 - Machine Shop Theory III, 104 hours day. Additional theory associated with lathes, milling machines, and shapers along with their accessories.

MS 133 - Machine Shop Blueprint Reading I, 52 hours day, 44 hours night. Covers basic blueprint reading for the machinist trade, including symbols and the various views and interpretations.

MS 200 - Machine Shop Math II, 52 hours day. A continuation of MS 100 wherein the student learns formulas, equations, fractions, and decimal measurements related to the machinist trade.

MS 212 - Machine Shop Practices IV, 312 hours day, 384 hours night. Shop instruction and experience utilizing all of the machine tools in a general shop. Students complete projects equivalent to those produced in a job shop.

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

MS 500 - Advanced Machine Shop/Tool & Die I, 312 hours day, 264 hours night. First course in tool and die making for graduates of the basic machine shop course.

MS 501 - Advanced Machine Shop/Tool & Die II, 312 hours day, 264 hours night. Principles of blanking and piercing dies, bending, and theory.

MS 502 - Advanced Machine Shop/Tool & Die III, 312 hours day, 264 hours night. Continuation of theory and shop practice for tool and die making with emphasis on set-ups and

construction of typical dies.

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

MS 505 - Computer Numerical Control I, 312 hours day, 176 hours night. Covers basic programming, operation, and set-up of computer controlled lathes and milling machines. Included are concepts of basic coding systems, axis notation, tapes, and tape preparation equipment.

MS 506 - Computer Numerical Control II, 312 hours day, 176 hours night. A continuation of MS 505 with emphasis on specific formats of turning and machine centers. Fundamental use of microcomputers interfaced with the CNC control, math assist for programming, and program storage.

MS 507 - Computer Assisted Programming, 312 hours day, 176 hours night. Covers the use of computer assisted programming equipment using the FAPT programming language. The student learns the operation of table-top programming using FAPT mill, FAPT turn, FAPT cut, and symbolic turn. Also covered is the use of a digitizing table to generate coordinate points for programming.

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

MTH 101 - Business Math, 52 hours day, 44 hours night. Develops math skills used in computing business problems such as pay-rolls, commissions, interest, taxes, depreciation, and inventory.

MTH 110 - Math for Industrial Maintenance, 104 hours day. Shop math which provides a working knowledge of arithmetic together with the fundamentals of algebra, geometry and trigonometry. The topics covered include arithmetic operations, basic algebraic operations, formulas, equations, ratio and proportions, plane and solid figures, trigonometric ratios, and right triangle trigonometry. The course focuses upon the specific skills needed by industrial maintenance personnel.

MTH 120 - Electronic Math I, 104 hours day or industrial maintenance personnel.

MTH 120 - Electronic Math I, 104 hours day or night. General review of arithmetic fundamentals, geometric and algebraic operations. Enables students to apply these concepts to problems in electronics during the early stages of the program.

MTH 121 - Technical Math I, 104 hours day. Covers applied math problems, graphing, linear equations, determination of empirical equations, metrics, ratio and proportion, plane and solid geometry.

MTH 130 - Electronic Math II, 104 hours day or night. Trigonometric functions, verification of standard formula, equations, inverse functions, and solution of triangles. Emphasis on electronic applications of math.

MTH 138 - Technical Math II, 104 hours day. This continuation of MTH 121 covers advanced algebra. Topics include fractional and quadratic equations, systems of linear equations, systems of quadratics, and applied problems.

MTH 144 - Technical Math III, 104 hours day. This course deals with trigonometry and the use of trigonometric functions in the solution of problems that involve triangles. Vectors are introduced with their components and sums. Radian measure is introduced and used to treat angular velocity and graphs of trig functions.

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

PHY 141 - Physics, 104 hours day or night. General physics for students of electronics. Introduces formula, equations, inverse functions, and solution of triangles. Emphasis on electronic applications of math.

PHY 143 - Physics II, 104 hours day. Continues PHY 132 with the study of dynamics and the concept of momentum. Includes energy, and power, simple machines, mechanical advantage, and the properties of solids and fluids.

PN 103 - Medical Terminology, 40 hours day. This course develops a medical vocabulary through the use of a learner-oriented, self-paced approach. Component parts of medical words are presented according to body systems.

PN 110 - Vocational Adjustments, 20 hours day. This course allows students the opportunity to develop personal goals in Practical Nursing. Covers significant events in the history of nursing. Provides guidance in personal study habits, communication skills, personal hygiene, personal conduct, nursing services and the ethical and legal aspects of the nursing profession.

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

PN 113 - Nutrition, 30 hours day. A study of the nutritional need of a well person and the foods which supply the needed nutrients. Serves as a preparatory course for a study of diet therapy.

PN 114 - Nursing Fundamentals, 208 hours day. 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 at school and in the clinical area.

PN 117 - Anatomy and Physiology, 80 hours day. The basic course in normal human anatomy and physiology. Each body system is studied as a separate unit and then related to the functions of the body as an intricate, integrated whole.

PN 121 - Clinical Experience I, 336 hours day.

A continuation of PN 114 and PN 124 with applications of concepts and skills in the clinical setting. Features supervised experience with nursing procedures while rotating through a planned schedule.

PN 122 - Pediatrics, 60 hours day. Study of the normal growth and development through adolescence and the diseases related to these age groups. Emphasizes the care of the sick child in the home or health-care facility.

PN 124 - Medications Lab, 20 hours day. Utilizes knowledge gained in Pharmacology I and II to develop practical skills for the administration of medications in the clinical area.

PN 125 - Obstetrics, 60 hours day. Develops an understanding of modern maternal and child care. Provides students the skills necessary for safe and competent care of mothers and infants before and after delivery. Includes training in how to recognize abnormal situations.

PN 131 - Clinical Experience II, 240 hours day. Continues PN 121. Students rotate through patient-care facilities under the supervision of trained personnel. Students develop skills in the application of nursing procedures in approved specialty areas.

PN 133 - Medical-Surgical Nursing I, 106 hours day. A study of the diseases and conditions that affect the adult patient. Materials covered are arranged by body system. Study contrasts normal and abnormal body functions.

PN 142 - Clinical Experience III, 320 hours day. Continues PN 131. Students are checked off on various patient-care procedures while on duty at the general hospital. Students continue to develop skills under the supervision of professional health care personnel.

PN 143 - Medical-Surgical Nursing II, 60 hours day. Continues PN 133. Studies the more common diseases of the human body systems. Students learn definitions, patient symptoms, diagnostic tests, therapies, and nursing care.

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

WLD 113 - Basic Arc Welding, 260 hours day, 176 hours night. Covers welding safety, use and care of equipment, and basic welding practices using AC/DC equipment to produce welds in horizontal, vertical, flat, and overhead

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

WLD 123 - Advanced Arc Welding, 260 hours day, 176 hours night. Continues WLD 113 and includes open butt welds in the various positions plus the use of MIG welding equipment.

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

pipe.

WLD 133 - Welding, 208 hours day. A course that provides students with knowledge of safety as well as the techniques of Arc, Tig, and gas metal Arc welding. Considerable practice is given in making horizontal, vertical, and fillet welds.

WLD 135 - Pipe Welding and Certification, 312 hours day, 176 hours night. 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 are also performed on aluminum and stainless steel pipe.

WLD 172 - Blueprint Reading, 52 hours day. This course covers the basics of drawing interpretation as applied to the welding trade. Includes baselines and views, dimensions, notes, specifications, sections, structural shapes, detail and assembly drawings, and symbols.

WLD 200 - Advanced TIG and MIG Welding,

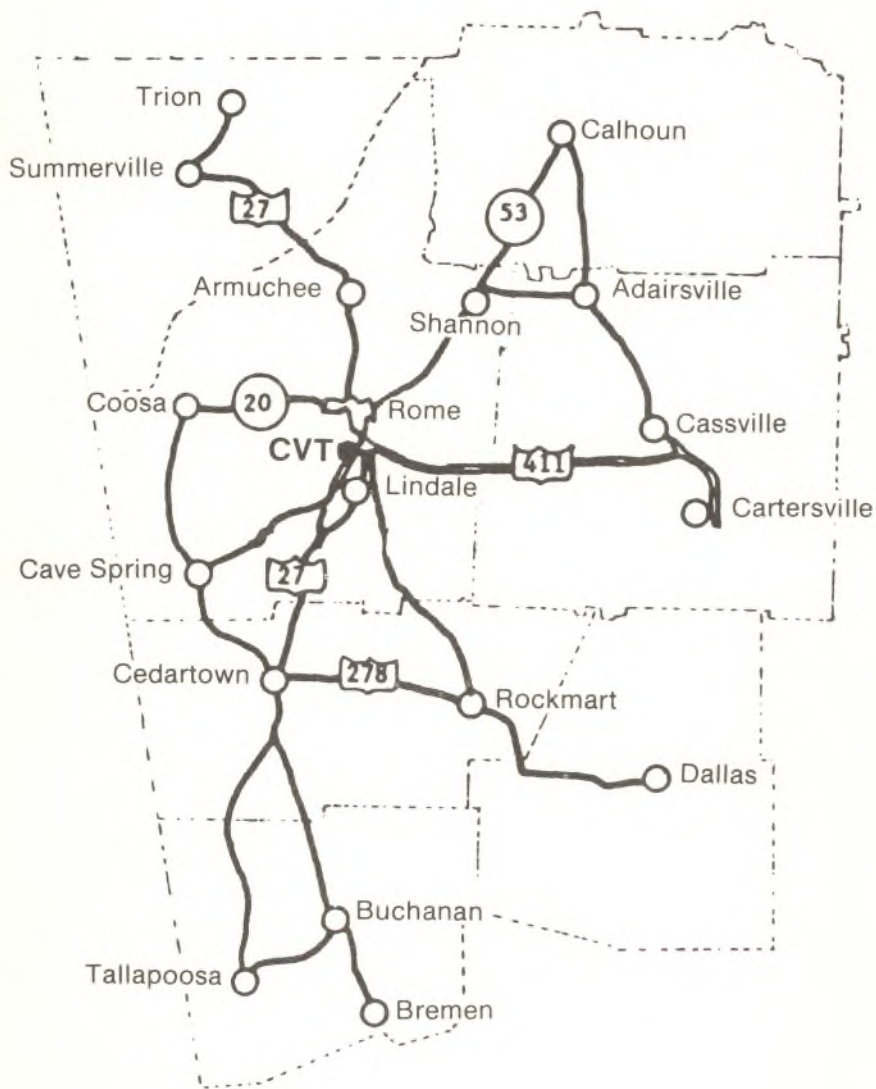
312 hours day. Welding up-date training for persons working in the field who return for additional experience with MIG and TIG machines prior to certification or return to employment.

WW 700 - Woodworking I, 88 hours night. Offers supervised experiences to those who wish to learn basic woodworking techniques. Covers the use of hand and power tools for woodworking projects.

WW 701 - Woodworking II, 88 hours night. Continues WW 700 and offers experience with more advanced woodworking projects as selected by the participant.

WW 702 - Woodworking III, 88 hours night. Shop experiences on projects selected by participants. This quarter of woodworking experience allows students to develop additional finishing skills.

WW 703 - Woodworking IV, 88 hours night. The last quarter of shop experience by those interested in developing woodworking skills for personal use.



COOSA VALLEY TECH

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