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## TUITION AND FEE SCHEDULE

### Academy of Careers and Technology

#### TUITION AND COST DAY PROGRAMS

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<th>Program</th>
<th>Tuition</th>
<th>Registration</th>
<th>Application</th>
<th>Technology</th>
<th>Lab</th>
<th>Books</th>
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#### TUITION AND COST EVENING PROGRAMS

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The Automotive Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the automotive industry. Students will have the opportunity to acquire hours towards certification and be exposed to skills to develop positive work ethics.

**Required Courses**

1631 Fundamentals of Automotive Technology
This course introduces the student to the knowledge base and technical skills as they relate to the field of Automotive Technology. Areas of study include: career opportunities and practices, basic safety, tool and equipment, measuring tools and equipment, automotive specifications, electrical system basics, battery service, wheel and tire service, and cooling and **lubrication systems**.

1637 Suspension and Steering Diagnosis
Suspension and Steering Diagnosis will continue to build student skill sets in areas such as diagnosis and repair of steering systems, diagnosis and repair of front suspension systems, diagnosis and repair of rear suspension systems, miscellaneous suspension and steering systems, and diagnosis and adjust wheel alignment.

1625 Brake Systems
Brake Systems will continue to build student skill sets in areas such as diagnosis and repair of hydraulic systems, diagnosis and repair of drum brakes, diagnosis and repair of disc brakes, power assist systems, and antilock brake systems. Students will comply with personal and environmental safety practices associated with proper ventilation, handling, storage, and disposal of brake components.

1623 Basic Engine Concepts
Basic Engine Concepts will continue to build student skill sets in areas such as general engines, diagnosis of cylinder head and valve train, diagnosis and repair of engine block, and diagnosis and repair of lubrication and cooling systems.

**Elective Courses**

1627 Electrical/Electronic Systems
Areas of studies include general electrical diagnosis, battery diagnosis and service, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, information system diagnosis and repair, horn and wiper/washer diagnosis and repair, and accessories diagnosis and repair.

1629 Engine Performance
Areas of study include general engine diagnosis, computer engine controls diagnosis and repair, diagnosis of ignition systems and repair, fuel, air induction, and exhaust system diagnosis and repair, and emission control system diagnosis and repair.
1633 Heating and Air Conditioning
Areas of study include diagnosis and repair of A/C systems, refrigeration system component diagnosis and repair, diagnosis and repair of heating and engine cooling systems, operating systems and related controls diagnosis and repair, refrigerant recovery, and recycling and handling.

1621 Alternative Fuels
The Skill Sets in this course are representative of the basic knowledge included in a Career and Technical Automotive Technology concentration.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: NATEF
CAREERS IN EDUCATION

The Careers in Education concentration is an innovative approach designed to attract talented students to the teaching profession. The Careers in Education concentration focuses on careers in teaching and training.

Required Courses

1301 Foundations in Education
This course is designed to introduce the history, development, organization, and practices of preschool, elementary, and secondary education. In addition to classroom training, students will participate in field experiences at local elementary, middle, and high schools. Students also gain the professional or skilled knowledge and skills necessary to begin a career in the education profession.

1302 Student Learning, Development, and Diversity
This course is designed to focus on the various physical, cognitive, social, emotional and moral development, environments and social institutions, family life, demographics, and culture influencing human growth and development. This course also provides information and activities for guiding behavior and meeting the needs of special age groups.

1304 Educational Psychology and Learning
This course is designed to as well as statistics, trends, and assessment strategies influencing education and training. Also included are challenges confronting educational settings, historical background of American education and influences from around the world, effective teacher attributes, and major philosophies of education. This course includes organizational strategies and systems and use of appropriate resources and assessments to advance learning in a variety of organizational structures. This course introduces applications within the teaching and training profession, preparation for educational licensure and ongoing employment, exposure to legal and ethical issues, environmental structure and culture, and basic historical, sociological, philosophical, physiological, and psychological principles that apply to classroom practice. Extensive observation in an approved school setting is a part of this course.

1135 Teacher Preparation Experience
This course is designed to provide content related to preparation and credentials and provide students with the opportunity to gain the professional or skilled knowledge and skills necessary in beginning a career in an education profession in a real world classroom. Extensive observation and actual classroom teaching experience in an approved school setting is a part of this course. It is the expectation of this course that students will be prepared to pass the Praxis I Test: Pre-Professional Skills Tests (PPST®).

Course Length: One year (540 clock hours)


Articulation Agreements: EDGE Credit

Certifications: Praxis 1
Carpentry concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the carpentry industry. Learners will be exposed to a broad range of construction careers and foundational knowledge including basic safety; plan reading; use of tools and equipment; basic rigging; and how to employ positive work ethics in their careers. Students will have the opportunity to earn NCCER certification for each skill set mastered.

**Required Courses**

1842 Carpentry I
This course introduces the student to the knowledge base and technical skills of the carpentry industry. Carpentry I begins with the NCCER Core curriculum which is a prerequisite to all Level I completions. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Carpentry such as Orientation to the Trade; Building Materials, Fasteners, and Adhesives; and Hand and Power Tools.

1843 Carpentry II
Carpentry II will continue to build student skill sets in areas such as Reading Plans and Elevations; Floor Systems, Wall and Ceiling Framing; Roof Framing; Introduction to Concrete, Reinforcing Materials, and Forms; Windows and Exterior Doors; Basic Stair Layout.

1844 Carpentry III
Carpentry III will continue to build student skill sets in areas of Commercial Drawings; Roofing Applications; Thermal and Moisture Protection; and Exterior Finishing.

1845 Carpentry IV
Carpentry IV will continue to build student skill sets in areas of Cold-Formed Steel Framing; Drywall Installation; Drywall Finishing; Doors and Door Hardware; Suspended Ceilings; Window, Door, Floor, and Ceiling Trim; Cabinet Installation; and Cabinet Fabrication.

**Elective Courses**

1829 Masonry and Plumbing
This course introduces the student to the knowledge base and technical skills for concepts in the Building Construction Concentration. Areas of study include estimation, masonry materials, rough in plumbing systems and installation of finish plumbing.

1822 Blueprint Reading For Construction
Areas of study include identifying various blueprints, terms, symbols, components, dimensions, classifications and construction task objectives.

1803 Basic Plumbing and Electricity
Areas of study include basic plumbing skills, advanced plumbing repair and basic electrical skills.
**1821 Concrete Finishing**
This course introduces the student to the knowledge base and technical skills for concepts in the Building Construction Concentration. Areas of study include estimation, concrete construction, finishing concepts, properties of concrete, tools and equipment, concrete placement, work site preparation, finishing techniques, curing and protecting and troubleshooting concrete problems.

**Course Length:** Two years (1080 hours)

**Meeting Times:** First Year: 11:15 A.M. - 2:15 P.M.; Second Year: 7:15 A.M. - 10:15 A.M.

**Articulation Agreements:** EDGE Credit

**Certifications:** National Center for Construction Education and Research (NCCER)
COLLISION REPAIR TECHNOLOGY

The Collision Repair Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Collision Repair industry. Students will have the opportunity to acquire hours towards NATEF certification and be exposed to skills to develop positive work ethics.

Required Courses

1671 Fundamentals of Collision Repair Technology
This course introduces the student to the knowledge base and technical skills as they relate to the field of Collision Repair Technology. Areas of study include career opportunities and practices, integrated academics, knowledge of tools and equipment, panel straightening techniques, and introduction to vehicle preparation. Safety instruction is integrated into all activities.

1675 Non-Structural Analysis and Damage Repair
Non-Structural Analysis and Damage Repair will continue to build student skill sets in non-structural analysis and repair of metal and composite parts.

1677 Structural Analysis and Damage Repair
Structural Analysis and Damage Repair will continue to build student skill sets in frame and unibody type vehicles using welding techniques, measuring equipment, and frame machines.

1679 Surface Prep/Refinish
Surface Preparation and Refinishing will continue to build student skill sets in preparing a surface for refinishing; inspect, clean and operate spraying equipment; detail a vehicle; and diagnose finish defects.

Elective Courses

1672 Detailing and Interior Parts
Incorporated into this course are elements of introductory knowledge and skills necessary in detailing and maintaining interior parts as they apply to Collision Repair Technology.

1673 Mechanical and Electrical Components
Incorporated into this course are elements of introductory knowledge and skills necessary for mechanical and electrical repairs as they apply to Collision Repair Technology.

1674 Refinishing Techniques
Incorporated into this course are elements of advanced refinishing skills necessary for a career in the collision repair industry.

1676 Custom Finishing Processes
Incorporated into this course are elements of advanced custom finishing processes and skills necessary for a career in the collision repair industry.

Course Length: Two years (1080 hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit
Certifications: NATEF/I-CAR
COMPUTER SYSTEM REPAIR TECHNOLOGY

The Computer System Repair Technology concentration validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The CompTIA A+ and Network+ certifications are both international and vendor-neutral and prove competence in areas such as installation, preventative maintenance, networking, security and troubleshooting.

Required Courses

1705 Fundamentals of Computer Systems
This course introduces the student to the knowledge and technical skills for all courses in the Computer Systems Repair Technology pathway. Areas of study include computer hardware, data representation, operating system, utility, productivity software, communications and networks and the Internet.

1664 A+ Essentials
This courses introduces the knowledge required to understand the fundamentals of computer technology, networking and security, and will have the skills required to identify hardware, peripheral, networking and security components.

1665 A+ Practical Applications
This course introduces the competencies for an entry-level IT professional who has hands-on experience in the lab or the field. Successful candidates will have the skills required to install, configure, upgrade and maintain PC workstations, the Windows OS and SOHO networks. The successful candidate will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS and network connectivity issues and implement security practices.

1694 Networking Essentials
This course introduces the student to the knowledge base and technical skills related to networking. Areas of study include media and topologies, protocols and standards, network implementation and network support.

Elective Courses

1711 Web Development and Support
This course introduces the student to the knowledge base and technical skills required for web site development and maintenance. Areas of study include an introduction to the World Wide Web, site planning, page creation, typography and color, advanced coding, publishing, and site support.

1706 Imaging for the Web
This course introduces the student to the knowledge base and technical skills for producing digital images for use in web sites and multimedia applications. Areas of study include digital imaging concepts, imaging hardware, imaging applications, and legal and ethical consideration. Students will demonstrate knowledge and technical expertise in creating, capturing, and altering digital images.
1709 Technical Computer Applications
This course introduces the student to a variety of applications used for workplace productivity. Areas of study include file management and individual applications including word processing, spreadsheet, database management, presentations and personal information management. Students will demonstrate knowledge and technical expertise in the efficient use of software and application integration.

0520 Work-Based Integration and Transition
This course gives students the opportunity to integrate theory and practice by interacting with industry professionals. Students will study various requirements for employability including ethics, communication, teamwork and professionalism. Students will participate in hands-on, digital or work-based experiences related to industry settings in order to practice skill sets and to transition from student to employee.

Course Length: High school students: One year (540 clock hours); adults: Two years (1080 clock hours)
Meeting Times: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit
Certifications: CompTIA A+
COSMETOLOGY

The Cosmetology concentration focuses on the knowledge, skills, attitudes and practices required for careers in the field of Cosmetology. This concentration is designed for licensure by the State Board of Barbers and Cosmetologists.

Required Courses

1737 Orientation to Cosmetology
This course develops knowledge and understanding of fundamental theory and practices of the cosmetology profession as delineated by the WV Board of Barbers and Cosmetologists.

1738 Cosmetology Science I
This course provides information on the scientific aspects of cosmetology as delineated by the WV Board of Barbers and Cosmetologists such as: human anatomy; the basics of chemistry and electricity; infection control; and tools and equipment.

1719 Cosmetology -Professional Practices -Skin & Nails I
This course provides knowledge and skills for the provision of manicures, pedicures, massage, and facials as delineated by the WV Board of Barbers and Cosmetologists.

1734 Cosmetology-Fundamentals of Hairstyling I
This course provides knowledge and skills for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, and hair styles as delineated by the WV Board of Barbers and Cosmetologists.

Elective Courses

1736 Fundamentals of Hair Styling II
This course will provide the knowledge and skills for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, hair styles, wiggery, hair relaxer, and hair coloring as delineated by the WV Board of Barbers and Cosmetologists.

1740 Cosmetology Science II
This course will provide the student with information on electricity and chemical products used in cosmetology and the effects on the human anatomy as delineated by the WV Board of Barbers and Cosmetologists.

1733 Fundamentals of Business Management
This course will provide the student with knowledge and skills to and manage a cosmetology salon as delineated by the WV Board of Barbers and Cosmetologists.

1732 Professional Practices Skin and Nails II
This course will provide the student with knowledge and skills to be able to apply nail tips, wraps and gels; apply facial make-up; and practice various methods of hair removal as delineated by the WV Board of Barbers and Cosmetologists.

Course Length: Two years (1800 hours)

Meeting Times: Adults: 7:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit

Certifications: WV Board of Barbers and Cosmetologists license
DENTAL ASSISTING

The Allied Health Concentration allows the student to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment and health education information.

Required Courses

0711 Foundations of Health Science
This course is designed to allow instructional content to focus on basic medical terminology, growth and development, nutrition, health maintenance practices and healthcare delivery systems. It is designed to provide the student with knowledge and technical skills required for infection control and the prevention of disease transmission, CPR and First Aid. Students will be provided with the opportunity to acquire certification in these areas.

0715 Advanced Principles of Health Science
Instructional content will focus on healthcare safety, environmental safety processes and procedures, ethical and legal responsibilities and mathematical computations. Medical terminology and the reinforcement, expansion and enhancement of biology content specific to diseases and disorders are an integral part of the course. Instruction will incorporate project and problem based healthcare practices and procedures to demonstrate the importance of these skills. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety and be provided with opportunities to obtain certifications in HIPPA/Data Privacy and health care safety.

0746 Dental Science
This course provides an introduction to dental laboratory techniques and procedures while preparing the student for entry-level employment as a dental laboratory assistant. Students will obtain the knowledge and skills necessary to assist and/or perform basic laboratory and diagnostic procedures.

0743 Dental Assisting Clinical Science
The student completing this course will be able to use knowledge from previously Required Courses to perform and practice all aspects of Dental Laboratory Assisting in a clinical setting. Students will obtain the knowledge and skills necessary to assist and/or perform basic laboratory and diagnostic procedures.

Elective Courses

0742 Dental Assisting Clinical Practice
The student within the Dental Assistant Clinical Practices course will focus on knowledge and skills required for the Dental Assistant to function within the areas of radiography and emergency medical care.

0747 Dental Specialties
This course contains the beginning concepts and skills students will need for entry-level employment as a dental assistant in a specialty office. Major instructional concepts include orientation to specialty areas, instrumentation and procedures. Students are required to complete a work-based clinical experience in each of the specialty areas within this course.
0749 Supervised Dental Assisting Experience
The student within the Supervised Dental Assistant Experience course will focus on instructional components that will enable him/her to work as an effective member of the dental team. Students will be introduced to the specialties of dentistry and the requirements necessary to function as an administrative and chair side assistant in a dental office.

0730 Health Science Clinical Experience
This course is designed to be used in conjunction with a Health Science Education course that includes a clinical specialization experience.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 7:15 AM - 10:15 AM; Second Year: 11:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit
Certifications: Certified Dental Assistant
DIESEL EQUIPMENT TECHNOLOGY

The Diesel Equipment Technology concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Diesel Equipment Technology industry. Students will have the opportunity to acquire hours towards industry ASE/NATEF certification and be exposed to skills to develop positive work ethics.

Required Courses

1751 Fundamentals of Diesel Equipment Technology
This course introduces the student to the knowledge base and technical skills as they relate to the field of Fundamentals of Diesel Equipment Technology. Areas of study include personal and shop safety, career opportunities in the diesel technology industry, the proper use of hand and power tools, basic oxyacetylene cutting, electric welding, and basic shop etiquette. Safety instruction is integrated into all activities.

1747 Diesel Support Systems
This course introduces the student to the knowledge base and technical skills as they relate to Diesel Support Systems. Areas of study include lubricating and cooling systems, air intake and exhaust systems, starting and charging systems, engine retarders, fuel systems, and governor operation. Safety instruction is integrated into all activities.

1744 Electronic Engine Controls
This course introduces the student to the knowledge base and technical skills for concepts in diesel electronic engine controls. Areas of study include electronic control modules, electronic fuel injection, and electronic control test equipment. Emphasis will be placed on career exploration, job seeking skills, and personal and professional ethics.

1741 Diesel Engine Components
This course introduces the student to the knowledge base and technical skills as they relate to the field of Diesel Equipment Technology. In the Diesel Engine Components class areas of study include basic engine components, primary functions, service, inspection, and assembly procedures.

Elective Courses

1745 Diesel Preventative Maintenance and Inspection
Incorporated into this course include engine system maintenance, under hood and cab maintenance, electrical/electronic systems, frame and chassis maintenance.

1749 Diesel Truck Chassis Concepts
Incorporated into this course are elements of transmissions, clutches, suspension, steering, and air brakes. Emphasis will be placed on operating theory, removal and installation of major components, and service and inspection procedures for a career in diesel equipment technology.

1743 Diesel Engine Tune Up and Troubleshooting
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in diesel mechanics.
1742 Diesel Equipment Electrical Systems
Incorporated into this course are heavy-truck electrical theory, engine and truck wiring circuits, storage batteries and diesel electrical system testing.

**Course Length:** Two years (1080 hours)

**Meeting Times:** First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

**Articulation Agreements:** EDGE Credit

**Certifications:** State Inspection License, OSHA forklift License, ASE certification test after one year of work experience
DRAFTING

The Drafting concentration focuses a broad range of architecture and construction careers and foundation knowledge including basic safety, plan reading, use of tools and equipment as well as how to employ positive work ethics in a drafting career.

Required Courses

1729 Fundamentals of Drafting
This course introduces the student to the knowledge base and technical skills for all courses in the Drafting concentration. Areas of study include tools and equipment, measurement, basic drafting techniques, freehand technical sketching, orthographic projection, dimensioning, basic computer skills, and drawing techniques. Emphasis will be placed on personal and professional ethics, and students will explore a variety of career opportunities.

1721 Architectural Drafting
This course introduces students to the specialization of architectural drawing and design. Areas of study include architectural styles, floor plans, dimensioning and annotation, site and foundation plans, elevations and section layouts, and residential utilities.

1727 Drafting Techniques
This course introduces the student to techniques used in advanced orthographic projection. Areas of study include sectioning, pictorial views, auxiliary views, patterns and developments, dimensioning, advanced 2D CAD techniques, and basic 3D modeling in CAD. Students will demonstrate knowledge and technical expertise in various fundamental drafting techniques.

1725 Mechanical Drafting
This course introduces the student to the knowledge base and technical skills necessary for mechanical drafting. Areas of study include advanced dimensioning techniques, assembly drawings, threads and fasteners, gears and cams, welding, and basic solid modeling.

Elective Courses

1726 Structural Steel Drafting
This course introduces the student to the knowledge base and technical skills for structural steel drafting. Areas of study include structural steel, high strength bolts, welding symbols and structural truss floor plans.

1728 Computer Aided Drafting
This course introduces the student to the knowledge base and technical skills for advanced computer aided drafting. Areas of study include paper space/model space, layout, and add-on software. Students will demonstrate knowledge and technical expertise in the use of CAD software.

1723 Civil Drafting
This course will introduce students to the specialization of civil drafting and design. Areas of study include maps and construction and utilization of survey data.

1661 Blueprint Reading
This course will introduce students to basic blueprint reading fundamentals. Areas of study include blueprints and symbols. Students will demonstrate knowledge and technical expertise in interpreting blueprints.
Course Length: Two years (1080 hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: ADDA Certification
The Early Childhood Education concentration focuses on the knowledge, skills, attitudes and practices of early childhood development required for careers in the field of Early Childhood Education. Emphasis is placed on the integration of all aspects of development into best practices for nurturing children from birth through age 8. Courses are aligned with Office of Early Learning requirements.

**Required Courses**

**1003 Early Childhood Education I**
This course is designed to provide both an overview of the field of early childhood education (ECE) and an introduction to child development. Topics include ECE career paths; early childhood programs; regulatory and ethical requirements; physical development in early childhood years; social emotional development in early childhood years; cognitive development in early childhood years; language development in early childhood years; and an integrated approach to child development.

**1004 Early Childhood Education II**
This course is designed to explore concepts of school readiness, special needs inclusion; and family and community engagement.

**1008 Early Childhood Education III**
This course is designed to explore various theoretical perspectives on early childhood in general and with language and literacy in particular. Emphasis will be placed on developing a personal educational theory and creating a language rich environment.

**1009 Early Childhood Education IV**
This course is designed to provide a review of previous concepts and developmentally appropriate practices as well as an overview of early childhood curriculum and assessment. Students will experience work-based involvement and transition as possible.

**Course Length:** One year (540 clock hours)

**Meeting Times:** Second semester only: 7:15 AM - 10:15 AM

**Articulation Agreements:** EDGE Credit

**Certifications:** Early Childhood Classroom Assistant Teacher's Aid
The Electrical Technician concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Electrical Trades industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

**Required Courses**

1756 Electrical Trades I
The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Electricity such as Orientation to the Electrical Trade; and Electrical Safety.

1757 Electrical Trades II
Electrical Trades II will continue to build student skill sets in areas such as Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code ®; Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; and Electrical Test Equipment.

1758 Electrical Trades III
Electrical Trades III will continue to build student skill sets in areas of Alternating Current; Motors: Theory and Application; Electric Lighting; and Conduit Bending.

1759 Electrical Trades IV
Electrical Trades IV will continue to build student skill sets in areas of Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; and Control Systems and Fundamental Concepts.

**Elective Courses**

1762 Blueprint Reading For Electricians
Areas of study include building plans and specifications and blueprint and schematic reading.

1766 Integrated Electrical Lab
This course introduces the student to the knowledge base and technical skills for concepts in the Integrated Electrical Lab. Areas of study include electrical installation project, rough-in procedure, test and check circuits and termination and trim-out. Emphasis will be placed on career exploration, job seeking skills and personal and professional ethics.

1771 Rotating Devices and Control Circuitry
This course introduces the student to the knowledge base and technical skills for concepts in the Rotating Devices and Control Circuitry. Areas of study include control circuitry and motor controls.

1767 National Electric Code
This course introduces the student to the knowledge base and technical skills for the NEC. Areas of study include demonstrating skills in the use of the NEC, applying calculations to assure NEC standards are met.
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<thead>
<tr>
<th>Course Length:</th>
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<tr>
<td><strong>Meeting Times:</strong></td>
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<td><strong>Certifications:</strong></td>
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GRAPHIC COMMUNICATIONS

The Graphic Communications concentration focuses on careers in general commercial printing, quick printing, digital imaging, magazine, newspaper and book printing, financial and legal printing, screen printing, thermography, business forms printing, label and tag printing, packaging, greeting cards, prepress technician, and trade and finishing services.

Required Courses

1835 Fundamentals of Graphic Communications
This course introduces the student to the knowledge base and technical skills for all courses in the Graphic Communications concentration. Areas of study include fundamentals of graphic communications, environmental health and safety, equipment and materials, legal and ethical issues, design elements and principles, job planning and production, and measurement and math. Emphasis will be placed on personal and professional ethics and students will explore a variety of career opportunities.

1833 Electronic Imaging
This course will introduce students to digital image manipulation and desktop publishing. Areas of study include digital file preparation and output, typography, proofreading, page layout, and digital image creation and capture. Students will demonstrate knowledge and technical expertise in basic typesetting, image designs, proofreading, and computer scanning operations.

1839 Image Assembly and Platemaking
This course will introduce students to the fundamentals of image assembly and platemaking. Areas of study include image assembly and platemaking, film masking and assembly, and offset platemaking. Students will demonstrate knowledge and technical expertise in film masking, platemaking, copy paste-up principles and procedures.

1841 Offset Press and Bindery
This course introduces the use of offset presses and bindery equipment. Areas of study include offset press fundamentals, components, operation, paper stock, paper cutting, and bindery operations.

Elective Courses

1857 Fundamentals of Graphic Design
This course introduces the student to the knowledge base and technical skills for all courses in the Graphic Design concentration. Areas of study include equipment and materials, computer skills, copyright, design principles, customer specifications, and student organizations.

1832 Color Processing
This course introduces the student to the knowledge base and technical skills for GRPHCM-COLPR printing. Areas of study include the GRPHCM-COLPR science and GRPHCM-COLPR printing. Students will demonstrate knowledge and technical expertise in selecting appropriate GRPHCM-COLPRs for a project and producing GRPHCM-COLPR separations.

Course Length: One-and-a-half years (810 clock hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM (repeated Second Semester); Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit

Certifications: PrintED/Graphic Arts Education & Research Foundation
The Law and Public Safety concentration focuses on methods used by public safety leaders to protect a democratic society. The history and organization of the criminal justice system and issues relating to the administration and practice of law and public safety in a culturally diverse society are explored.

**Required Courses**

**1035 Law Enforcement**
This course is designed to provide students with fundamental principles of the law enforcement field such as the history of policing in the US, the characteristics of law enforcement agencies and types of police activities including criminal investigation. Current issues and trends in law enforcement will be investigated. Aspects of criminal investigation will be presented.

**1226 Ethical Practices of Public Safety Leadership**
This course is designed to examine the philosophical issues and applications of the objectives and processes of Public Safety Leadership including; Constitutional limitations; accountability; civil liability; criminal investigation; criminal procedure; and forensics. Students will examine a variety of serious offenses and apply concepts of profiling, behavioral analysis and threat assessment within an ethical paradigm. Students will analyze and critique the system of dealing with convicted persons and the long term implications of corrections policy.

**1039 Practical Applications of Public Safety**
This course is designed to give students the opportunity to connect theory and practice by interacting with Public Safety professionals. Students will study various requirements for employability in the Public Safety field including ethics, teamwork, and professionalism. Students may participate in activities associated with Public Safety agencies for hands-on or work-based experiences.

**1225 Fundamentals of Public Safety Leadership**
This course is designed to present foundational principles of Public Safety Leadership including: how public safety leaders protect a democratic society; public policy issues such as crime and justice; history, organization and functions of components of public safety including the criminal justice system; and the issues and challenges relating to the administration of justice in a culturally diverse society.

**Elective Courses**

**1034 Seminar in Corrections**
This course is designed to provide students with fundamental principles in the corrections field including: the evolution of correctional practices and philosophies including treatment models; correctional law; the relationship of correctional activities to other aspects of the criminal justice system; detention facilities; and probation and parole programs.

**1031 Seminar in Courts and Legal Systems**
This course is designed to provide students with the knowledge and skills needed to assist the legal industry with court preparation, legal interventions, research and office management.
1037 Strategic Security and Protection
This course is designed to provide students with the knowledge and skills needed for the development and implementation of protective security operations including: the protective security law and management; procedures for basic instant response; methods of collecting intelligence and security related investigations; chemical, biological, radiological and nuclear weapons use; and aspects of domestic and international terrorism.

1051 Foundations of Wellness
This course is designed to present the fundamentals of coaching wellness for optimal living including: wellness concepts integrating mind, body and spirit; foundations of physical and emotional wellness; common conditions requiring wellness strategies; scope of practice; the differences between fitness and wellness; wellness assessments; motivational theories, principles and techniques; working with medical and allied professionals; and the development of a personal wellness foundation.

Course Length: Two years (1080 hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: Students earn four state certifications in 1031, 1034, 1035, and 1037
The Marketing Management concentration focuses on careers that formulate policies and direct the operations of businesses and corporations, nonprofit institutions and other organizations. In smaller firms, the owner or chief executive officer may assume all advertising, promotions, marketing, sales and public relations responsibilities. In large firms, which may offer numerous products and services nationally or even worldwide, an executive vice president directs overall advertising, promotions, marketing, sales and public relations policies.

### Required Courses

**1439 Business and Marketing Essentials**
This course is designed to develop student understanding and skills in such areas as business law, communication skills, customer relations, economics, emotional intelligence, financial analysis, human resources management, information management, marketing, operations, professional development and strategic management. Students acquire knowledge of fundamental business activities and factors affecting business, develop verbal and written communication skills, use information literacy skills, utilize job-seeking strategies and participate in career planning.

**0422 Marketing Principles**
This course is designed to develop student understanding and skills in such areas as channel management, marketing-information management, market planning, pricing, product/service management, promotion and selling. Through the use of three projects, students acquire an understanding and appreciation of marketing activities. Current technology will be used to acquire information and to complete the projects. Formal reflection is an on-going component of the course.

**0425 Marketing Applications**
This course is designed to develop student understanding and skills in such areas as the various marketing functions. Students coordinate channel management with other marketing activities, discuss the nature of marketing plans, generate product ideas, coordinate activities in the promotional mix and demonstrate specialized sales processes and techniques. Economic and financial concepts are also stressed throughout the course. Current technology will be used to acquire information and to complete the projects. Formal reflection is an on-going component of the course along with four projects.

**0437 Hospitality and Tourism Marketing**
This course is designed to develop student understanding and skills in such areas as the hotel, restaurant or travel and tourism industry. Students discover industry trends and career opportunities that abound in the following industries: lodging, food and beverage, airline, cruise line, travel agencies, event planners and recreation. This course allows students to be actively engaged in learning how to create successful promotional mix strategies: advertising, publicity, sales promotion and personal selling.

**Course Length:** One year (540 clock hours)

**Meeting Times:** 7:15 AM - 10:15 AM

**Articulation Agreements:** EDGE Credit
MASONRY

The Masonry concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Masonry industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses

1846 Masonry I
The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Masonry such as Introduction to Masonry; and Masonry Tools and Equipment.

1847 Masonry II
Masonry II will continue to build student skill sets in areas such as Measurements, Drawings, and Specifications; Mortar; and Masonry Units and Installation Techniques.

1848 Masonry III
Masonry III will continue to build student skill sets in areas of Residential Plans and Drawing Interpretation; Residential Masonry; Grout and Other Reinforcement; and Metal Work in Masonry.

1849 Masonry IV
Masonry IV will continue to build student skill sets in areas of Advanced Laying Techniques; Construction Techniques and Moisture Control; and Construction Inspection and Quality Control.

Elective Courses

1821 Concrete Finishing
This course introduces the student to the knowledge base and technical skills for concepts in the Building Construction Concentration. Areas of study include estimation, concrete construction, finishing concepts, properties of concrete, tools and equipment, concrete placement, work site preparation, finishing techniques, curing and protecting and troubleshooting concrete problems.

1917 Foundation and Footings
Areas of study include blueprint reading, site layout and footer and foundation installation.

1914 Bricklaying Applications
This course introduces the student to the knowledge base and technical skills for concepts in Bricklaying Applications. Areas of study include installing brick paving, building chimneys and fireplaces, constructing brick steps, and building brick archways.

1916 Decorative Masonry Work
This course introduces the student to the knowledge base and technical skills for concepts in Decorative Masonry Work. Areas of study include building with the six different brick positions, building with landscape block, integrating arches into openings and setting ceramic tile.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: NCCER
The Allied Health Concentration allows the student to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment and health education information.

**Required Courses**

**0711 Foundations of Health Science**
This course is designed to allow instructional content to focus on basic medical terminology, growth and development, nutrition, health maintenance practices and healthcare delivery systems. It is designed to provide the student with knowledge and technical skills required for infection control and the prevention of disease transmission, CPR and First Aid. Students will be provided with the opportunity to acquire certification in these areas.

**0715 Advanced Principles of Health Science**
Instructional content will focus on healthcare safety, environmental safety processes and procedures, ethical and legal responsibilities and mathematical computations. Medical terminology and the reinforcement, expansion and enhancement of biology content specific to diseases and disorders are an integral part of the course. Instruction will incorporate project and problem based healthcare practices and procedures to demonstrate the importance of these skills. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety and be provided with opportunities to obtain certifications in HIPPA/Data Privacy and health care safety.

**0737 Medical Assistant Laboratory and Diagnostic Procedures**
Instructional content will focus on an introduction to the medical laboratory, safety, principles of disease transmission and prevention, as well as medical and surgical asepsis. Students will obtain the knowledge and skills necessary to assist and/or perform basic laboratory and diagnostic procedures.

**0733 Medical Assistant Clinical Procedures**
Instructional content in this will focus on clinical procedures utilized within medical offices. Major components include emergency medical care, physical exam, basic pharmacology and administration of medication. Students will participate in a work-based clinical externship within a medical office or equivalent health care facility.

**Elective Courses**

**0721 Medical Terminology**
Through the study of medical terminology, the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the human body utilizing a systems approach.

**0734 Medical Assistant Advanced Pharmacology**
Course content will include the uses, sources, forms and delivery routes of drugs. Knowledge will be gained in the area of drug classifications and actions, along with legal implications regarding controlled substances and other medications.
0736 Medical Assistant Administrative Procedures II
Instructional content will focus on advanced pharmacology. Course content will include the uses, sources, forms and delivery routes of drugs. Knowledge will be gained in the area of drug classifications and actions, along with legal implications regarding controlled substances and other medications.

0730 Health Science Clinical Experience
Instructional content is focuses on extending career preparation and technical skills associated with a previously selected clinical specialization.

Course Length: Two years (1080 hours)
Meeting Times: First Year: 7:15 AM - 10:15 AM; Second Year: 11:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit
Certifications: American Medical Technologists
Licensed practical nurses (LPNs) provide basic nursing care. They work under the direction of registered nurses and doctors. Licensed practical nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes.

**Required Courses**

Basic Skills Phase  
Fundamentals of Nursing  
Social Science I  
Gerontology  
Social Science II  
Growth and Development  
Nursing Skills  
Introduction to Anatomy and Physiology  
Introduction to Pharmacology  
Introduction to Nutrition and Diet Therapy

**Med-Surg Phase**

Medical Surgical Nursing  
Integrated Anatomy  
Integrated Nutrition  
Integrated Pharmacology

**Specialty Phase**

Gerontology  
Maternal Child Health  
Psychiatric Nursing  
Community Health  
Entry to Practice

**Course Length:** One year (1350 hours)

**Meeting Times:** Monday – Friday 8:00 AM – 3:00 PM (clinical hours vary)

**Articulation Agreements:** N/A

**Certifications:** State Board of Examiners for Licensed Practical Nursing
The Pro-Start Restaurant Management concentration focuses on the skills needed for a successful employment in a restaurant environment, but has applicability for students interested in culinary nutrition, dietary services, and child nutrition services.

**Required Courses**

**1013 Restaurant and Culinary Foundations**
This course focuses on the basic preparation and service of safe food, basic introduction to industry safety standards, basic introduction to restaurant equipment, kitchen essentials in knife skills, stocks and sauces, and communication concepts in the restaurant industry.

**1014 Restaurant Management Essentials**
This course is designed to focus management essentials in the restaurant industry, guest service, food production, and career exploration and pursuit.

**1019 Advanced Principles in Food Production**
This course is designed to examine advanced food production, nutrition, and cost control.

**1020 The Restaurant Professional**
This course is designed to provide content related global cuisine, sustainability, desserts and baked goods, and marketing.

**Elective Courses**

**1015 Hospitality Service**
Students will research and review career options and qualifications in hospitality services, integrate hospitality skills, food service etiquette, and processes used by many enterprises, including individual and group settings, and food environments into hospitality service.

**1016 Food Service Management Practices**
Management roles and financial responsibilities, staff supervision and training, marketing and advertising, menu planning, food safety, sanitation, labor rules and regulations, and HACCP planning are incorporated in the coursework.

**1017 Culinary Nutrition and the Menu**
Nutrition basics and the guidelines used for foodservice meal planning are covered in Culinary Nutrition and the Menu. Dietary guidelines and special dietary needs will be used in modifying menu choices.

**1018 Baking and Pastry Applications**
Baking and Pastry is an elective course which focuses on weights, measures, and general baking, classifications, handling and storage of ingredients, safety and handling, yeast raised dough products, cakes, cookies, batters, breads, biscuits, muffins, pies, and special dessert preparation.

**Course Length:** Two years (1080 hours)

**Meeting Times:** First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM
Articulation Agreements: EDGE Credit

Certifications: National Restaurant Association
SURGICAL TECHNOLOGIST  
ADULTS ONLY

Students in the Surgical Technology program are educated to be surgical technologists who work as part of the surgical team to ensure the operative procedure is conducted under optimal conditions. The Surgical Technologist is responsible for three phases (preoperative, intraoperative, and postoperative) of patient care with minimal direction. All surgical team members must adhere to the principles of asepsis and the practice of sterile technique. The Surgical Technologist normally functions in a sterile capacity, passing instruments, equipment and supplies to the surgeon during the surgical procedure but may also perform many non-sterile duties throughout the workday. The content includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, Heartsaver, employability skills, and basic computer literacy. This program is a planned sequence of instruction consisting of six courses.

Required Courses

0651 Core Requirements for the Surgical Technologist
This course is designed to introduce students to the surgical technology program requirements and an introduction to surgical technology practices.

0652 Patient Care Concepts and the Surgical Technologies
This course will focus on patient care concepts of the surgical patient including surgical instrumentation, materials management and surgical asepsis.

0653 Patient Care Concepts and Surgical Technology Clinical
This course will focus on the care of the surgical patient including pharmacology, microbiology and wound healing it includes a clinical component.

0654 Operating Room Policy and Surgical Procedures
The focus of this course will be concepts related to each of a variety of surgical procedures. Surgical technology practicum requirements are discussed.

0655 Operating Room Policy and Surgical Procedures and Clinical
In this course students will demonstrate knowledge of pre-operative preparation, intra-operative procedures, post-operative procedures, administrative and personnel duties, equipment sterilization and maintenance.

0656 Introduction to Central Supply and Employability Skills
This course will focus on the physical organization of the central processing department with emphasis on documentation, sterilization, and preparation of instruments/supplies. This course may lead to Central Services Technician (Sterile Processing and Materials Management) certification through IAHCSMM. For more information see https://www.iahcsmm.org/Certification/certification.html#pab12.

Course Length: Eleven months (1250 hours)

Meeting Times: 7:15 AM - 2:15 PM
Articulation Agreements:  N/A

Certifications:  Certified Surgical Technician, Certified Surgical Technologist, Central Services Technician (Sterile Processing and Materials Management), CPR/AED Healthcare Provider or Professional Rescuer, First Aid, Bloodborne Pathogens Training: Preventing Disease Transmission
THERAPEUTIC SERVICES

The Therapeutic Services Concentration allows the student to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment, counseling and health education information.

Required Courses

0711 Foundations of Health Science
This course is designed to allow instructional content to focus on basic medical terminology, growth and development, nutrition, health maintenance practices and healthcare delivery systems. It is designed to provide the student with knowledge and technical skills required for infection control and the prevention of disease transmission, CPR and First Aid. Students will be provided with the opportunity to acquire certification in these areas.

0715 Advanced Principles of Health Science
Instructional content will focus on healthcare safety, environmental safety processes and procedures, ethical and legal responsibilities and mathematical computations. Medical terminology and the reinforcement, expansion and enhancement of biology content specific to diseases and disorders are an integral part of the course. Instruction will incorporate project and problem based healthcare practices and procedures to demonstrate the importance of these skills. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety and be provided with opportunities to obtain certifications in HIPPA/Data Privacy and health care safety.

0789 Clinical Specialty I (Certified ECG)
Upon successful completion of the prerequisite courses in the Health Science Education concentration, students will be provided the opportunity in Clinical Specialty I to participate in a work-based clinical experience. Students choose a health career specialty for in-depth study and must complete a minimum of 25-55 hours in an applicable clinical rotation. Instruction is guided by career-specific content skill sets that must be mastered before students are eligible to attain established credentials and/or industry validation.

0790 Clinical Specialty II (Physical Therapy Aide)
Upon successful completion of the prerequisite courses in the Health Science Education concentration, students will be provided the opportunity in Clinical Specialty II to participate in a work-based clinical experience. Students choose a health career specialty for in-depth study and must complete a minimum of 25-55 hours in an applicable clinical rotation. Instruction is guided by career-specific content skill sets that must be mastered before students are eligible to attain established credentials and/or industry validation. (2 credits)

Elective Courses

1060 Essentials of Addiction and Prevention
Students will examine the essentials of addiction and prevention strategies. This course aligns with domains, tasks and knowledge skills from The WV Certification Board for Addictions Prevention Professionals Certified Prevention Specialist Manual.
0721 Medical Terminology
Through the study of medical terminology, the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the human body utilizing a systems approach.

0725 Understanding Human Behavior
Within this course, students will learn basic principles of human behavior. As a result of this knowledge, students should gain an improved sense of self and build interpersonal relationship skills. The end goal will be the delivery of conscientious, personalized care which conveys respect and sincerity.

Course Length: Two years (1080 hours)

Meeting Times: First Year: 7:15 AM - 10:15 AM; Second Year: 11:15 AM - 2:15 PM

Articulation Agreements: EDGE Credit

Certifications: Pharmacy Technician, Phlebotomy, ECG
TRAVEL AND TOURISM MANAGEMENT

The Travel and Tourism Management concentration focuses on the management, marketing and operations of travel and tourism specifically in West Virginia and the travel and tourism industry as an entity. This course focuses on “hands on” and academic activities geared toward management opportunities and skills in the industry.

Required Courses

7663 Travel West Virginia
This course is designed to provide students with the awareness of the impact of tourism in West Virginia and how tourism affects the West Virginia economy. Instruction integrates differentiated learning, technology, and informational content standards to provide knowledge and understanding of the nine tourism regions of the state. Utilizing West Virginia tourism development strategies that incorporate the economic, physical, social, and cultural geography of the state, stakeholders investigate and explore entrepreneurship, professionalism, and marketing strategies to create career building opportunities within the West Virginia travel, tourism and hospitality industry.

1211 Foundation of Travel and Tourism
This course is designed introduced to needed skills for successful employment in the hospitality field. This course provides students with a comprehensive tour through the travel and tourism environment. Students will discover the characteristics of the hospitality industry, the relationship between hospitality and tourism, the economics and promotion of tourism, and an overview of the lodging and restaurant industries.

1212 Event Management and Operations
This course is designed to focus on “hands on” and academic activities geared toward management opportunities and skills in the hospitality industry. The coursework will provide the student with an overview of industry and will also provide competencies for successful performance in leadership and management skills in the Travel and Tourism.

0437 Hospitality and Tourism Management
This course is designed to provide students with information on how to promote a hotel, restaurant, or travel and tourism related business. Students will discover industry trends in addition to career opportunities that abound in the following industries: lodging, food and beverage, airline, cruise line, travel agencies, event planners, and recreation. This course will allow students to be actively engaged in learning how to create successful promotional mix strategies: advertising, publicity, sales promotion, and personal selling.

Course Length: One year (540 clock hours)
Meeting Times: 11:15 AM - 2:15 PM
Articulation Agreements: EDGE Credit
Certifications: American Hotel & Lodging Association Skills Certification (AH & LA); West Virginia Welcome Customer Service Certificate; ServSafe Food handler's Certificate.
WELDING

The Welding concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn both NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses

1862 Welding I
This course is designed to introduce the student to the knowledge base and technical skills of the Welding industry. Welding I begins with the NCCER Core curriculum which is a prerequisite to all Level I completions. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets in the fundamentals of Welding such as Welding Safety; Oxyfuel Cutting; and Plasma Arc Cutting.

1863 Welding II
Welding II will continue to build student skill sets in areas of Air Carbon Arc Cutting and Gouging; Base Metal Preparation; Weld Quality; SMAW-Equipment and Setup; Shielded Metal Arc Electrodes; SMAW-Beads and Fillet Welds; Joint Fit Up and Alignment; SMAW-Groove Welds with Backing; and SMAW-Open V-Groove Welds.

1864 Welding III
Welding III will continue to build student skill sets in areas of Welding Symbols; Reading Welding Detail Drawings; Physical Characteristics and Mechanical Properties of Metals; Preheating and Postheating of Metals; GMAW and FCAW-Equipment and Filler Metals; and GMAW and FCAW-Plate.

1865 Welding IV
Welding IV will continue to build student skill sets in areas of GTAW-Equipment and Filler Metals; and GTAW-Plate.

Elective Courses

1983 Blueprint Reading and Metallurgy
Areas of study include drawing fundamentals, sketching and fabricating, basic welding symbols, and properties of metals and alloys.

1987 Gas Metal Arc Welding
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.

1982 Ornamental Metalwork
Areas of study include measurement, metal layout and bending, operation of the drill press, band saw, and the iron worker.

1989 Gas Tungsten Arc Welding
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.
Course Length: Two years (1080 hours)

Meeting Times: First Year: 11:15 AM - 2:15 PM; Second Year: 7:15 AM - 10:15 AM

Articulation Agreements: EDGE Credit

Certifications: SMAW State Certification, GMAW State Certification, GTAW Stainless Steel State Pipe Certification, GTAW Aluminum Pipe State Certification, GTAW Inconel Pipe State Certification, NCCER Core Curriculum, NCCER Level 1, NCCER Level 2
PROGRAM DESCRIPTIONS EVENING COURSES

ELECTRICAL TECHNICIAN

The Electrical Technician concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Electrical Trades industry. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses

1756 Electrical Trades I
The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets related to the fundamentals of Electricity such as Orientation to the Electrical Trade; and Electrical Safety.

1757 Electrical Trades II
Electrical Trades II will continue to build student skill sets in areas such as Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code ®; Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; and Electrical Test Equipment.

1758 Electrical Trades III
Electrical Trades III will continue to build student skill sets in areas of Alternating Current; Motors: Theory and Application; Electric Lighting; and Conduit Bending.

1759 Electrical Trades IV
Electrical Trades IV will continue to build student skill sets in areas of Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; and Control Systems and Fundamental Concepts.

Elective Courses

1762 Blueprint Reading For Electricians
Areas of study include building plans and specifications and blueprint and schematic reading.

1766 Integrated Electrical Lab
This course introduces the student to the knowledge base and technical skills for concepts in the Integrated Electrical Lab. Areas of study include electrical installation project, rough-in procedure, test and check circuits and termination and trim-out. Emphasis will be placed on career exploration, job seeking skills and personal and professional ethics.

1771 Rotating Devices and Control Circuitry
This course introduces the student to the knowledge base and technical skills for concepts in the Rotating Devices and Control Circuitry. Areas of study include control circuitry and motor controls.
1767 National Electric Code
This course introduces the student to the knowledge base and technical skills for the NEC. Areas of study include demonstrating skills in the use of the NEC, applying calculations to assure NEC standards are met.

Course Length: Two years (1080 hours)

Meeting Times: Monday - Friday: 2:30 PM - 5:30 PM or
Monday - Thursday: 6:00 PM - 9:45 PM

Articulation Agreements: EDGE Credit

Certifications: Journeyman
PHARMACY TECHNICIAN

Pharmacy Technicians work under the direction of pharmacists. Instructional content will focus on the metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Required Courses

0636 Core Requirements for Pharmacy Technician
Instructional content in this will focus on medical terminology, pharmacology calculations, anatomy and physiology.

0637 Orientation to Pharmacy Terminology, Law and Ethics
Instructional content in this will focus on major categories of the classification of drugs, drug actions in the human body, theory and principle aspects of a pharmacy sterile program.

0638 Pharmacology for the Pharmacy Technician
Instructional content in this will focus on identifying the sources and explaining how drugs work.

0639 Professional Skill and Pharmacy Operations for the Technician
Students will be provided an opportunity to participate in a clinical internship, applying the knowledge and skills mastered during the PTCB Preparation course. The clinical internship will allow hands-on practice under the direction of a pharmacist. Students participate in 50 hours of activities that reflect current and future entry-level pharmacy technician functions and responsibilities, utilizing both the institutional and retail settings.

Course Length: One year (600 clock hours)

Meeting Times: Monday - Wednesday 5:30 PM - 9:30 PM,
Thursday 5:30 - 8:30 PM

Articulation Agreements: N/A

Certifications: Pharmacy Technician Certification Board
Phlebotomists draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes.

**Required Courses**

**0773 Phlebotomy Technician**

Students will learn the anatomy of the vascular system as well as perform basic phlebotomy procedures. Students will evaluate patients for ability to withstand venipuncture procedure, be able to explain the venipuncture procedure and answer patient questions. Students will demonstrate basic point of care testing, such as blood glucose levels on patients; prepare blood, urine, and other body fluid specimens for testing according to established standards.

**Course Length:** Fourteen weeks (226 clock hours--126 classroom, 100 clinical)

**Meeting Times:** Monday - Wednesday 6:00 PM - 9:00 PM; possible makeup on Thursday

**Articulation Agreements:** N/A

**Certifications:** Fourteen weeks (226 clock hours: 126 classroom, 100 clinical)
WELDING

The Welding concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. Students will have the opportunity to earn both NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Required Courses

1862 Welding I
This course is designed to introduce the student to the knowledge base and technical skills of the Welding industry. Welding I begins with the NCCER Core curriculum which is a prerequisite to all Level I completions. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; and Introduction to Materials Handling. Students will then begin developing skill sets in the fundamentals of Welding such as Welding Safety; Oxyfuel Cutting; and Plasma Arc Cutting.

1863 Welding II
Welding II will continue to build student skill sets in areas of Air Carbon Arc Cutting and Gouging; Base Metal Preparation; Weld Quality; SMAW-Equipment and Setup; Shielded Metal Arc Electrodes; SMAW-Beads and Fillet Welds; Joint Fit Up and Alignment; SMAW-Groove Welds with Backing; and SMAW-Open V-Groove Welds.

1864 Welding III
Welding III will continue to build student skill sets in areas of Welding Symbols; Reading Welding Detail Drawings; Physical Characteristics and Mechanical Properties of Metals; Preheating and Postheating of Metals; GMAW and FCAW-Equipment and Filler Metals; and GMAW and FCAW-Plate.

1865 Welding IV
Welding IV will continue to build student skill sets in areas of GTAW-Equipment and Filler Metals; and GTAW-Plate.

Elective Courses

1983 Blueprint Reading and Metallurgy
Areas of study include drawing fundamentals, sketching and fabricating, basic welding symbols, and properties of metals and alloys.

1987 Gas Metal Arc Welding
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.

1982 Ornamental Metalwork
Areas of study include measurement, metal layout and bending, operation of the drill press, band saw, and the iron worker.

1989 Gas Tungsten Arc Welding
Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.
Course Length: Two years (1080 hours)

Meeting Times: Tuesday, Wednesday and Thursday 4:00 PM – 9:00 PM

Articulation Agreements: EDGE Credit

Certifications: SMAW State Certification, GMAW State Certification, GTAW Stainless Steel State Pipe Certification, GTAW Aluminum Pipe State Certification, GTAW Inconel Pipe State Certification, NCCER Core Curriculum, NCCER Level 1, NCCER Level 2