Public Notification of Nondiscrimination: Cobre Valley Institute of Technology does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, in access to them, in treatment of individuals, or in any aspect of their operations. Cobre Valley Institute of Technology does not discriminate in its hiring or employment practices. The following employee has been designated to handle inquiries regarding the nondiscrimination policies and can have all materials translated upon request:

**Title IX Coordinator**
Name: Donna Roach  
Address: 501 Ash Street Globe, AZ 85501  
Telephone Number: 928-542-9640  
Email: droach@cvit81.org

**Section 504/ADA Coordinator**
Name: Mike O’Neal  
Address: 501 Ash Street Globe, AZ 85501  
Telephone Number: 928-242-1907  
Email: mo’Neal@cvit81.org
Cobre Valley Institute of Technology - CVIT

District Office – Finance
Mailing Address: PO Box 176
Physical Address: District Office-Finance
1500 Panther Dr.
Bldg. 3, Room 206
Superior, AZ 85173
Phone: 928-542-9640
FAX: 520-689-6630
droach@cvit81.org
Website: www.cvit81.org

Globe Office – Administrative Office
Mailing Address: PO Box 42
Physical Address: 501 Ash Street
Globe, AZ 85501
Cell: 928-242-1907
Email: mo’neal@cvit81.org

Governing Board
Louie Rabago – Board Chairman
Franceen Gregovich- Benton- Vice Chairman
Maria Munoz - Member
Mike Fane- Member
Anna Flores – Member

Administrative Team
Mike O’Neal –Superintendent/Exec. Program Director/Principal
Donna Roach- Business Manager/Operations Specialist

Central Campus Counselor
Aja DeZeeuw
8274 South Six Shooter Canyon Rd.
Globe, AZ 85501
Cell: 480-204-0325
About CVIT

Cobre Valley Institute of Technology (CVIT) was established in November 2000. It is one of 14, voter approved, Career & Technical Education Districts (CTED) in Arizona. The CTED system along with community colleges, universities and primary and secondary schools is one of four pillars of Arizona’s educational system. Each CTED takes on a challenge to prepare Arizona students for a highly competitive workforce. As a result of the efforts of the CTED system, school districts have the opportunity to provide innovative Career and Technical Education (CTE) programs for students. CVIT is providing support for CTE programs to member school districts. Member districts are: Globe, Hayden, Miami, Ray, San Carlos, and Superior. CVIT’s Central Campus at Eastern Arizona College- Gila Pueblo Campus is where we provide expanded educational opportunities to the students of the member districts. In addition to educational institutions, CVIT works with local health care centers and assisted living facilities to provide work-based learning opportunities.

Our Vision

“To provide an ethical, productive and technically trained workforce in both satellite and central campus programs that meets the global needs for business and industry.”

Our Mission

To upgrade and enhance existing CTE (Career and Technical Education) courses and programs at member satellite districts.

To expand the options and rigor of CTE courses available to students.

To provide innovative training for students to enter the Cobre Valley and Copper Basin workforce.

To provide a community resource to enhance career skills and improve employability opportunities.

To develop and support training opportunities with EAC- Gila Campus, Central Arizona College, and community-based operations.

To provide students the opportunity to earn industry recognized certification for entry into the workforce upon program completion.
<table>
<thead>
<tr>
<th>Program</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td><strong>Cosmetology I &amp; II</strong></td>
<td>1:30-5:30</td>
<td>1:30-5:00</td>
<td>Friday 8:00AM-4:00PM</td>
<td>Friday 8:00AM-4:00PM</td>
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<tr>
<td><strong>Cosmetology III &amp; IV</strong></td>
<td>Monday 1:30-5:30</td>
<td>Tuesday - Thursday 1:30-5:30</td>
<td>Friday 8:00AM-4:00PM</td>
<td>Friday 8:00AM-4:00PM</td>
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<tr>
<td><strong>Dental Assistant I &amp; II</strong></td>
<td>Monday - Thursday 1:30-4:20</td>
<td>Monday - Thursday 1:30-4:20</td>
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<tr>
<td><strong>Fire Service</strong></td>
<td>Tuesday 1:30-3:20</td>
<td>Tuesdays 8:00AM-2:00PM (beginning 9/30)</td>
<td>Monday &amp; Tuesday 1:29-4:59</td>
<td>Friday 8:00AM-1:00PM</td>
</tr>
<tr>
<td><strong>HVAC - R I &amp; II</strong></td>
<td>Monday &amp; Tuesday 1:29-4:59</td>
<td>Monday &amp; Tuesday 1:29-4:59</td>
<td>Monday &amp; Tuesday 1:29-4:59</td>
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<tr>
<td><strong>Medical Assistant I &amp; II</strong></td>
<td>Tuesday 1:30-3:10</td>
<td>Monday &amp; Wednesday 1:30-3:10</td>
<td>Wednesday 4:30-8:40</td>
<td>Thursday 4:30-8:40</td>
</tr>
<tr>
<td><strong>Medical Assistant III &amp; IV</strong></td>
<td>Tuesday 1:30-3:10</td>
<td>Monday &amp; Wednesday 1:30-3:10</td>
<td>Wednesday 4:30-8:40</td>
<td>Thursday 4:30-8:40</td>
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<tr>
<td><strong>Nursing Assistant I &amp; II</strong></td>
<td>Monday &amp; Wednesday 1:30-3:10</td>
<td>Monday &amp; Wednesday 1:30-3:10</td>
<td>Monday &amp; Wednesday 1:30-3:10</td>
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<tr>
<td><strong>Welding I &amp; II</strong></td>
<td>Monday 4:30-8:40</td>
<td>Tuesday 4:30-8:40</td>
<td>Wednesday 4:30-8:40</td>
<td>Thursday 4:30-8:40</td>
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<tr>
<td><strong>Welding III &amp; IV</strong></td>
<td>Monday 4:30-8:48</td>
<td>Tuesday 4:30-8:40</td>
<td>Wednesday 4:30-8:40</td>
<td>Thursday 4:30-8:40</td>
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<tr>
<td><strong>Welding process courses (ARC, MIG, TIG, &amp; FCAW)</strong> are offered on different days. Student’s schedule is determined on course(s) needed for program completion.</td>
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</tbody>
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*4*
Attendance

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Cobre Valley Institute of Technology believes all students should be in school every day, unless there is a valid reason for an excused absence.

Cobre Valley Institute of Technology defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and school sponsored activities (i.e. athletic games and other school sponsored academic related activities). **Students that are currently failing their CVIT course(s) at the time of absence for any satellite school sponsored activities will not be excused.**

1. Any time your child will not be in school on any specific day, you must email the Counselor at adezeewu@cvit81.org or place a phone call/text to the 480-204-0325 or submit an excusal note within 24 hours of the absence.

2. All unreported absences will be documented as “unexcused” absences.

3. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, text, or email to the Superintendent within 24 hours of a student returning to school from an absence.

4. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.

5. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent.

6. When a student is excessively absent, student will be dropped from their CVIT Central Campus Program.

7. If your child is leaving school early for an appointment, he/she must notify the Superintendent or CVIT Central Campus Program Counselor.

**Students accumulating 3 or more unexcused absences during a semester may be dropped from their course(s).**

Special arrangements will be made for student athletes and other school related educational activities if student is in good academic standing in all their CVIT course(s).

**Chronic Health Condition:** Should a student have a chronic health condition that affects his/her regular school attendance, which is identified by a licensed medical professional, CVIT will provide reasonable
and appropriate educational opportunities for that student. The section 504 Coordinator for CVIT is Mike O’Neal.

Students with Disabilities: A student with a disability as defined by federal law: “An individual with a disability means any person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment”. Students with disabilities are strongly encouraged to request an accommodation plan with the community college. For information on how to initiate this process, please contact Aja DeZeeuw at 480-204-0325.

Grading/Evaluation

Grading Criteria: Individual teachers establish the grading criteria for their specific courses taught. Students are awarded (1) high school credit per semester for successfully completing their CVIT Central Campus courses. CVIT awards certificates of completion to students who successfully complete their CVIT program. Industry recognized certifications are awarded by State Boards and or testing agencies upon student’s successful passing of their required certification exam(s).

GRADES: The grading scale consists of:

A: Exceeds skill requirements 90%-100%

B: Meets and often exceeds skill requirements 80%-89%

C: Meets minimum skill requirements 70%-79% (Nursing Assistant 75%-79%)

D: Failure 69%-0% (Nursing Assistant 74.9%-0%)

Students must earn either an average grade of an A, B, or C each semester in their program’s course of study in order to continue their enrollment. Students receiving an averaged failing grade of their courses will not be enrolled the following semester unless special arrangements to makeup the lost credit are made.

Student Conduct

Conduct Code

Students are expected to arrive to class on time prepared to engage in learning activities with the appropriate materials, including textbooks, paper, pencil or pen, and project materials.

Cheating will not be tolerated, and may be subject to withdrawal. Students are expected to do their own work.
Students are expected to follow directions given by any instructional staff member.

Students are expected to demonstrate courtesy and respect for other students, guests, and instructional staff members.

Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

**While attending central campus classes at the Community College, students are expected to abide by the Student Code of Conduct and the Scholastic Code of Conduct found in the College’s Student Handbook. Copies are available at campuses.**

**Appeal procedure for CVIT Central Program Students**

After instructor removes a student from a class, student will have an opportunity to appeal the decision to a committee. The committee will consist of at least one Cobre Valley Institute of Technology (CVIT) representative, at least one Community College dean, instructor for the class, and at least one additional person who cannot be a parent or a relative/friend of a student. Student will have one week from the date of removal to appeal the decision in writing to CVIT Superintendent.

The committee will hear the student and will decide by simple majority vote. Student will receive decision in the mail within a week from the hearing. Decision of the committee is final.

**Respect Code**

Every person has the right to learn in a comfortable and safe environment. At CVIT, we expect all staff members, students, and visitors to encourage positive self-esteem by:

Practicing courtesy and friendliness at all times.

Being cooperative, attentive, and supportive in class and in all school related activities.

Being supportive of one another in pursuit of academic activities and related activities.

CVIT relies on community-based organizations to provide facilities and instructors for our high-quality programs; therefore, we support the organization’s directors/instructors in matters involving student misconduct.

**Textbooks**

CVIT will provide required textbooks and related materials for all students. It is the student’s responsibility to take care of his/her issued textbooks. Textbooks and materials must be kept clean and
unmarked. Students are responsible for proper care of their issued textbooks and will pay for the replacement cost of damaged or lost textbooks.

**Release of Student Photos**
Throughout the school year CVIT may take photographs of students during their learning experiences. Please inform CVIT Superintendent/Executive Program Director in writing if your child is not to be photographed. These student identifiable photographs may be used in the district newsletters, local newspaper, district website, and social media. Highlighting school achievement in media services is a way of sharing the successes of our school and students.

**Transportation**
CVIT does not provide student transportation. However, satellite schools may provide transportation and it is the student’s responsibility to become familiar with their satellite school’s transportation policy and procedures.

**School Counseling**
CVIT employs a certified school counselor who is available to assist all students in three realms: academics, career development, and social-emotional support. The counselor can meet with students in-person, or offer support through phone, e-mail, or text, and also provides core curriculum lessons to engage students in learning professional skills. For more information regarding school counseling or other support services, please contact Aja DeZeeuw. You may call or text 480-204-0325, e-mail adezeeuw@cvit81.org, or make an appointment using the following link: www.calendly.com/mrs_dee.
**CVIT Central Programs**

**NOTE:** **ORDER OF A PARTICULAR COURSE MAY CHANGE BASED ON AVAILABILITY OF INSTRUCTIONAL STAFF.**
* Students will receive (1) high school credit each semester.

**COSMETOLOGY**

*Cosmetology*

12.0400

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, students will be eligible to take the Arizona State Board of Cosmetology Examination.

**Cosmetology I**

12.0400.10
*Prerequisite: None*

COS 101
Theory of Cosmetology I/Hairstyling
EAC Credits- 2
Introduction to the basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic science in bacteriology, sanitation and physiology pertaining to the head, hands, face, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology.

COS 111
Permanent Waving, Shampooing and Hairstyling I
EAC Credits- 4
Basic instruction in permanent wavy, chemical straightening, curling, shampooing and hairstyling. Students will be instructed in manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring students up to an intermediate level.

COS 131
Haircutting, Scalp Treatment, Tinting, and Facial I
EAC Credits- 5
Instruction in all basic haircutting techniques. Introductory corrective scalp treatment, massage, hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.
Cosmetology II

12.0400.20
Prerequisite: Cosmetology I

COS 133
Haircutting, Scalp Treatment, Tinting, and Facial II
EAC Credits- 4
Additional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

COS 135
Haircutting, Scalp Treatment, Tinting, and Facial III
EAC Credits- 4
Advanced instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

COS 137
Haircutting, Scalp Treatment, Tinting, and Facial IV
EAC Credits- 2
Professional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

Cosmetology III

12.0400.25
Prerequisite: Cosmetology II

COS 103
Theory of Cosmetology II/Hairstyling
EAC Credits- 2
Continuation of Cosmetology Theory/Hairstyling at an intermediate level. Basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes ethics and salon management.

COE 113
Permanent Waxing, Shampooing and Hairstyling II
EAC Credits- 4
Continuation of COS 111. Intermediate level of instruction in permanent wavy, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring student up to an advanced level.
COS 115
Permanent Waving, Shampooing and Hairstyling III
EAC Credits- 3
Continuation of COS 113. Advanced level of instruction. Designed to bring students to the professional level.

COS 117
Permanent Waving, Shampooing and Hairstyling IV
EAC Credits- 2
Continuation of COS 115. Professional level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer.

**DENTAL ASSISTING**

*Dental Assistant*

51.0600

The Dental Assisting program prepares students to perform technical services involved with planning, organizing, researching, directing and controlling functions and processes related to the provision of dental assisting health-care services—both front office and clinical responsibilities. An integrated approach to teaching and learning is provided as students develop interpersonal relations, career development skills and technical knowledge and skills associated with a dental assistant. Students completing this program will be prepared to participate in teams, solve problems, think critically and implement effective solutions. The program will be designed and delivered as a coherent sequence of experiences using technical instruction, experiential learning, supervised clinical experience and leadership and personal development through the career and technical student organization HOSA.

**Dental Assistant I**

51.0600.10

CSL 109
Orientation to Student Success
EAC credits-1
This course provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.

DAE 100
Introduction to Dental Assisting
EAC credits-3
This course covers the history of dentistry, the education and characteristics of the dental assisting professional, members of the dental healthcare team, professional code of ethics in the field of dentistry, and the statutory law for the field of dentistry.

DAE 101
Dental Health and Safety
EAC credits - 3
This course provides training to help the student understand the difference between regulations and recommendations pertaining to health and safety for employees and patients. The students will also identify professional organizations for dentists, dental assistants, and dental hygienists relative to safety training. Students will be given the opportunity to identify the government agencies and their function in relation to dentistry.

DAE 105
Oral Health and Dental Disease Prevention
EAC credits - 3
The learner will classify dental caries, discuss early childhood caries, and explain the importance of saliva related to tooth decay, explain the goal of CAMBRA, describe the prevalence of periodontal disease, identify the two basic types of periodontal disease and list and describe the seven basic care types.

Dental Assistant II

51.0600.20
Prerequisite: Dental Assistant I

DAE 107
Science in Dentistry
EAC credits - 4
This is an introductory course to bio-sciences as it relates to the oral embryology and histology, hand and neck anatomy, and tooth morphology. This course provides information on regions of the face (land-marks) and oral cavity. Upon completion, students will identify planes and associated body direction used to divide the body into sections and describe the four levels of organs of organization of the human body.

DAE 109
Patient information and Assessment
EAC credits - 3
This course focuses on the pre-clinical skills needed for delivered dental care including the importance of managing patient records. Students will be trained on patient vital signs assessments and the role of the dental assistant in a medical emergency. Students will be introduced to the principles of pharmacology.

HCE 156
Science for Allied Health
EAC credits-4
Introduction to biology for the health professions. Includes principles of science, the chemistry of life, cell anatomy and physiology, cellular respiration, the making of proteins, cellular reproduction, and patterns of inheritance, embryonic development, and human tissues.

**Dental Assistant III**

51.0600.25  
_Querquisite: Dental Assistant II_

**DAE 112**  
Radiographic Imaging in Dentistry  
EAC credits - 4  
This course provides the student uses of dental imaging, explains how x-rays are produced, and identifies types of radiation. The student will also understand the effects of radiation and how radiation is measured. Radiation safety is discussed in this course.

**DAE 114**  
Foundations of Clinical Dentistry  
EAC credits - 4  
This course focuses on the pre-clinical skills needed for delivered dental care including dental headpieces and dental hand instruments. Topics also include moisture control, anesthesia and pain control.

**EMT 122**  
First Aid and CPR  
EAC credits - 2  
Presents skills and techniques that teach the student both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

**Fire Service**

Fire Science - Level I

43.0200.00

The Fire Science – Level I Certificate program, in cooperation with the Arizona Center for Fire Service Excellence (AZCFSE), prepares students for service as firefighters in rural settings. This certification emphasizes professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals already serving in the profession as firefighters and as a preparatory program for those who seek a career in firefighting. Students will take classes alongside adult learners.

**Fire Service I**

43.0200.10
Prerequisite: Student must turn 18 years of age prior to taking certification exam (April of Spring semester)

FSC 135
Strength and Fitness for Fire Service
EAC credits-2
This course offers the students the aspects of fitness for firefighting. Students will learn how to develop strength, cardiovascular endurance and flexibility in a participatory learning environment. Course sessions will address aerobic and strength training, proper lifting, warm-up and flexibility techniques, training principles, and elements of wellness. Proper handling of fire service equipment will be introduced.

FSC 150
Basic Wildland Firefighting
EAC credits-3
This course is presented through a series of lectures and field exercises. It includes factors affecting wildland fire behavior; the start and spread of fires; how fuels, topography, and weather conditions affect fire spread; and how to recognize dangerous situations on the fireline.

EMT 122
First Aid and CPR
EAC credits-2
Presents skills and techniques that teach the student both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

Fire Service II
43.0200.20
Prerequisite: Fire Service I

FSC 101
Fire Department Operations I
EAC credits-6
This course is primarily designed for new fire department recruits or students wishing to become structural firefighters. This course covers all aspects of fire department operations including equipment and personnel policies. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSC) standards and testing.

FSC 102
Fire Department Operations II
EAC credits-5
This course is primarily designed for new fire department recruits or students wishing to become structural firefighters. Emphasis is on the chemistry of fire, building construction, administrative
policies, and techniques of firefighting. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSC) standards and testing.

FSC 106
Hazardous Materials First Responder Operations
EAC credits - 3
This class prepares students to function as first responders at the operations level. Emphasis is on the basic characteristics of hazardous materials, hazardous materials laws and regulations, and the components of a planned response. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing. This course is presented in compliance with 29 Code of Federal Regulations (29CFR) Chapter XVII 1910.120 (q)(6)(ii) and the Arizona Administrative Code Title 8, Chapter 2, Article 6

**HEATING, VENTILATION AND AIR CONDITIONING**

*HVAC-R Services*

47.0200.00

The HVAC-R Program is designed to prepare students to work in a heating or refrigeration business. The HVAC-R program includes basic instruction in heating, ventilation, air conditioning and refrigeration systems and their maintenance to help students develop a career in the HVAC-R field.

**HVAC-R I**

47.0200.10

*Prerequisite: None*

HVAC 101
Principles of HVAC-R
EAC credits - 3
Students learn the relationship between pressure and temperature and heat transfer and become familiar with different types of HVAC-R units.

HVAC 103
HVAC-R Controls
EAC credits – 3
Students learn about the different controls that enable the HVAC-R units to operate as designed. This enables students to work on and repair all major types of HVAC-R units.

HVAC 110
Electricity for HVAC-R
EAC credits – 3
This course introduces students to detailed electrical procedures, basic electrical concepts, reading of circuits and meters, identification of components, symbols, and wiring diagrams used in air conditioning control systems, installation of contacts, relays, and overloads, as well as trouble-shooting applicable to the field of HVAC-R technology.

**HVAC-R II**

**47.0200.20**  
Prerequisite: HVAC-R I

HVAC 105  
Heating System Basics  
EAC - 3 credits  
Students learn about the different types of heating units used in all applications of the HVAC-R industry. This will enable students to work on and repair all major brands of heating units.

HVAC 109  
Troubleshooting HVAC-R Systems  
EAC – 3 credits  
Students learn the techniques required for servicing and repairing HVAC-R systems. Students will become familiar with determining what is wrong in a given circumstance by evaluating what is wrong with the information the student has learned.

HVAC 115  
EPA Certification  
EAC – 1 credit  
This will allow students to be eligible to take the nationally recognized EPA Universal certification that will enable students to perform system evacuations of various cooling gases in the field of refrigeration technology.

**Medical Assistant**

**Medical Assistant Services**

**51.0800**

This program prepares the student for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and medical duties in a medical office. Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.
Medical Assistant I

51.0800.15
Prerequisite: None

HCE 100
Basic Health Care Components
EAC credits-4
Introductory course for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a healthcare worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

HCE 112
Medical Terminology
EAC credits-2
This course is designed to give direction to the beginner allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

EMT 122
First Aid and CPR
EAC credits-2
Presents skills and techniques that teach the student both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

CSL 109
Orientation to Student Success
EAC credits-1
This course provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.

Medical Assistant II

51.0800.60
Prerequisite: Medical Assistant I

HCE 116
Medical Dosage Calculation
EAC credits-2
This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration and dosage calculation.

HCE 156
Science for Allied Health
EAC credits-4
Introduction to biology for the health professions. Includes principles of science, the chemistry of life, cell anatomy and physiology, cellular respiration, the making of proteins, cellular reproduction, and patterns of inheritance, embryonic development, and human tissues.

HCE 190
Human Body in Health and Disease
EAC credits–4
This course emphasizes the study of basic concepts of human biology which includes anatomy, physiology, biochemistry, cytology, histology, pathology and related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body including related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body, mechanism of disease in various systems of the body included related pharmacology, nutrition and metabolism, fluid and electrolyte balance, acid-base balance, and growth and development. Lab activities will be incorporated into the lecture. They will be designed to support to teach concept.

Medical Assistant III
51.0800.65
Prerequisite: Medical Assistant II

HCE 130
Medical Assisting: Administrative Competencies
EAC credits-4
This course is focused on acquiring the knowledge necessary to perform medical assistant’s administrative duties. The content includes introduction to common equipment utilized to file and maintain medical records, and defines and outlines the security and safety measures employed when working with medical records. Identifies and compares active, inactive, and closed medical records and how to set up a medical record retention system for a medical office. Defines medical assisting as it relates to the health care profession, ethics, safety, and security in the medical office, cultural diversity, integrated administrative procedures, health insurance, medical coding, and billing. Relates the importance of the FDA and DEA to administrative procedures and summarizes the purpose of federal health-care regulations: HCQIA, False Claims Act, OSHA, and HIPAA.

HCE 171
Introduction to Pharmacology
EAC credits-3
This course assists the student in acquiring the drug knowledge and usage of various drugs. Emphasis is placed on drug classes and the mechanisms of action so that students will understand why certain drugs are prescribed for particular disease states.

HCE 186
Phlebotomy and Medical Laboratory
EAC credits—2
The study of accurate, up to date, practical information and instruction in phlebotomy procedures and techniques, along with comprehensive background in phlebotomy theory and principles. Skills include: drawing blood, obtaining blood cultures, using Lancet or Micro lance for a micro-draw or an infant heel stick, and measuring bleeding time. This course requires successful invasive intravenous draws including 10 draws using vacutainer system, 5 draws using butterfly system, and 5 finger sticks.

Medical Assistant IV
51.0800.68
Prerequisite: Medical Assistant III

HCE 160
Medical Assisting–Clinical Competencies
EAC credits—6
This course is focused on the knowledge necessary to perform clinical competencies as a medical assistant. The content includes emergency procedures and first aid, therapeutic approach, integrated clinical procedures, diagnostic procedures, and laboratory procedures.

HCE 189
Phlebotomy Certification
EAC credits–2
This course provides a comprehensive review of current phlebotomy theory and study plan for phlebotomy certification through American Medical Technologist (AMT). Students are provided an opportunity to test their knowledge and application of current phlebotomy theory in the classroom and online setting that will prepare them for certification and advancement in phlebotomy licensure. Completion of the course requires a minimum of 50 successful venipunctures and 10 capillary punctures from a human source.

HCE 297
Workshop for Healthcare workers
EAC credit – 1
Designed to meet a variety of needs for students in an Allied Heath program.

NURSING ASSISTANT

Nursing Services
This program prepares the student for an entry level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanic, treatments and procedures, patient admission, transfer, discharge and eldercare. Students are eligible to test for the Arizona State Board of Nursing Licensed Nursing Assistant (LNA or CNA) examination upon completion of the NUR 100, nursing assistance program.

**Nursing Assistant I**

*51.3900.10*

*Prerequisite: None*

**HCE 100**  
Basic Health Care Components  
EAC credits—4  
Introductory course for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a healthcare worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

**HCE 112**  
Medical Terminology  
EAC credits—2  
This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

**EMT 122**  
First Aid and CPR  
EAC credits—2  
Presents skills and techniques that teach the student both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

**CSL 109**  
Orientation to Student Success  
EAC credits—1  
This course provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.
Nursing Assistant II

51.3900.20
Prerequisite: Nursing Assistant I

NUR 100
Nursing Assistant
EAC credits -6
A course designed to prepare individuals for entry-level positions as nursing assistants in structured health care settings directly supervised by a registered or licensed practical nurse. At the completion of this course, the students may be eligible to complete the written and manual skills certification exams. Successful completion of the certification written and manual skills exams will lead to a certification as a certified nursing assistant (CNA) through the Arizona State Board of Nursing. Students must take NUR 100G concurrently with this course.

NUR 100 G
Nursing Assistant LAB
EAC credits-0
Skills/Clinical.

HCE 116
Medical Dosage Calculation
EAC credits-2
This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration and dosage calculation.

HCE 297
Workshop for Healthcare workers
EAC credit – 1
Designed to meet a variety of needs for students in an Allied Health program.

WELDING TECHNOLOGY

Welding Technologies

48.0508

Welding Techniques & Processes I

WLD 101
Welding
EAC 3 credits
This course teaches principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques.
WLD 111
Arc Welding  
EAC 3 credits  
Arc welding machines, their use and care; flat, vertical, overhead welding will be covered using various types of electrodes. Welding safety and basic electrical principles will be covered.

WLD 124
MIG Welding  
EAC 3 credits  
The basic principles of inert gas welding using a MIG welder. Basic skills will be developed using a MIG welder on a variety of materials.

WLD 126
TIG Welding  
EAC 3 credits  
The basic principles of inert gas welding using a TIG welder. Basic skills will be developed using a TIG welder on a variety of materials and all positions.

Welding Techniques & Processes II
WLD 211
Pipe Welding  
EAC credits – 3  
This course provides skill development in advanced arc welding techniques in all positions. In this course students will use TIG, GMAW, plasma and flame cutting equipment. This course places an emphasis on preparing the student to take the AWS welding certification test.

WLD 260
Flux Cored ARC Welding and Gas/Metal ARC Welding  
EAC- 3 credits  
This course teaches flux cored arc welding (FCAW) and gas metal arc welding (GMAW) principles and techniques. Course includes metal preparation process, equipment setup, and welding techniques related to different metal types and welding positions. This course helps prepare students for American Welding Society (AWS) entry level certifications.

WLD 270
Technical Welding  
EAC-3 credits  
This course teaches welding process as used in modern industry. Course provides instruction in, and experience with all major welding processes with emphasis on proper welding techniques to ensure students understand industry requirements. This course places an emphasis on preparing student to take the AWS welding certification test.
Welding Technology I

48.0508.10
Prerequisite: None

WLD 101
Welding
EAC-3 credits
This course teaches principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques.

WLD 108
Welding and Metal Fabrication
EAC-3 credits
This basic welding and metal fabrication course will stress theory and application of fundamental welding and soldering methods. These methods include torch welding along with brazing, soldering, heating, and cutting. Student will be exposed to stick Arc and MIG (metal inert gas) welding. Instruction is also given on sheet metal layout and construction of a small project. This course also introduces using a numerical controlled plasma cutter to fabricate a project uploaded from a CAM (computer aided machining) program. An additional nonrefundable welding course fee is required.

TEC 133
Safety Practices for Industry
EAC-1 credits
This course provides a comprehensive study related to hazards and safety practices and procedures within a technical shop environment. The focus of this course is to instill key concepts related to keeping students safe before they enter the workplace. Topics will include proper hazardous material handling and documentation, material safety data sheets, power tool safety, personal protective equipment, first aid, fire prevention, electrical dangers, lockout/tag out, and ways to avoid workplace injury.

DRF 150
Dimensioning and Tolerancing
EAC-1 credits
An intensive course covering basic and advanced dimensioning techniques. Emphasis is placed on the ANSI Y14.5M standard for geometric dimensioning and tolerancing.

AMT 110
Introduction to Fab Lab Technology
EAC-2 credits
Successful completers of this course will qualify to work in the Fab Lab with supervision. This course introduces participants to concepts and tools used in a Fab Lab environment; processes for collaborating with other Fab Labs throughout the world; and proper safety procedures, machine setup, and operation of key Fab Lab equipment. Participants will work collectively to keep the lab safe, organized, and clean. Participants will also be required to understand costs associated with items they would like to produce.
Welding Technology II

48.0508.20
Prerequisite: Welding Technology I

WLD 211
Pipe Welding
EAC credits – 3
This course provides skill development in advanced arc welding techniques in all positions. In this course students will use TIG, GMAW, plasma and flame cutting equipment. This course places an emphasis on preparing the student to take the AWS welding certification test.

AMT 102
Materials for Industry
EAC- 3 credits
This course examines the appropriate use of metals, ceramics, polymers, acrylics, and composites in product manufacturing and fabrication.

AMT 104
Machining and Fabrications
EAC- 3 credits
This course will help students develop an understanding and appreciation of the machine tool industry and the processes which produce metal projects. Focuses on using mills, lathes, surface grinders, and hand tooling to fabricate various products from a variety of metals using precise measurements and holding precise tolerances.

CMP 103
Introduction to Computer Based Systems
EAC- 3 credits
Explores the world of computers in business and society. Included topics are: digital literacy, the Internet and its multiple uses, computers and mobile devices, programs and apps, digital safety/security, components of computers and mobile devices, definitions and examples of input and output, communications and networks, information and data management, and information systems. Business applications emphasize spreadsheet/database creation and manipulation. Word processing and email systems are also covered.

Welding Technology III

48.0508.25
Prerequisite: Welding Technology II

WLD 260
Flux Cored ARC Welding and Gas/Metal ARC Welding
EAC- 3 credits
This course teaches flux cored arc welding (FCAW) and gas metal arc welding (GMAW) principles and techniques. Course includes metal preparation process, equipment setup, and welding techniques.
related to different metal types and welding positions. This course helps prepare students for American Welding Society (AWS) entry level certifications.

WLD 270
Technical Welding
EAC-3 credits
This course teaches welding process as used in modern industry. Course provides instruction in, and experience with all major welding processes with emphasis on proper welding techniques to ensure students understand industry requirements. This course places an emphasis on preparing student to take the AWS welding certification test.

WLD 290
Welding Certification
EAC-1 credit
This course prepares students for American Welding Society (AWS) certification or other welding certifications. This course relies on previous welding courses or industry experience for skill development. An additional fee (approximately $75) may be required for students who would like their official weld coupon inspected by a Certified Welding Inspector (CWI). Students may be required to pay for the inspection directly to the vendor and must be willing to have their official weld coupon inspected and approved by the course instructor prior to the inspection by a CWI.

DRF 154
Introduction to AutoCAD
EAC – 3 credits
Students will gain hands-on-experience using AutoCAD computer drafting software. Emphasis is placed on the integration of 3D solid modeling and 2D drafting output. All drawings will meet the ASME Y14.5M standard
Student Complaints

JII-EB ©

EXHIBIT

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

● Violation of the student’s constitutional rights.

● Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student’s individual capabilities.

● Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.

● Concern for the student’s personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

● The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and

● The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

● The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.

● The complaint/grievance shall be made only to a school administrator or a school staff member.

● The person receiving the complaint will gather information for the complaint form.
● All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*

● The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student’s parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

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**EXHIBIT**

**STUDENT BULLYING / HARASSMENT / INTIMIDATION**

The Governing Board of the Cobre Valley Institute of Technology believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.
To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

A. has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm or damage to property,

B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

D. damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual’s personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or
property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

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EXHIBIT

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or
intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.

- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.

- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by
law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.
Acknowledgment of Receipt Of 2022-2023 CVIT Student Handbook

Signatures below indicate that I have reviewed the Student Handbook.

The Student Handbook describes important information about Cobre Valley Institute of Technology, and I understand that I should consult CVIT Superintendent – Mike O’Neal regarding any questions not answered in the Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Student Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Student’s Name (printed): _____________________________________________

Program:

________________________________________

Student’s Signature: ________________________________ Date: ______________

Parent’s (guardian) Name (printed): ________________________________

Parent’s (guardian) Signature: ____________________________ Date: __________