



2025-2026 Adult Handbook and Program Guide

Mission Statement

We Train Today's Students for Tomorrow's Changing Workplace.

WELCOME!

The Woody Williams Center for Advanced Learning and Careers is a public school in the district of Cabell County. Our facility serves not only adult learners, but students from Cabell Midland High School and Huntington High School. The Woody Williams Center for Advanced Learning and Careers (WWC) is located at 500 Mall Road, Unit 100, Barboursville, WV 25504 and our phone number is (304)-528-5108. Our website is:

https://www.cabellschools.com/cabellcountycareertechnologycenter_home

Our facility is over 235,000 square feet total, and we have 6 adult education programs. Each program has 1 classroom and 1 lab.

Governed by the Cabell County Board of Education, WWC offers the following programs: Automotive Technology, Electrical Technician, HVAC Technician, Medical Assisting, Practical Nursing, and Welding. WWC awards certificates upon completion of a program. Students who complete the Practical Nursing program are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

The Woody Williams Center for Advanced Learning and Careers operates on a clock hour system and is modified to parallel the secondary program calendar at the county high schools. Secondary programs and post-secondary programs follow a semester schedule. The Practical Nursing Program follows a lock step schedule with specific start and end dates.

Woody Williams Center for Advanced Learning and Careers

ADMINISTRATION

Melissa D. Ash	Director of Adult Programs	Marshall University	MA Leadership Studies
Melissa D. Ash	High School Principal	Marshall University	MA Leadership Studies
Travis Baker	High School Associate Principal	Marshall University	Leadership Studies Certificate
Tara Stevens	PN Coordinator	CCCTC	LPN
Susanne Ferguson	Student Support	Marshall University	MA School Counseling
Korene Morrison	Financial Secretary	Socastee High School	Diploma
Grace Vance	Adult Secretary	Barboursville High School	Diploma
Heather Workman	PN Secretary	Cabell Midland High School	Diploma

ADULT CLASSES AND INSTRUCTORS

PROGRAM	INSTRUCTOR	CERTIFYING SCHOOL	DEGREE EARNED
Automotive Technology	James Saylor	Cabell County Career Technology Center	CTE Endorsement,WVDE
Electrical Technician	Tony Vaughn	WVU-Tech	CTE Endorsement,WVDE
HVAC Technician	Charles Vaughn	Shawnee State University WVU-Tech	Associates of Applied Science CTE Endorsement,WVDE
Medical Assisting	Danielle Messinger	Huntington Jr. College of Business	Associates of Applied Science
Practical Nursing	Isaiah Merrit	Ashland Community and Technical College	Associates of Applied Science - RN
Practical Nursing	Becky Trippy	Mountain State University	BS Nursing
Welding	Jeremey Lewis	Ashland Community & Technical College Morehead State University	Associates of Applied Science

ADMISSIONS

Admission Requirements

1. Must be 18 years of age at the time courses begin or a high school graduate.
2. The student must be a citizen of the United States or have a permanent residence card.
3. Online registration is available on our website. Registration fees must be paid at the time of registration, and all registrations are accepted in the order received.
4. All adult students are required to have a high school diploma or have passed a West Virginia approved equivalent.

Pre-Enrollment/Admission Procedures

1. Complete and file FAFSA at [FAFSA.gov](https://fafsa.gov). Our federal school code is 013938.
2. Once confirmation is received, students will meet with the Financial Aid Consultant to review your financial aid eligibility.
3. After the FAFSA is completed, students will meet with the Adult Program Secretary.
4. Adults enrolling in a day program will need to have a background check prior to the first day of the program. This is not included in the tuition and fees.

Enrollment dates and times vary by program. Please contact the Adult Program Secretary at 304-528-5108 for further details.

TRANSFERS

The Woody Williams Center for Advanced Learning and Careers currently does not allow students to transfer from one program to another or from one institution to another with the exception of the VA Education Benefit students. The Woody Williams Center for Advanced Learning and Careers will accept, review, and maintain a written record of previous education and training submitted from students using VA education benefits. Such materials will be reviewed to determine if credit toward completion of the desired program is possible.

CABELL COUNTY SCHOOLS EMPLOYEE DISCOUNT

Cabell County School Employees who enroll are entitled to receive a discount of 50% for TUITION ONLY. (This excludes the PN Program). Recipients must maintain satisfactory attendance and progress to maintain eligibility. Recipients may only receive the employee discount for one program.

STUDENT INFORMATION

ATTENDANCE POLICY

Attendance is a priority in establishing a dependable reputation with potential employers. Adult students should observe the following:

1. Unless otherwise stated in specific course materials, the Woody Williams Center for Advanced Learning and Careers attendance policy is that students must attend at least 90% of the program hours per month.
2. Any student who is absent from class for more than 3 consecutive days should contact the instructor about their absence. A student who is absent from class for more than 5 consecutive days WITHOUT contacting their instructor may be dropped from the program.
3. Any student who falls below the 90% attendance rate may incur additional fees with no financial aid.
4. All adult students must have documented attendance for the entire program length before certificates will be awarded.

SATISFACTORY PROGRESS POLICY

A student's progress toward program completion will be measured by the units of study at the following times:

Every 270 hours for a 1080-hour program (4 courses)
Every 300 hours for a 1200-hour program (4 courses)
Every 225 hours for a 675-hour program (3 courses)

Progress is measured by 2 standards:

Grades: Students must maintain a "C" (2.0) average – some courses may require a more stringent requirement. If a particular program of study sets a higher-grade maintenance level, the student must adhere to that level to maintain satisfactory progress. Any such exceptions will be noted in the course information.

Pursuit of Program: A student will be allowed no more than 150% of a course's scheduled length to successfully complete a course. Students are expected to complete their programs within the scheduled course hours and may be charged for extra hours if required to complete course. Official Leaves of Absence and periods of non-enrollment are not counted towards this

total.

Should a student fail to maintain Satisfactory Progress, the student will be given a WARNING (recipients of Federal Aid will receive a Financial Aid Warning) – this notice will inform the student that he/she has ONE program measurement period to improve their grades and program pursuit. After this warning period, a student who still does not meet the Satisfactory Progress Policy will be terminated from the program. There is NO APPEAL process for such a student's dismissal.

Students who are dismissed from school under this policy may, with the permission of their instructor and the school Director, may reapply for the program after a period of 180 days from their last date of attendance has transpired. If readmission is granted, the student will be treated as a new student and be charged accordingly.

GRADING SCALE

A	90% – 100%
B	80 % - 89%
C	70% - 79%
D	60 % - 69%

TUITION, BILLING AND COLLECTIONS

Registration for classes creates a financial obligation by the registrant to pay tuition and fees while constituting an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling for classes. Students who will receive financial aid must have documentation to verify pending receipt of financial aid. If a student does not qualify for financial aid and is private pay, a payment schedule will be arranged. Students who do not make payment, according to their payment schedule, will be dismissed from the school. If a student is dismissed due to failure to meet their financial obligation they may not return until they meet their obligation. Students are responsible for making all payments due while a financial aid application is in process.

Bills are mailed to the billing address on file with the school office. It is the student's responsibility to keep all addresses (local and billing) updated with the main office. Students who do not receive a bill are required to contact the adult secretary. Not receiving a bill is not an acceptable reason for not making a payment when due.

If a student requires additional hours to complete their enrolled program, they will be billed \$3.50 for each additional hour.

Any student who has an outstanding balance will be responsible for any additional costs incurred by WWC associated with the collection of that balance.

Students who have completed all hours necessary in the course, but have an outstanding balance, will NOT receive their certificate until their account is paid in full.

FINANCIAL AID

All programs at WWC are eligible for financial aid. Pell Grants, Vocational Rehabilitation, WIA and eligible VA benefits are available. If a student receives financial aid, federal regulations will be followed. Please call (304) 528–5108 for more information.

Woody Williams Center for Advanced Learning and Careers does NOT participate in any Federal Student Loan Programs.

Students receiving financial aid must submit all required financial documents to the Financial Aid Consultant. All State and Federal regulations governing financial aid must be met in order to qualify. Required documentation or verification items must be submitted as determined by the Financial Aid Consultant.

Students not receiving financial aid or only receiving partial awards will be responsible for paying school related financial obligations in a timely manner. Those receiving partial financial aid will be advised by the Financial Aid Consultant as to what will be paid by the grant and what is the responsibility of the student. Students not receiving financial aid must see the adult secretary regarding class cost and payment options. Failure to do so will constitute dismissal.

VETERANS ADMINISTRATION

The Woody Williams Center for Advanced Learning and Careers does participate in Veterans Administration benefits. More information about benefits offered by VA is available at the official US government website at www.benefits.va.gov/gibill.

The refund policy will be in full effect for all students if they do not complete the program. If a student is using veteran benefits and the VA establishes an amount to be returned more than what is outlined in the refund policy, the student will be responsible for the difference as much as is allowed.

STUDENT WITHDRAWAL

Any student who is withdrawing must notify the adult secretary. A form must be signed by the student, instructor, financial aid consultant, adult secretary and approved by the Director.

REFUND POLICY

Tuition is charged by “period of enrollment.” Program fees are assessed during the first period of enrollment.

Tuition will be adjusted on a percentage basis, based upon the scheduled number of hours for the enrollment period between the student’s first day of class and last date of attendance as follows:

first week – 75% refund

second week – 50% refund
third week – 25% refund

No refund will be given beyond the three weeks following the first day of class. Refunds, when due, are made within 45 days of the last day of attendance if written notification has been provided to WWC by the student, or from the date WWC terminates the student or determines withdrawal by the student.

Note: Lab Fees are assessed during the first enrollment period. Lab Fees will be prorated ONLY during the first period of enrollment. Application fees are non-refundable.

NO SHOW POLICY

Any student who attends less than 75% of the first week of class and does not return will be considered a no show.

RETURN OF FEDERAL FUNDS

Woody Williams Center for Advanced Learning and Careers participates ONLY in the Federal Pell Grant program and complies with the Federal Return of Funds policy for all full-time students. The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases to attend. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges.

Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After 60% point in the period of enrollment, a student has earned 100% of the Title IV Federal Pell Grant disbursement.

This policy is based upon clock hours completed through the student's last date of attendance divided by the clock hours in the payment period; and/or the clock hours scheduled to be completed in the payment period. The resulting percentage determines the amount of funds to be returned, if any. Any cash balance owed to the school becomes the responsibility of the student.

Prior to completion of more than 60% of the payment period, the amount of Federal Pell Grant earned is calculated by multiplying the total amount of aid that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Federal Pell Grant earned and subtracting it from the amount of Federal Pell Grant disbursed. The institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, books and lab fees, tuition) by the percentage of time not enrolled. The student's share is

calculated by subtracting the amount the school must return from the total amount to be returned.

Should the return of federal funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the students unearned Federal Pell Grant before any funds are disbursed to the student. Should the schools return of federal funds result in a balance due the school, the student will be billed.

NON-DISCRIMINATION POLICY STATEMENT

As required by federal law and regulations, the Cabell County Board of Education does not discriminate based on sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its education programs or activities. Inquiries may be directed to:

Justin Boggs, Title IX Director and Human Rights Officer, Cabell County Board of Education, 2850 Fifth Avenue, Huntington, WV 25705. Phone 304-528-5345.

Suzanne Stevens, Director of Special Education, Cabell County Board of Education, 2850 Fifth Avenue, Huntington, WV 25705. Phone 304-528-5029.

VEHICLE POLICY

All vehicles parked on campus must have a parking permit. Parking permits can be purchased from the adult secretary. Vehicles without permits will be towed at the owner's expense. When driving on campus, students will drive slowly and cautiously. Priority is given to buses for all arrivals and dismissals.

STUDENT CONDUCT

A student may be dismissed at any time for disruption of the learning environment in the classroom/lab. Examples include but are not limited to; conduct involving all electronics, destruction of school property, fighting, cheating, plagiarism, falsification of records, suspected drug or alcohol use. Students may also be dismissed for involvement in illegal activities outside of school. The Director shall determine whether any alleged conduct constitutes a violation of this policy or West Virginia Code §18A-5-1a.

CERTIFICATIONS

Certificates will be awarded to adult students who successfully complete a program.

STUDENT RECORDS, TRANSCRIPTS AND VERIFICATIONS

Current student records/transcripts are maintained in the adult office. Access to student records is limited to administration and the adult program secretary. All other student records/transcripts are stored at the Cabell County Board of Education.

Student records/transcripts (verification of attendance or completion) are available upon written request as follows:

1. Request forms are located in the main office.
2. The first transcript request is provided free of charge. Additional transcripts will be given at a cost of \$5.00 each.
3. Official copies are mailed.
4. Unofficial copies can be faxed, mailed or picked up.
5. Unless prior approval is given, only the person requesting records can pick up and must show ID.
6. Universities or corporations must provide signed releases from former students before records are released.

Student records, transcripts and verification of attendance or completion will not be issued or released if any financial obligations are outstanding.

FERPA – Family Educational Rights and Privacy Act. Staff members are trained annually on FERPA. For complete information about this federal law, visit the website:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

EMERGENCY MEDICAL SITUATIONS

Students should immediately report ALL emergency medical situations to the nearest instructor and then to an administrator in the main office. See the Health and Safety Plan for more specific details.

WEAPONS POLICY

In accordance with the WV Code §61-7-2 and West Virginia Department of Education Policy 4373, the possession of dangerous weapons in or on school property is prohibited. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken.

SUBSTANCE USE/POSSESSION POLICIES

Use, distribution, possession of or being under the influence of alcohol, narcotics, or controlled substances, or substances represented to be a controlled substance is a violation of the code of conduct and subject to expulsion and/or prosecution. No one under the influence of alcohol or narcotics will be allowed on campus or allowed to participate in school functions or activities. Those persons found to be in violation of this policy will be prohibited from attending this

school, financial aid will be terminated, and legal action will be taken.

CABELL COUNTY SCHOOL HARASSMENT/VIOLENCE POLICY

It is the policy of the Cabell County Board of Education that the dignity of each human being must be considered in all school system activities. To further this policy, the Cabell County Board of Education feels that it is necessary to maintain a learning and working environment free from harassment or violence. Consequently, the Cabell County Board of Education prohibits any form of racial, sexual, and religious/ethnic/national origin harassment or violence. Therefore, no student, school employee or member of the public, during any school related activity or during any education-sponsored event, whether in a building or other property owned, used or operated by the School Board shall engage in racial, sexual, and religious/ethnic/national origin harassment or violence. Employees and students shall report alleged acts of harassment or violence in a timely manner to the Director, Principal, Associate Principal, Counselor, or the Title IX Coordinator.

GRIEVANCE PROCEDURE

Purpose

The Woody Williams Center for Advanced Learning and Careers faculty and staff attempt, in good faith, to resolve complaints and problems as they arise. However, if a matter remains unresolved, the purpose of the student grievance procedure is to provide a process for resolving student complaints against students, faculty and staff. This procedure applies to all student complaints, including but not limited to academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment.

Policy

At the Woody Williams Center for Advanced Learning and Careers, students have the right to pursue timely, legitimate grievances. Therefore, the administration shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the student(s) and/or employee(s) against whom a grievance may be lodged. The procedure shall provide for adequate time to investigate allegations and for individuals to present information or evidence in support of their positions.

Procedure

Woody Williams Center for Advanced Learning and Careers follows the policy and procedures set forth in the Protocol for Problem Solving manual.

Step 1: Attempt to discuss and resolve the problem at the school level. Complete the student complaint form and submit to the Director.

Step 2: If the problem is not resolved, express questions or concerns to Heather Scarberry, Executive Director of Secondary Schools (304-528-5089) or report to the Cabell County Board of Education Office and file a formal complaint with the County Title IX Director and Human Rights Office, 2850 5th Avenue, Huntington, WV 25702. If the complaint involves harassment, there is a specific form to be completed. If for another reason, a detailed letter must be submitted.

Any grievances made to COE need to be remitted to: The Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (800)917-2081 or (council.org).

SCHOOL ACCREDITATION

WWC is operated by Cabell County Schools.

We are accredited by:

The Commission of the Council on Occupational Education
(council.org)

7840 Roswell Road
Building 300 Suite 325
Atlanta, GA 30350
800.917.2081



And approved by :

The West Virginia Department of Education
The West Virginia Board of Education
Cabell County Board of Education
The West Virginia Department of Employment Security
Vocational Rehabilitation
Job Corps
Veteran's Administration
Worker's Compensation

PROGRAMS

AUTOMOTIVE TECHNOLOGY

1200 Clock Hours

Full - Time Classes

Monday - Thursday

4:00 pm - 10:00 pm

The Automotive Technology program will help you build a knowledge base and technical skills for all aspects of the automotive industry. This course covers: Fundamentals of Automotive Technology, Basic Engine Concepts, Brake Systems, Suspension and Steering Systems, Engine Performance, HVAC, Manual & Automatic Drive Train/Axles, and Electrical/Electronics.

Students will have the opportunity to acquire hours toward certification and be exposed to skills that develop positive work ethics. Students can earn a 1-year credit towards ASE certification.

Major Units of Study

Automotive Technology MLR-1	Automotive Technology MLR-2	Automotive Technology MLR-3	Automotive Technology MLR-4
- Electrical and Electronic Systems - Engine Performance - Customer Relations and Shop Procedures	- Suspension and Steering - Brakes - Customer Relations and Shop Procedures	- Engine Repair - Electrical and Electronic Systems - Engine Performance - Customer Relations and Shop Procedures	- Engine Repair - Automatic Transmission and Transaxle - Manual Drive Train and Axles - Heating and Air Conditioning - Customer Relations and Shop Procedures

TUITION FEES AND BOOKS

Application Fee	\$40 (non-refundable)
Registration Fee	\$100 (non-refundable)
Tuition	\$4200
Lab Fee	\$1349
Supplies/Tools	\$800
Uniforms	\$115
ISBN	978-1-63126-375-0 \$134
	978-1-63126-376-7 \$ 42
Book Fee	\$176
Parking	\$20

ELECTRICAL TECHNICIAN

1080 Clock Hours

Full - Time Classes

Monday - Thursday

4:00 pm - 10:00 pm

The Electrical Technician program is designed to prepare students for employment in any one or all of the following occupational areas: Residential, Commercial, and Industrial Wiring. The student will be actively involved in classroom electrical theory and practical lab as well as field experience in various construction and industrial situations. Students will become familiar with the use of meters and other equipment used in the field of electricity and learn how to construct a variety of circuits. They will learn the special installation and characteristics of industrial and commercial wiring, and conduit bending and installation. All wiring projects will meet the National Electrical Code minimum standards. The goals of the program are to prepare students for entry-level employment and provide them with the necessary knowledge of electrical theory and concepts; students will be able to keep pace with the rapidly changing electrical field. A positive work ethic is also stressed.

After successful completion of the course, the graduate will receive a certificate which enables him/her to take the WV State Fire Marshal's Test. After passing the test, the graduate will be licensed by the state of West Virginia as a Journeyman Electrician. Students enrolled in this program will also earn an OSHA 10 Safety card.

Students are required to work from ladders and scaffolding, lift loads up to 40 pounds, and stand for long periods of time on concrete floors.

Major Units of Study

Electrical Trades I	Electrical Trades II	Electrical Trades III	Electrical Trades IV
• Intro to Electrical Construction Technology Career • OSHA Regulations and Electrical Safety Practices • Identification and Selection of Tools, Materials, and Components	• National Electrical Code • Wiring, Circuits and Installation • Meters, Measurements, Testing • Apprenticeship Awareness	• National Electrical Code Wiring, Circuits and Installation • National Electrical Code AC Theory, Magnetic Theory, and DC Theory • Circuit Theorems and Conversions • Motors	• National Electrical Code • Wiring, Circuits, and Installation • Green and Renewable Technology • Transformers • Motors

TUITION FEES AND BOOKS

Application Fee	\$40 (non-refundable)
Registration Fee	\$100 (non-refundable)
Tuition	\$3780
Lab Fee	\$1660
Book Fee	\$300
ISBN	978-1455930715 \$279
	9798986422107 \$ 21
Parking	\$20

HVAC TECHNICIAN

1200 Clock Hours

Full - Time Classes

Monday - Thursday

4:00 pm - 10:00 pm

The HVAC Technician concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the heating, ventilation, and air conditioning industry. The curriculum is divided into 40% theory and 60% application of theory through numerous demonstrations, labs, and in-class projects. Students will have the opportunity to earn Industry Credentials/NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethic.

HVAC students will build a knowledge base and technical skills for all aspects of the Heating, Ventilation, and Air Conditioning industry. Program completers can gain employment and build a profitable career in the HVAC field.

Students are required to take the EPA Certification exam. The exam is taken in class at a minimal cost, and most companies require an EPA certification. Students will also take the 410A Refrigerant Exam and apply for the Technician in Training permit.

HVAC installers and technicians are subject to severe weather conditions with temperatures ranging from below 0° to greater than 100°. They are required to use ladders, scaffolding, carry loads up to 100 pounds or more, and crawl around in crawl spaces and attics.

*****Students will be required to work in these conditions.***

Major Units of Study

HVAC I	HVAC II	HVAC III	HVAC IV
• OSHA Guidelines and General Safety • Related Math, Building Science, Blueprints, and Tools	• Electricity • Pipe Fitting, Soldering, and Brazing • Warm Air Systems • Apprenticeship Awareness	• Electricity • Warm Air Systems • Hydronic Systems • Air Conditioning-Residential • Code of Conduct	• Warm Air Systems • Heat Pumps, Electric Heat • Refrigeration • Airflow and Ductwork • Unions and Apprenticeship Programs

TUITION FEES AND BOOKS

Prices are subject to change

Application Fee	\$40(non-refundable)	Book Fee	\$248
Registration Fee	\$100 (non-refundable)	ISBN 1-930044-607	\$8.50
Tuition	\$4200	1-9304451-B	\$8.50
Lab Fee	\$1317	978-1-304-57896	\$231
Testing Certification	\$175		
Parking	\$20		

WELDING

900 Hours

Full-Time Classes

Monday - Wednesday

4:00 pm - 10:00 pm

The Welding program educates students about the various processes of heating and melting metal parts to join them together. Welding program of study focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry. The goal of this program is to prepare students for entry-level skills in the following welding processes: Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Flux Core Arc Welding (FCAW), and Gas Metal Arc Welding (MIG). Students are also taught: Shop and Personal Safety, Blueprint Reading, Oxy-Fuel Cutting, Brazing and Plasma Arc Cutting of mild steel, stainless steel, and aluminum.

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 ethic.

Welders can occasionally be exposed to fumes, airborne particles, and extreme heat. Welders stand for long periods of time on concrete floors, therefore any students enrolling in this program must possess the strength and physical health to accomplish these tasks.

*****Students will be required to work in these conditions.***

Major Units of Study

Welding I	Welding II	Welding III	Welding IV
• Safety • Oxyfuel Cutting • Arc Cutting Process • Arc and Plasma Arc	• Physical Characteristics and Mechanical Properties of Metals • Weld Fit-Up and Quality • Shielded Metal Arc Welding • Apprenticeship Awareness	• Welding Symbols and Blueprint Reading • Physical Characteristics and Mechanical Properties of Metals • Gas Metal Arc Welding and Flux Cored Arc Welding • Apprenticeship • Code of Conduct	• A Gas Tungsten Arc Welding • Unions and Apprenticeship Programs

TUITION FEES AND BOOKS

Application Fee \$100 (non-refundable)

Registration Fee \$40

Tuition \$3150

Lab Fee \$1714

Supplies/Tools \$320

Testing Certification \$150

Parking \$20

Book Fee \$406

ISBN 978-0-357-37765-9 \$226

978-1-133-60758-2 \$180

MEDICAL ASSISTING

Application	\$40 (non-refundable)	Uniforms	\$325
Registration	\$100 (non-refundable)	Testing	\$1346
Tuition	\$4725	(NCLEX)	\$285
Lab Fee	\$800	TEAs Test	\$90
Drug Testing	\$100	CPR Card	\$70
Books	\$1600 (<i>see PN handbook for ISBN numbers</i>)	Activity Fee	\$249
Laptop	\$800	Parking Fee	\$20
Supplies	\$150		

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2025-2026 CCCTC ADULT CALENDAR

July
7 First Day for Students

August
11 Medical Assisting First Day

September
1 Labor Day

November
11 Veterans Day
24-28 Fall Break

December
22-31 Holiday Break

January
1-2 Holiday Break
5 Students Return
19 MLK, Jr. Day
March
30-31 Spring Break

April
1-3 Spring Break

May
12 Election Day
25 Memorial Day

June
18 Last Day for Students

January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2		3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dates are subject to change

Woody Williams Center for Advanced Learning and Careers

Student Handbook Contract for Students

I, _____ hereby affirm that I have read and/or have had read to me the Woody Williams Center for Advanced Learning and Careers Student Handbook, or a summary thereof, and have had a copy made available to me through:

_____ student handbook

_____ access on-line

_____ teacher classroom presentation

I understand the terms set forth in the Student Handbook, including the consequences for violations.

I hereby agree to abide to these terms.

Student Signature

Date

