MONONGALIA COUNTY

TECHNICAL EDUCATION CENTER

2026-2027

Course Catalog



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INTRODUCTION

MISSION STATEMENT

MTEC prepares students to succeed in high-demand occupations and post-secondary education by promoting quality instruction, active engagement, and collaborative partnerships.

Core Beliefs

- Every student has the opportunity to be career and college ready.
- Performance-based learning narrows the skills gap
- Learning is rigorous, relevant, diverse and promotes positive relationships

REGULATORY AND ACCREDITATION

The Monongalia County Technical Education Center is governed by the following agencies:

Monongalia County Board of Education
West Virginia Department of Education

The Monongalia County Technical Education Center is accredited by the Commission of the Council on Occupational Education (COE). The following programs fall under COE approval:

Practical Nurse

West Virginia State Board of Examiners for Licensed Practical Nurses
CAAHEP in cooperation with the ARC-ST accreditation for Surgical Technology

The programs at MTEC are also approved by the West Virginia State Approving Agency for Veterans Administration and Vocational Rehabilitation benefits, West Virginia Division of Rehabilitation Services, Workforce West Virginia and the West Virginia Department of Employment Security.

EQUAL OPPORTUNITY IN EDUCATION/GRIEVANCE PROCEDURES

Monongalia County Schools operates as an equal opportunity institution and will not discriminate in programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans Disability Act (ADA) of 1990.

Monongalia County Technical Education Center Title IX Information: Monongalia County Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, or disability. The following employees have been designated to handle questions and complaints of alleged discrimination:

Adam Henkins, ahenkins@k12.wv.us, Director of Safe, Supportive Schools and Athletics, Monongalia County Schools, Phone: 304-291-9210, ext. 1516.

Danielle Uglik, duglik@k12.wv.us, MTEC Assistant Principal, Title IX and 504 Coordinator, 304-291-9240, ext. 2718.

Grievances may also be directed to the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; 1-800-917-2081; 1-770-396-3898; www.Council.org .

GENERAL ADVISORY COUNCIL

The General Advisory Council is defined as a group of citizens, without legal authority, who advise the Monongalia County Technical Education Center regarding policy and/or advise the professional staff regarding programs and procedures. Individuals invited to the General Advisory Council are local leaders from the community served by the Technical Education Center, people with insight into the current occupational trends of the area, and people with knowledge and understanding of technical education needs.

The purpose or functions of the General Advisory Council are to:

- Identify technical education needs of individuals and the community.
- Assist in assessing present and foreseeable needs of the labor market.
- Advise on the establishment and maintenance of realistic and practical programs.
- Advise on program balance and comprehensiveness.
- Participate in the development of community understanding and support.
- Evaluate overall program effectiveness.

The General Advisory Council is the "link" between the total technical education program in the school and the business and professional community.

The Health Occupations/Technical Programmatic Advisory Committees consists of lay people who possess knowledge and work experience in the program or occupational cluster for which they serve.

The purpose or functions of the Health Occupations/Technical Program Advisory Committees is to:

- Advise on personnel needs of businesses and industry represented in specialty education areas.
- Advise on curriculum content, training techniques and equipment needs.
- Analyze and interpret trends in the technical and health occupations education specialty areas.
- Serve as a communication link between state agency personnel and the business community.

Membership in the Health Occupations/Technical Program Advisory Committees is based on knowledge or expertise in the field.

GENERAL INFORMATION

SUPPORT SERVICES

Support services provide assistance to special education and disadvantaged high school students. Special education students are those who have an Individual Education Plan (IEP). Disadvantaged students are those students who have economic or academic disadvantages or are considered "at-risk."

Help is provided on a one-to-one basis or in small groups in reading, math, spelling, comprehension, technical vocabulary, study skills, and written/oral testing.

CLUBS AND ACTIVITIES

A wide variety of activities enrich the curriculum of the school. Each student has the opportunity to join the occupational club relative to his or her program.

SkillsUSA—United States career and technical student organization serving more than 395,000 high school, college and middle school students and professional members enrolled in training programs in trade, technical and skilled service occupations, including health occupations. This organization is for high school and adult students enrolled in technical/health occupations programs at MTEC. It is an integral part of the curriculum with learner outcomes and provides extra-curricular activities. Students have the opportunity to participate in local, state, and national leadership development and Skill Olympics. MTEC offers an in-house skill challenge to determine which students will compete in the various career competitions at the state level. **Good grades and attendance are required to represent MTEC as a state SkillsUSA competitor**.

HOSA—Health Occupations Students of America: High school and adult students enrolled in the health occupations programs participate in this association. There are various competitions and students have the opportunity to advance to national competition upon success at the state level.

STUDENT VEHICLES

Adult students have priority to park on school grounds. Providing availability, secondary students may also park on school grounds. High school students are NOT permitted in adult student vehicles. Students are to be respectful of others and school policy is for their protection. The following are not permitted:

- Speeding or reckless driving
- Being in cars at unauthorized times
- Transporting unauthorized students (high school students)
- Smoking in cars
- Passing School Bus
- Tardiness

Visitors should park in designated areas. Students are permitted parking wherever space is available.

MTEC has a closed campus policy. Secondary students may not leave school property without parent or guardian approval. Any dismissal must be approved by the principal or administrator in charge.

USE OF TOBACCO PRODUCTS

According to West Virginia Code 16-9-7, every person who shall smoke a cigarette or cigarettes in any school building or part thereof used for school purposes shall be guilty of a misdemeanor. The use of tobacco in any form (snuff, chewing tobacco, cigarettes, etc.) will not be permitted in the school or on the grounds. THE USE OF TOBACCO, IN ANY FORM, IS NOT PERMITTED IN ANY AREA. Infractions of this policy will be dealt with as described in the County Policy for Tobacco and Drugs.

ALCOHOL AND DRUG POLICY

The use, possession or distribution of illicit alcoholic beverages and/or controlled drugs is a serious violation of school policy and civil law and may be punished both as a school offense and in a court of law.

Students' use, possession or distribution of illicit alcoholic beverages and/or controlled drugs at a Monongalia County school during the school day or at a school-sponsored activity is prohibited. The term "illicit or controlled drugs" is defined as any substance or synthetic substance of which the sale or possession is prohibited by the Legislature of the State of West Virginia except by lawfully licensed person or persons to do so, and/or which has been designated as a narcotic by the United States Treasury Department.

If a student is found guilty of violation of this policy, determination of guilt or innocence shall be established at a due process hearing held by the school principal. The student will be subject to suspension from school and extra-curricular activities and/or be required to attend county intervention programs. The procedures for this infraction will be administered by the Principal and Superintendent as described in Board Policy.

Monongalia County Schools require that K-12 student medications, prescription and nonprescription, be monitored and administered in a consistent manner. Therefore, all students must register and turn in any medication that needs to be taken at school to the person(s) identified to receive medication. A student who needs to carry an inhaler or an epi-pen may do so only after a written physician's order is received stating the need for the student to self-administer the medication.

Adult students will be subject to disciplinary action for dispensing medications to minors. Refer to the Monongalia County Schools Handbook Policy JHCDA-G. A student who is suspended from either MTEC or the home high school may not attend either school.

(For a detailed description of these policies, see Board of Education Monongalia County School Policy: JFCH/JHCDA-JP…Cross file: IGAG – Alcohol and Controlled Substance Abuse and the Monongalia County Technical Education Center's Drug Prevention policy. WV State Code 11-6-19; 18A-5-lb; 18A-5-1c West Virginia Board of Education Policy 4373)

5530.02 – MONONGALIA COUNTY SCHOOLS CAREER TECHNICAL EDUCATION AND WORKPLACE SIMULATION DRUG FREE POLICY

This policy governs only performance-enhancing and illegal drug use and abuse by students as part of any workforce simulation program conducted at the career technical center or comprehensive high schools within the County. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems and to maintain a safe work environment for those operating equipment, as well as caring for patients and clients who may be ill or debilitated.

Although the Board, administration, and staff desire that every student in the County refrain from using or possessing illegal drugs, County officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in any overall workforce simulation program conducted at the career technical center or comprehensive high schools within the County. The sanctions imposed for violations of this policy shall be limited to modifying, restricting, and/or ending a student's privilege to participate in any overall workforce simulation program conducted at the career technical center or comprehensive high schools within the County. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the county regarding possession or use of illegal drugs.

A student using drugs is a danger for him/herself as well as other students. For the secondary student the key component of this program is to open the lines of communication between students and parents about the serious matter of drug usage and abuse. Most if not all employers conduct workplace drug tests as well as random drug screens on their employees. The Work Place Simulation Drug Free Policy will attempt to provide a real work place simulation including unannounced random drug testing as well as testing based on reasonable suspicion as described herein. Real workplace drug testing policies will of course vary from this public school policy.

Students participating in the Career Technical Education or Career Technical Education WorkPlace Simulation (CTEWPS) will be included in the random student drug testing selection process. The sanctions imposed on students who violate this policy, may include, but are not limited to, modifying, restricting or ending the student's opportunity and eligibility for continued participation in the CTEWPS program.

This policy supplements and complements all other policies, rules and regulations of Monongalia County Schools regarding possession or use of illegal drugs.

STATEMENT OF PURPOSE AND INTENT

The purposes of this policy are three-fold:

A. To educate students on the serious physical, mental and emotional harm caused by illegal drug use.

B. To ensure that students adhere to a simulation work place program that bars the intake of illegal and performance-enhancing drugs.

C. To prevent injury, illness, and harm to students in the simulation work place that may arise as a result of using illegal and performance- enhancing drugs. Illegal and performance-enhancing drug use of any kind is not compatible with the physical, mental, and emotional demands placed upon participants in the

CTEWPS and upon the positive image these students project to other students and to the community on behalf of Monongalia County Schools. For the safety, health and well-being of students who are in the CTEWPS, Monongalia County Schools has adopted this policy for use by all participants in the CTEWPS program.

The administration may adopt regulations to implement this policy.

A. **Definitions**
"CTEWPS Student" means a student of any Monongalia County career technical center or comprehensive high school participating in the CTEWPS program.

“Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:
1. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

2. does not give the County discretion to waive the selection of any activity student selected under the mechanism. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or West Virginia law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the West Virginia Uniform Controlled Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance- enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance- enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance- enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

"Participating Student" means all CTEWPS students are included in the random testing pool.

B**. IMPLEMENTATION GUIDELINES**

Consent Forms. Participating students shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and CTEWPS director or principal before such student shall be eligible to participate in the CTEWPS program. As a condition of participating in Career Technical Education or Work Place Simulation programs all secondary students and post-secondary students must agree to be drug tested at acceptance into the program as well as randomly tested. This consent requires the Participating Student to provide a urine sample as follows:

1. When the Participating Student is selected by the random selection basis to provide a urine sample; and

2. At any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to participate in the CTEWPS unless the student has returned the properly signed "Student Drug Testing Consent Form."

C. **Orientation Session**. Prior to the commencement of drug testing each year a mandatory orientation session shall be held with each Participating Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. The parents/guardians must also attend this orientation session.

The mandatory orientation session will also be conducted for any new student entering the CTEWPS. Their parents/guardians must also attend this orientation session.

D. **Distribution of this Policy**. Each Participating Student shall receive a copy of the Work Place Simulation Drug Free Policy. The CTEWPS director or principal shall be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

E. **Random Sample**. Drug use testing for Participating Students shall be done monthly on a random selection basis from a list of all Participating Students. The CTEWPS director or principal will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

F. **Reasonable Suspicion Sample**. In addition to the drug tests required above, any Participating Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when a director or principal has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

G. **Drug Testing Service**. Any drug use test will be administered by or at the direction of a drug testing service chosen by the Monongalia County Schools. The drug testing service shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing. The drug testing service shall provide all collection containers used for the drug testing process.

H. **Privacy**. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

I. Obtaining Samples. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall/door. The drug testing service shall provide a trained employee to collect the samples subject to drug testing. This individual will also monitor the collection of samples. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen.

Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at testing time will undergo a time limit of three (3) hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample.

The student will be unable to participate in the CTEWPS program until a proper specimen is provided.
1. **Tampering**. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

2. **List of Medications Taken**. In the event of a positive test result, the Medical Review Officer (MRO) of the drug testing service shall contact the parent/guardian of the student and be provided with an opportunity to provide documentation of medications legally prescribed for the student. Based on the documentation provided by the parent, the MRO will determine the status of the test result. The communication between the parent/guardian and the MRO regarding medications prescribed to the student will be strictly confidential and not shared with school personnel.

NOTE: School personnel may be aware of medications prescribed to student due to information provided on the school emergency cards and/or Administration of Medication Forms.

J. **Positive Tests**. In the event of a positive test result, the parent/guardian may challenge the positive test result. If a challenge is made, the procedure will consist of a second test of the same specimen and will be conducted at the parent/guardian's expense.

CONFIDENTIALITY
A. **Notification by Drug Testing Service**. The drug testing service shall notify the Superintendent or designee and CTEWPS director or principal of any positive test.

B**. Notification to Student, Parent/Guardian and Principal**. The CTEWPS director or principal shall provide written notification of positive test results to: Student, Parent/Guardian and Principal.

The CTEWPS director or principal shall schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the director, principal or to the lab. The Monongalia County Schools will rely on the opinion of the drug testing service which performed

the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Record of Test Results. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and shall not be turned over to any law enforcement authorities unless the law enforcement authority presents a valid court subpoena, search warrant, or signed consent from the parent, guardian or student. Records of positive test results maintained at the school shall be destroyed upon the student's graduation from high school.

APPEAL

Procedure for Appeal. A Participating Student who has been determined by the CTEWPS director or principal to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) working days of notice of the positive test. A student requesting a review will remain eligible to participate in the CTEWPS until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

CONSEQUENCES

A**. Restrictions on CTEWPS Students**. Any Participating Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

1. **First Offense**: The parent/guardian will be contacted immediately by the CTEWPS director or principal, and a private conference will be scheduled to present the test results to the parent/guardian. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show written proof that the student has received substance abuse education/counseling from a qualified program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within four (4) weeks in accordance with the testing provisions of this policy. The parent guardian may be responsible for the cost of this drug test.

2. **Second Offense**: Consequences for a second positive test shall be "firing" from the student's position at the CTEWPS. The student will be given an alternate assignment by the CTEWPS director or principal. Additionally, the student must voluntarily submit to a second drug test to be administered within four (4) weeks in accordance with the testing provisions of this policy. The parent/guardian may be responsible for the cost of this drug test. The student shall be tested randomly at least three (3) times throughout the calendar year for the remainder of the school year. The time and date will be unknown to the student and determined by the director/principal or designee.

a. These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.

b. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense for participating students shall be imposed.

c. Additionally, a student who has committed his/her second offense under the policy will not be eligible for any honors or awards given by the school and/or county in connection with the CTEWPS program.

d. The CTEWPS director or principal and/or counselor will provide information to the student and parent/guardian on qualified substance abuse education and counseling treatment programs and other resources available in the community. The student will be encouraged to seek substance abuse education and counseling.

e. A positive test result will not be used to expel a student from school and will not be included in the student's disciplinary record.

B. **Violation of the Work Place Simulation Drug Free Policy**: A violation of this policy is **NOT** a violation of the Student Code of Conduct Policy. Any participating student who tests positive in a drug test under this policy shall, as a result thereof, be subject to the restrictions described under this section labeled **CONSEQUENCES** only.

When school district employees charged with the administration of this drug testing policy are made aware of drug use by a Participating Student, solely as a result of drug testing under this policy, that Participating Student shall NOT be disciplined under the Student Code of Conduct Policy.

REFUSAL TO SUBMIT TO DRUG USE TEST
A participating student who refuses to submit to a drug test authorized under this policy will immediately be given an alternate assignment as determined by the director or principal.

IMPORTANT NOTE ON CONSEQUENCES
Notwithstanding, any student who violates the Student Code of Conduct Policy and West Virginia law by the illegal use of medications or drugs of any kind while on school grounds, or who is under the influence of medications or illegal drugs on school grounds, is subject to disciplinary action as provided in the Student Code of Conduct Policy.

ADVISORY COUNCIL
In order to monitor policy effectiveness, the Superintendent shall appoint an advisory council to review the local data and make recommendations to the Board of Education regarding policy effectiveness. This advisory council shall include but not be limited to a CTEWPS director or principal and school counselor from the comprehensive high school or career technical center, a school nurse and a community agency representative involved professionally with drug use prevention and treatment programs.

POSTSCRIPT
The Monongalia County Board of Education and all of its employees are committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

ATTENDANCE POLICY RELATIVE TO MTEC CERTIFICATE

To earn a CTE certificate from MTEC, the high school student must complete a minimum of six courses with grades of C or better and no more than six absences per year over two years.

Secondary students can miss no more than 6 days (excused and unexcused absences) in any class period at MTEC (per official WVEIS attendance record) in order to earn the certificate of completion. Make-up absences may be possible through approval by the teacher and administration. **High School students involved in approved extracurricular activities will not be excused for more than 5 days in a school year with acceptable documentation provided by (but possibly not limited to) principals, teachers and coaches.**

Full-time adults who have in excess of ten absences are subject to dismissal. Verification must be documented. Absences in excess of 10 days (excused or unexcused) will eliminate the opportunity to earn a technical certificate from MTEC.

ATTENDANCE POLICY

Regular attendance is necessary for satisfactory completion of courses/programs. Students are required to attend class and arrive promptly. As designed by Simulated Workplace, attendance at MTEC should be taken as seriously as attendance while employed.

The regular school calendar approved by the Monongalia County Board of Education will be followed. (This calendar differs for the Practical Nurse program.) According to Monongalia County Schools, the following qualify for excused absences (with documentation):

A. Absences that result from school-approved curricular/co-curricular activities; failure of the bus to run/hazardous conditions, SAT Plan, IEP or 504 Plan, and other Board-approved excused absences.
B. Personal illness or injury of the student.
C. Personal illness or injury of the student's parent, guardian, custodian, or family member. The excuse must provide a reasonable explanation for the student's absence caused by the illness or injury in the family.
D. Medical or dental appointment with a valid written excuse from physician or dentist.
E. Documented chronic medical conditions or disability that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team.
F. Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement. In order to satisfy the requirements of West Virginia Board of Education policy 2510, Assuring the Quality of Education: Regulations for Education Programs, Policy 2412 - Homebound/Hospital Instruction Program is incorporated by reference into this policy.
G. Documented disabilities consisting of any mental or physical impairments that substantially limit one or more major life activities and are documented annually with a valid physician's note that explains the disability and the anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP or 504 team.
H. Calamity, such as a fire or flood.
I. Death in the family.
J. Judicial obligation or court appearance involving the student.

K. Military requirements for students enlisted or enlisting in the military.
L. Personal or academic circumstances approved by the principal.

EDUCATIONAL LEAVE

Students are eligible to apply for educational leave for events that have an educationally significant purpose related to his/her MTEC career and technical education program. Students request, complete, and submit the Educational Leave Request Form at least two weeks prior to the planned absence(s). The student is responsible for all make-up work and notifying teachers on both the MTEC and home high school campuses. Students may be asked to provide additional documentation, provide a summary of learning, and/or share their experiences of professional development with their MTEC program.

DRESS/SAFETY--Policy 4373 Monongalia County Schools Student Appropriate Appearance

Monongalia County Schools' students will dress and groom in a manner that encourages the educational process and supports the health, safety, and welfare of students. Distractive or indecent dress—including any apparel that promotes behaviors and/or displays items interfering with the teaching and learning process—are prohibited by this policy.

The following are Monongalia County Schools' guidelines to help students adhere to the Appropriate Appearance Policy:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, or use of alcohol, tobacco, weapons, or drug use.
- Students may not wear sunglasses or hoodies with the hood up.
- Students may not wear blankets.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Inappropriate fashion not specifically covered in the above guidelines shall be addressed by the site administrator/designee.

When a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student will be required to change or remove inappropriate apparel. Continuous violation of the dress code guidelines will result in additional consequences.

The instructors in each area will prescribe specific personal safety devices and protective clothing if necessary (e.g., hard-toe shoes, hard hats, eye protection devices, gloves). Students must obtain these items and are required to wear them. This is not negotiable.

Each student will be required to pass a safety unit for his/her area of study before being permitted to participate in lab activities. Some programs include NCCER (National Center for Construction Education & Research) and OSHA (Occupational Safety and Health Administration) safety training. NO COMPROMISE WILL BE MADE RELATIVE TO SAFETY.

FIRE DRILLS

The State Fire Marshal conducts inspections and enforces regulations for fire drills. The administration at MTEC adheres to inspections and regulations. The basic fire drill procedure is as follows:

- Be aware of exits from the location of your classroom. See the illustration in back of catalog and those posted in the classroom
- When the fire alarm sounds, students must stop work immediately and quietly exit the classroom or shop in single file
- Instructors will follow students, closing all doors and maintaining a classroom roster.
- Students in restrooms join the nearest line and exit the building
- Teachers are to take roll
- Return to the classroom when the "clear signal" is given

CAMPUS SECURITY

Any and all criminal activity should be reported to the administration as soon as the action is recognized. The administration will notify the appropriate authorities immediately. Confidentiality of students and staff will be maintained to the degree possible.

Students should protect their personal property by leaving valuables at home. Good sense should prevail in leaving Chromebooks, purses, or personal items unattended. Students should park on the property in appropriate areas and should lock their cars when arriving. Students are permitted parking wherever space is available.

CRIME STATISTICS (Clery Act)

ARRESTS—ON-CAMPUS	**2022**	**2023**	**2024**
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
CRIMINAL OFFENSES—ON-CAMPUS	**2022**	**2023**	**2024**
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses—forcible	0	0	0
Sex offenses—non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

*The crime data reported by the institutions have not been subjected to the independent verification by the US Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here. *These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the campus; (b) took place on a non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see http://ope.ed.gov/security.

VISITORS

Visitors must sign in at the front office before visiting any area and obtain a badge from the Raptor visitor management system. They should also sign out in the office. Teachers, staff, and students should keep visitors to a minimum. Students may not bring other children to class with them. Unwanted visitors should be reported to the Principal or Coordinator in charge.

MTEC has a closed campus policy. Once secondary students arrive, they may not leave the property without permission of the principal and parent or guardian approval. The center is equipped with camera surveillance and locks.

Students and staff are encouraged to report any questionable activity observed on campus. The security of staff, students and property is of utmost importance. Cooperation from all persons is important.

ACCIDENT POLICY

All injuries occurring in the classroom, shop, on school grounds or in the hospital/clinical site (for health occupations students) MUST be reported to a faculty member immediately. When an injury occurs in the classroom or on school grounds, the Monongalia County Schools Incident Report must be completed. Should the accident occur in the hospital/clinical site (health occupations students only) the form used by that institution must be used and established hospital/facility procedure followed.

ADVISING/PLACEMENT

Secondary students and adults interested in technical and health occupations education are assisted by MTEC staff with academic and career assessment, application, scheduling, and financial aid. Prior to enrolling at MTEC, adults are referred for the pre-test; currently, the TABE (Test of Adult Basic Education) is used as well as the TEAS (Test of Essential Academic Skills) for Health Occupations programs.

Student instruction regarding employability skills is and always has been an ongoing process at MTEC. Technical students complete a portfolio as required by Career & Technical Education, West Virginia Department of Education. The portfolio reflects academic, career and personal/social accomplishments. All instructors implement an employment seeking and retention component and each student gains knowledge of computer literacy including resume writing. Students have the opportunity to refine professional skills and connect with industry professionals through mock interviews, job fairs, and internships and job shadowing experiences.

HIGH SCHOOL CAREER AND TECHNICAL EDUCATION DAY PROGRAMS

TECHNICAL EDUCATION ADMISSION POLICY/PROCEDURE

All students desiring admission to MTEC are encouraged to apply. MTEC is an institution that, to the greatest extent possible, mirrors the workplace; therefore; all interested students must complete the online application found at the MTEC homepage. After making an application, students will be scheduled for an interview with MTEC personnel. Students' interviews are scored based on a West Virginia Department of Education Simulated Workplace interview rubric. Interview scores combine with points awarded for academic and attendance performance to tabulate an admission score. Based on the admission score, students are placed into MTEC programming.

PAYMENT OF TUITION

All career and technical education programs are tuition, books, and supplies are free to students enrolled full-time in Monongalia County Schools.

SCHEDULE CHANGES

All high school students must see the Assistant Principal or Principal in order to make a change in schedule. Schedule changes will be considered at the beginning of first semester and second semester only.

TRANSFER POLICY OF STUDENTS FROM OTHER INSTITUTIONS

Transfer credit is the procedure of granting credit to a student for educational experiences or courses undertaken at another institution.

Secondary students transferring from a technical center in another county or state will transfer through the counselor at the high school in cooperation with the counselor or Assistant Principal at MTEC.

Policy does not permit transfer to another program within the institution.

SUSPENSION

Inappropriate behaviors such as fighting, horseplay, vulgarity, possession or use of a dangerous weapon, use of alcohol or drugs or failure to follow the tobacco use policy may result in a suspension.

A student who is suspended from either the Technical Education Center or the home school may not attend either school.

TRANSCRIPTS

Secondary students' report cards/transcripts from their respective high schools will include technical education grades from MTEC. Secondary students should submit a request through Parchment for high school transcripts.

STUDENT RECORD POLICY

No information from records, files and data directly related to a student shall be disclosed to individuals or agencies outside the Center without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically designated educational and governmental officials as required by Public Law 93-380 (Educational Amendments of 1974). Information contained in such records may be shared within the Center. Records originating at another institution will be subject to these policies.

TECHNICAL INTERNSHIP

Technical students who have completed a minimum 675-clock hours (end of first semester of sec) of a Technical 900-clock hour program will have the option of completing an internship (work experience) provided they have maintained a B average and are a senior or adult in the last semester of the technical program. To be eligible for this option, the student must apply, the student's instructor must recommend the student and a suitable internship location must be available. The Director/Principal or Assistant Principal will have the final decision in placing of all students in an internship. Students who choose this option may still be required to take all tests involved in the course of study as well as report to their instructor on a weekly basis. The internship location supervisor will complete progress reports on a regular basis and attendance records will be the responsibility of the work location during the internship.

TECHNICAL EDUCATION/HEALTH OCCUPATIONS DAY PROGRAMS CLOCK HOURS

COURSE	CLOCK HOURS
Automotive Technology	900
Building Maintenance & Operations	900
Carpentry	900
Early Childhood Classroom Assistant Teacher (ECCAT)	900
Dental Assisting	900
Electrical Technician	1080
Graphic Design	900
Information Management	900
Law & Public Safety	900
Medical Assisting (Pre-Nursing)	900
Pharmacy Technician (Pre-Nursing)	900
Plumbing Technician	900
ProStart Restaurant Management/Baking & Pastry	900
Therapeutic Services	900
Welding	900

SIMULATED WORKPLACE

All secondary technical/health occupations programs participate in the Simulated Workplace initiative.

The West Virginia Department of Education has worked with committee experts from numerous businesses and industries throughout West Virginia to design Simulated Workplace. This educational initiative was created to assist schools in implementing workplace environmental protocols that align with West Virginia workforce requirements, including random drug testing, professionalism, attendance, and safety.

Simulated Workplace has not only enhanced instructional delivery of career education, but has created a more engaged career and technical education (CTE) student. Simulated Workplace permits students the opportunity to take ownership of their individual performance while participating in an authentic workplace culture. Simulated Workplace also encourages local business and industry experts to join onsite review teams to assist schools in meeting their workforce needs and expectations.

VISION: Transform the culture of Career Technical Education by creating high-quality business and industry learning environments.
MISSION: Provide students an engaging and relevant curriculum with opportunities to earn industrial state and national certifications.
GOAL: All Career Technical Education completers are college and career ready.

OBJECTIVES:

- Present curriculum in a relevant and purposeful manner.
- Place business and industry processes directly into the CTE programs.
- Incorporate foundational academic and career-ready skill sets.
- Provide students an understanding of all aspects of an industry or business and how their individual success leads to company profitability.
- Provide each student with an understanding and knowledge of how Science, Technology, Engineering and Mathematics (STEM), along with ethics, workplace processes and behavior are integral skills to success.

Simulated Workplace initially includes hiring a workforce (scheduling/interviewing student applicants), transforming the classroom into a workplace/job site, time clocks for attendance, random drug testing, student portfolios, safety, 5S Continuous Quality Improvement Principles (Sort, Straighten, Shine, Standardize, Sustain), CTE core curriculum, communication with parents, develop a company name, develop and review business structure including policy and procedures manual, organizational chart, job roles, teams and projects, process and protocols for student portfolios, protocols for documenting company data, assign students to teams and job roles within the teams, complete safety training with 100% pass rate and pre-assessment on WIN.

TECHNICAL EDUCATION DAY PROGRAMS (*Underline separates Odd and Even Days*)
CCC = Career Concentration Credit (4 specific courses required per concentration to be a CTE Completer)

TR1620 AUTOMOTIVE TECHNOLOGY
Automotive Technology is a Simulated Workplace program that focuses on careers that will build an automotive knowledge base and technical skills that are transferable in the transportation industry. Students will have the opportunity to acquire hours towards certification and be exposed to skills to develop positive work ethics. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**AUTO-TECH MLR1**	**1631**	**Automotive Technology MLR-1 (CCC)**
3	**AUTO-TECH MLR3**	**1625**	**Automotive Technology MLR-3 (CCC)**
5	AUTO-TECH AST 1	1629	Automotive Technology AST-1
7	**AUTO-TECH MLR4**	**1637**	**Automotive Technology MLR-4 (CCC)**
2	**AUTO-TECH MLR2**	**1623**	**Automotive Technology MLR-2 (CCC)**
4	AUTO-TECH AST 2	1633	Automotive Technology AST-2
6	AUTO-TECH AST 4	1627	Automotive Technology AST-4
8	WKBD INTE/TRAN	0520	Workbase Integration & Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Second Semester

1	**AUTO-TECH MLR1**	**1631**	**Automotive Technology MLR-1 (CCC)**
3	**AUTO-TECH MLR3**	**1625**	**Automotive Technology MLR-3 (CCC)**
5	AUTO-TECH AST 1	1629	Automotive Technology AST-1
7	**AUTO-TECH MLR4**	**1637**	**Automotive Technology MLR-4 (CCC)**
2	**AUTO-TECH MLR2**	**1623**	**Automotive Technology MLR-2 (CCC)**
4	AUTO-TECH AST 2	1633	Automotive Technology AST-2
6	AUTO-TECH AST 4	1627	Automotive Technology AST-4
8	WKBD INTE/TRAN	0520	Workbase Integration & Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Credentials: ASE Entry-Level Certifications in Engine Repair (A1), Automatic Transmissions (A2), Manual Transmission and Driveline (A3), Steering and Suspension (A4), Brakes (A5), Electrical and Electronics (A6), Heating, Ventilation and Air Conditioning (A7), Engine Performance (A8), Maintenance and Light Repair (G1), and Automotive Technology (AST), West Virginia Inspectors Licence, OSHA 10, Lift it Right Certification.

Skill Sets Include: Shop safety, leadership and teamwork development, customer and business communication skills, literacy and numeracy, computer skills, tire repair and replacement, maintenance services, electrical basic, light transmission and transaxle service, light engine mechanical diagnostic and repairs, computerized engine control understanding, brake system diagnostic and repair, steering and suspension diagnostics and repair, and wheel alignment.

Future Career Paths: lube technician/quick service technician, general service technician, shop foreman, service advisor, service manager, parts counter salesman, parts manager, salesperson, sales manager, general manager

AR1800 BUILDING MAINTENANCE & OPERATIONS

The Building Maintenance and Operations concentration focuses on careers that maintain a safe and productive environment, follow codes and regulations, identify unsafe conditions, and take corrective actions to reinstate a proper working and safe environment. Students will have the opportunity to earn NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**BLDG-M&O I**	**1774**	**Building Maintenance and Operations I (CCC)**
3	**BLDG-M&O II**	**1775**	**Building Maintenance and Operations II (CCC)**
5	ELEC-RES WIR	1769	Residential Wiring
7	**BLDG-M&O III**	**1776**	**Building Maintenance and Operations III (CCC)**
2	FAC-MAINT	1805	Fundamentals of Facilities Maintenance
4	**BLDG-M&O IV**	**1777**	**Building Maintenance and Operations IV (CCC)**
6	BLDCNS-MASONRY	1829	Masonry and Plumbing
8	WKBD INTE/TRAN	0520	Workbase Integration & Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors (limited students)

Second Semester

1	**BLDG-M&O I**	**1774**	**Building Maintenance and Operations I (CCC)**
3	**BLDG-M&O II**	**1775**	**Building Maintenance and Operations II (CCC)**
5	ELEC-RES WIR	1769	Residential Wiring
7	**BLDG-M&O III**	**1776**	**Building Maintenance and Operations III (CCC)**
2	FAC-MAINT	1805	Fundamentals of Facilities Maintenance
4	**BLDG-M&O IV**	**1777**	**Building Maintenance and Operations IV (CCC)**
6	BLDCNS-MASONRY	1829	Masonry and Plumbing
8	WKBD INTE/TRAN	0520	Workbase Integration & Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors (limited students)

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings, basic rigging, basic communication skills, basic employability skills and introduction to materials handling.

Building Maintenance and Operations Skill Sets include site layout one: distance measurement and leveling, introduction to concrete, reinforcing materials and forms, handling and placing concrete, introduction to masonry, masonry units and installation techniques, floor systems, wall and ceiling framing, roof framing, roofing applications, exterior finishing, basic stair layout, electrical safety, residential electrical services, introduction to HVAC, introduction to drain, waste and vent systems, plastic pipe and fittings and copper pipe and fittings.

Sample of job titles upon completion: maintenance technician, maintenance mechanic, building equipment operator (BEO), helper, maintenance helper, trades helper, general maintenance mechanic, facilities maintenance technician, mechanic helper, maintenance technician, maintenance electrician, process technician, building maintenance mechanic, building mechanic, facilities technician.

AR1820 CARPENTRY

Carpentry is a Simulated Workplace program that introduces students to the building construction/ trades, safety, and carpentry. These skills will be enhanced by hands-on projects: framing of floors, walls, and roofs. Several larger, culminating projects will be built throughout the year utilizing all of the skills learned. Carpentry is certified through NCCER (National Center for Construction Education and Research). Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**CARPENTRY I**	**1842**	**Carpentry I (CCC)**
3	**CARPENTRY II**	**1843**	**Carpentry II (CCC)**
5	CMMRL CNSTR	1820	Applications in Commercial Construction
7	**CARPENTRY III**	**1844**	**Carpentry III (CCC)**
2	**CARPENTRY IV**	**1845**	**Carpentry IV (CCC**
4	BLPRT RDG CNSTR	1822	Blueprint Reading for Construction
6	FAC-PLBG/ELEC	1803	Basic Plumbing and Electricity
8	WRKBD INTE/TRAN	0520	Workbase Integration & Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

First Semester

1	**CARPENTRY I**	**1842**	**Carpentry I (CCC)**
3	**CARPENTRY II**	**1843**	**Carpentry II (CCC)**
5	CMMRL CNSTR	1820	Applications in Commercial Construction
7	**CARPENTRY III**	**1844**	**Carpentry III (CCC)**
2	**CARPENTRY IV**	**1845**	**Carpentry IV (CCC**
4	BLPRT RDG CNSTR	1822	Blueprint Reading for Construction
6	FAC-PLBG/ELEC	1803	Basic Plumbing and Electricity
8	WRKBD INTE/TRAN	0520	Workbase Integration & Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, safety, introduction to construction math, hand tools, power tools, construction drawings, rigging, communication skills, employability skills and materials handling.

Carpentry Skill Sets include building materials, fasteners and adhesives, hand and power tools, 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, commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation and finishing, doors and door hardware, window, door, floor and ceiling trim

Sample of job titles upon completion: laborer, carpenter helper, carpenter apprentice, construction worker.

IT1442 CODING, APP AND GAME DESIGN (2025 graduate cohort is the last year of the program)

Coding, App & Game Design is a 2-year program that allows students the opportunity to build and design their own game in 2D and 3D. Students will learn basic programming fundamentals of a software life cycle. Programming languages such as Java, JavaScript and Python will be used as well as numerous digital tools and software packages. Students will create and publish their own app and webpage.

Strong mathematical background and problem solving as well as attention to detail in entering codes are necessary skills for success in this program. Students have the opportunity to take Advanced Math Modeling and earn an embedded credit over the two years in Computer Science Math.

Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**DGTL IMG/MLTI I**	**1431**	**Digital Imaging/Multimedia I (CCC)**
3	WEBPGE PBLSH	1455	Web Page Publishing
7	**COD APP GM DGN I**	**1456**	**Coding, App and Game Design I (CCC)**
2	**DGTL IMG/MLTI II**	**1432**	**Digital Imaging/Multimedia II (CCC)**
4	**COD APP GM DGN2**	**1457**	**Coding, App and Game Design (CCC)**
6	ADV MATH MODLG	3025	Advanced Math Modeling
8	COMP HARDWARE	1692	Computer Hardware
8	COM SCI MTH	3162	Computer Science Math

Second Semester

1	**DGTL IMG/MLTI I**	**1431**	**Digital Imaging/Multimedia I (CCC)**
3	WEBPGE PBLSH	1455	Web Page Publishing
7	**COD APP GM DGN I**	**1456**	**Coding, App and Game Design I (CCC)**
2	**DGTL IMG/MLTI II**	**1432**	**Digital Imaging/Multimedia II (CCC)**
4	**COD APP GM DGN2**	**1457**	**Coding, App and Game Design (CCC)**
6	ADV MATH MODLG	3025	Advanced Math Modeling
8	COMP HARDWARE	1692	Computer Hardware
8	COM SCI MTH	3162	Computer Science Math

National Standards: Microsoft Technology Certification through Certiport

As the first step in the Microsoft Technology Certification series, Microsoft Technology Associate (MTA) validates building-block technology concepts and helps students explore, discover and plan successful careers in technology.

Sample of job titles upon completion: Web Developer Entry Level, Client Technologies Technician. Advanced opportunities with additional education could include Network Administrator, Senior Web Developer, Client Technologies Manager, Data Analyst, Database Administrative Manager, Software Engineer.

HE0700 DENTAL ASSISTING

The goals of the Dental Assisting program are to train students to acquire satisfactory skills and be able to demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedures, assisting chair side dentistry, charting, appointment-scheduling, maintaining patients' records and sterilizing instruments. The program consists of 820 hours of classroom and lab instruction and 80-hour clinicals. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory, and performance skills. Graduates will be qualified to assume entry-level positions as dental assistants in dental offices and clinics performing the lab techniques and office procedures described above. Graduates are eligible to sit for the Dental Assisting (American Medical Technologies) examination. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**DENTAL ASSISTING I**	**0740**	**Dental Assisting I (CCC)**
3	**DENTAL ASSISTING II**	**0748**	**Dental Assisting II (CCC)**
5	HLTH SCI CLN EXP	0730	Health Science Clinical Experience
7	**DNTL SCI**	**0746**	**Dental Science (CCC)**
2	DNTL CLN PRC	0742	Dental Assistant Clinical Practice
4	**DNTL CLN SCI**	**07431**	**Dental Assistant Clinical Sciences I (CCC)**
6	SUP DNTL EXP	0749	Supervised Dental Clinical Experience
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Second Semester

1	**DENTAL ASSISTING I**	**0740**	**Dental Assisting I (CCC)**
3	**DENTAL ASSISTING II**	**0748**	**Dental Assisting II (CCC)**
5	HLTH SCI CLN EXP	0730	Health Science Clinical Experience
7	**DNTL SCI**	**0746**	**Dental Science (CCC)**
2	DNTL CLN PRC	0742	Dental Assistant Clinical Practice
4	**DNTL CLN SCI**	**0743**	**Dental Assistant Clinical Sciences I (CCC)**
6	SUP DNTL EXP	0749	Supervised Dental Clinical Experience
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Industry Credentials: Registered Dental Assistant (American Medical Technologies) (AMT)

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, employability skills, teamwork, health maintenance practices, technical skills, information technology applications, client interaction, intra-team communication, information collection, treatment planning and implementation practices, monitoring client status, patient/client status evaluation, clinical application.

Sample of reported job titles upon completion: dental assistant, medical assistant, doctor's assistant, registered dental assistant, certified dental assistant, expanded duties dental assistant.

ED1320 EARLY CHILDHOOD CLASSROOM ASSISTANT TEACHER (ECCAT)

The Early Childhood Classroom Assistant Teacher (ECCAT) concentration focuses on the knowledge, skills, attitudes and practices of child development required for careers as Pre-K, Kindergarten or Elementary Assistant Teachers. Emphasis is placed on the integration of all aspects of development into best practices for teaching students. Students study physical, social, emotional, cognitive, and language development of children and complete internships in a Pre-K, Kindergarten or Elementary classroom setting. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**EARLY CHILD DEV**	**1321**	**Early Learning Child Development (CCC)**
3	**EARLY SPL NEEDS INCLUS**	**13223**	**Early Learning Special Needs Inclusion (CCC)**
5	**EARLY LANG & LIT**	**1323**	**Early Learning Language & Literacy (CCC)**
7	HUMAN DEV	**0904**	Human Development
2	FUND HUM SVC	0928	Fundamentals of Human Services
4	**EARLY NUMERACY**	**1324**	**Early Learning Numeracy (CCC)**
6	CLASS 2 CAREER INTERN	0525	Classroom 2 Career Internship
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Second Semester

1	**EARLY CHILD DEV**	**1321**	**Early Learning Child Development (CCC)**
3	**EARLY SPL NEEDS INCLUS**	**1322**	**Early Learning Special Needs Inclusion (CCC)**
5	**EARLY LANG & LIT**	**1323**	**Early Learning Language & Literacy (CCC)**
7	HUMAN DEV	**0904**	Human Development
2	FUND HUM SVC	0928	Fundamentals of Human Services
4	**EARLY NUMERACY**	**1324**	**Early Learning Numeracy (CCC)**
6	CLASS 2 CAREER INTERN	0525	Classroom 2 Career Internship
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

ECCAT replaced Careers in Education in 2022-2023.

*Early Learning Child Development and Early Learning Special Needs Inclusion are prerequisites for Early Learning Language & Literacy and Early Learning Numeracy.

Industry Credentials - Praxis Core, West Virginia Department of Education authorization for Early Childhood Classroom Assistant Teacher, Apprenticeship for Child Development Specialist (ACDS), American Association of Family and Consumer Sciences (AAFCS), Pre-Professional Assessments and Certifications (Pre-PAC), Early Childhood Education Certificate (ECE Pre-PAC)

Sample of job titles upon completion: Early Childhood Classroom Assistant Teacher, Child Care Provider, Teacher's Aide, Instructional Assistant, Paraprofessional Educator, Nanny. Students also are prepared to continue their education at the collegiate level and become a classroom teacher.

AR1760 ELECTRICAL TECHNICIAN

Electrical Technician is a Simulated Workplace program focusing 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. Students are encouraged to become active members of the student organization, WV SkillsUSA. Upon completion of the 1080 clock hours, students may sit for the WV Journeyman Electrician exam.

First Semester

1	**ELEC-TECH I**	**1756**	**Electrical Trades I (CCC)**
3	**ELECT-TECH II**	**1757**	**Electrical Trades II (CCC)**
5	RESIDENTIAL WIRING	1769	RESIDENTIAL WIRING
7	**ELECT-TECH III**	**1758**	**Electrical Trades III (CCC)**
2	ELEC-ROTAT/CTRL	1771	Rotating Devices & Control Circuit
4	**ELECT-TECH IV**	**1759**	**Electrical Trades IV** (CCC)
6	ELEC-NTLCODE	1767	National Electrical Code
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Second Semester

1	**ELECT-TECH I**	**1756**	**Electrical Trades I (CCC)**
3	**ELEC-TECH II**	**1757**	**Electrical Trades II (CCC)**
5	RESIDENTIAL WIRING	1769	RESIDENTIAL WIRING
7	**ELECT-TECH III**	**1758**	**Electrical Trades III (CCC)**
2	ELEC-ROTAT/CTRL	1771	Rotating Devices & Control Circuit
4	**ELECT-TECH IV**	**1759**	**Electrical Trades IV** (CCC)
6	ELEC-NTLCODE	1767	National Electrical Code
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, safety, introduction to construction math, hand tools, power tools, construction drawing, basic communication skills, basic employability skills and introduction to materials handling.

Electrical Trades Skill Sets include orientation to the electrical trade, electrical safety, 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, electrical test equipment, alternating current, theory and application of motors, electric lighting, conduit bending, grounding and bonding, circuit breakers and fuses, control systems and fundamental concepts.

Sample of job titles upon completion: apprentice electrician, electrician helper, cable puller, electrician, maintenance electrician, journeyman electrician, inside wireman, control electrician, electrician technician, and industrial electrician.

AV1850 GRAPHIC DESIGN

This program introduces the student to the knowledge base and technical skills necessary to create and manipulate computer graphics. Areas of study include production, design projects, intermediate processes, digital cameras, animation, and student organizations. Industry credentials: Adobe Certified Associated (flash/Photoshop), Adobe Certified Digital Communication Skills Entry Level. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**GRDSGN-BASIC**	**1851**	**Fundamentals of Illustration (CCC)**
3	**GRDSGN-FUND**	**1857**	**Fundamentals of Graphic Design CCC)**
5	GRDSNG-DSKTP	1855	Fundamentals of Desktop Publishing
7	**GRDSGN-DSGN APP**	**1859**	**Graphic Design Applications (CCC)**
2	DSKTP PUBLAY	1856	Desktop Publishing/Page Layout
4	**GRDSGN-ILLST**	**1861**	**Illustration (CCC)**
6	GRDSGN-CGRPH	1854	Computer Graphics
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition

Second Semester

1	**GRDSGN-BASIC**	**1851**	**Fundamentals of Illustration (CCC)**
3	**GRDSGN-FUND**	**1857**	**Fundamentals of Graphic Design CCC)**
5	GRDSNG-DSKTP	1855	Fundamentals of Desktop Publishing
7	**GRDSGN-DSGN APP**	**1859**	**Graphic Design Applications (CCC)**
2	DSKTP PUBLAY	1856	Desktop Publishing/Page Layout
4	**GRDSGN-ILLST**	**1861**	**Illustration (CCC)**
6	GRDSGN-CGRPH	1854	Computer Graphics
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition

Skill sets include career preparation skills, safety, leadership development, customer service, literacy and numeracy, design fundamentals, illustration fundamentals, design application, illustration.

Graphic design skill sets include production, graphic design, intermediate processes, digital cameras.

Sample of job titles upon completion of the concentration: Graphic Design Assistant, Illustrator, Entrepreneur, Commercial Photographer.

Sample of job titles upon completion of additional education (if applicable): Graphic Designer, Graphic Artist, Designer, Creative Director, Artist, Design Director, Composing Room Supervisor, Creative Manager, Desktop Publisher, Graphic Designer/Production.

IT1450 INFORMATION MANAGEMENT/CODING, APP, & GAME DESIGN

Tech Experts are dual completer in Information Management and Coding, App, and Game Design. This program focuses on careers that will build a knowledge base and technical skills in data entry, microcomputer applications, general interactive media, basic programming fundamentals, and coding languages. Students will be equipped with a solid foundation in Microsoft, Adobe, Python, IT, and general technology. Students are encouraged to become active members of the student organization, SkillsUSA.

First Semester

1	**TECH COMP APP I**	**1700**	**Technical Computer Applications I (CCC)**
3	**TECH COMP APP II**	**1709**	**Technical Computer Applications II (CCC)**
5	**DESK PUB**	**1429**	**DESKTOP PUBLISHING (CCC)**
7	**DIGIT IMG MULTI I**	**1431**	**DIGITAL IMAGINING/MULTIMEDIA I (CCC)**
2	**CODE, APP, GAME I**	**1456**	**CODING, APP, AND GAME DESIGN I (CCC)**
4	**CODE, APP, GAME II**	**1457**	**CODING, APP, AND GAME DESIGN II (CCC)**
6	**BASIC COMP**	**2811**	**BASIC COMPUTER (CCC)**
8	**DIGIT IMG MULTI II**	**1432**	**DIGITAL IMAGING/MULTIMEDIA II (CCC)**

Second Semester

1	**TECH COMP APP I**	**1700**	**Technical Computer Applications I (CCC)**
3	**TECH COMP APP II**	**1709**	**Technical Computer Applications II (CCC)**
5	**DESK PUB**	**1429**	**DESKTOP PUBLISHING (CCC)**
7	**DIGIT IMG MULTI I**	**1431**	**DIGITAL IMAGINING/MULTIMEDIA I (CCC)**
2	**CODE, APP, GAME I**	**1456**	**CODING, APP, AND GAME DESIGN I (CCC)**
4	**CODE, APP, GAME II**	**1457**	**CODING, APP, AND GAME DESIGN II (CCC)**
6	**BASIC COMP**	**2811**	**BASIC COMPUTER (CCC)**
8	**DIGIT IMG MULTI II**	**1432**	**DIGITAL IMAGING/MULTIMEDIA II (CCC)**

National Standards and Industry Credential: Adobe Photoshop and Premiere Pro, Python, Microsoft Office. Eligible to earn Unity, CompTIA ITF, IT Specialist (various)

Sample of job titles upon completion: This program prepares students for further studies or entry-level positions in fields related to information technology, coding, and data management.

LA1020 LAW AND PUBLIC SAFETY

The law enforcement services pathway includes workers who protect the lives and property of community members including controlling traffic, preventing, and investigating crimes, enforcing laws and ordinances and apprehending, arresting, and processing suspected criminals. 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. Program specializations include: Law Enforcement; Corrections; Strategic Security and Protection; and Courts and Legal System. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**PR APP PUB SFTY**	**1039**	**Practical Applications of Public Safety (CCC)**
3	**FD PUB SFTY LDSP**	**1225**	**Fund. of Public Safety Leadership (CCC)**
5	**SEM LAW ENFORC**	**1035**	**Seminar in Law Enforcement (CCC)**
7	**ETHL ISS PUB SFTY**	**1226**	**Ethical Issues in Public Safety (CCC)**
2	**SEM CTS/LGL SYS**	**1031**	**Seminar in Courts and Legal System (CCC)**
4	**SEM CORRECT**	**1034**	**Seminar in Corrections (CCC)**
6	**STRAT SEC/PROT**	**1037**	**Strategic Security and Protection (CCC)**
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Second Semester

1	**PR APP PUB SFTY**	**1039**	**Practical Applications of Public Safety (CCC)**
3	**FD PUB SFTY LDSP**	**1225**	**Fund. of Public Safety Leadership (CCC)**
5	**SEM LAW ENFORC**	**1035**	**Seminar in Law Enforcement (CCC)**
7	**ETHL ISS PUB SFTY**	**1226**	**Ethical Issues in Public Safety (CCC)**
2	**SEM CTS/LGL SYS**	**1031**	**Seminar in Courts and Legal System (CCC)**
4	**SEM CORRECT**	**1034**	**Seminar in Corrections (CCC)**
6	**STRAT SEC/PROT**	**1037**	**Strategic Security and Protection (CCC)**
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

6044 Forensic Science (high school course) also serves as the 4th CCC for the Skilled pathway

Skill sets include career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, law, government and crime, law and public safety policies and procedures, professional practices and standards of public safety, industry-based integration and transition, corrections policies and practices, law enforcement policies and practices, security and protective services policies and practices, court system and practices, forensic science and criminal investigation.

Sample of job titles**:** Police Officer, Patrolman, Patrol Officer, Police Sergeant, State Trooper, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Alcohol Law Enforcement Agent, Dispatcher, Communications Operator, Public Safety Dispatcher, Communications Officer, Police Dispatcher, Telecommunicator, Communications Specialist, 911 Dispatcher, Communications Supervisor, Emergency Communications Dispatcher, Security Officer, Safety and Security Officer, Security Agent, Security Guard, Campus Security Officer, Loss Prevention Officer, Customer Service Security Officer, Hotel Security Officer, Store Detective, Correctional Officer, Corrections Officer (CO), Jailer.

HE0715 MEDICAL ASSISTING (Pre-Nursing)

Medical Assisting is a 2-year program that provides classroom/lab instruction as well as clinical internships at a local medical office. Students learn to function as members of the health care team and perform administrative and clinical procedures that include: scheduling appointments and patient tests and procedures, maintaining patient records, preparing, and administering injections, vaccinations, phlebotomy, obtaining vital signs and patient histories and performing diagnostics tests such as EKGs. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**FOUND HLTH SCI**	**0711**	**Foundations of Health Science (CCC)**
3	**AD PRIN HLTH SCI**	**0715**	**Advanced Principles of Health Science (CCC)**
5	MED TERMNLGY	0721	Medical Terminology
7	**BODY STRUCTURES**	**0716**	**Body Structures and Functions**
2	INTRO PHARM	0734	Introduction to Pharmacology
4	**MED ASST CLIN**	**0733**	**Medical Assistance Clinical (CCC)**
6	**MED LB DX PR**	**0737**	**Med. Assist. Lab & Diagnostic Procedures (CCC)**
6	PHLEBOTOMY	0825	Phlebotomy
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Second Semester

1	**FOUND HLTH SCI**	**0711**	**Foundations of Health Science (CCC)**
3	**AD PRIN HLTH SCI**	**0715**	**Advanced Principles of Health Science (CCC)**
5	MED TERMNLGY	0721	Medical Terminology
7	**BODY STRUCTURES**	**0716**	**Body Structures and Functions**
7	**MED LB DX PR**	**0737**	**Med. Assist. Lab & Diagnostic Proced. (CCC)**
2	INTRO PHARM	0734	Introduction to Pharmacology
4	**MED ASST CLIN**	**0733**	**Medical Assistance Clinical (CCC)**
6	**MED LB DX PR**	**0737**	**Med. Assist. Lab & Diagnostic Procedures (CCC)**
6	PHLEBOTOMY	0825	Phlebotomy
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Industry Credentials: Registered Medical Assistant (RMA) through American Medical Technologists (AMT), Certified Phlebotomy Technician (CPT), American Heart Association Heartsaver–CET–Certified Electrocardiogram Technician, Bloodborne Pathogens, First Aid, and American Heart Association BLS CPR, Stop The Bleed Trauma Certification, CareerSafe OSHA 10 Healthcare Certification, Today's Class Anatomy and Physiology Certificate, Anatomage Table Learning, ICEV (Health Science Curriculum for You), Dean Vaughn Med Term Award of Excellence, EverFi Career and College Competency Certificates, WIN Career Readiness, WIN College Readiness, Microsoft Digital Literacy Certificate, WV Welcome Certificate.

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, legal responsibilities, ethics, health maintenance practices, technical skills, teamwork, information technology applications, analysis, information systems and documentation.

Sample of reported job titles upon completion: Medical Assistant, Medical Secretary, Clinical Associate

HE0715 PHARMACY TECHNICIAN

Pharmacy Technician is a 900-hour program that provides a professional curriculum per module on CD and Internet multimedia presentation. The modules include didactic, practical and laboratory areas of pharmacy practice. This nine-month program allows the student to independently prepare to successfully complete the Pharmacy Technician Certification Board (PTCB) National Exam. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

Due to content involved, it is preferred that applicants have a minimum 3.0 average in math and science.

First Semester

1	**FOUND HLTH SCI**	**0711**	**Foundations of Health Science (CCC)**
3	INTO TO PHARM	0734	Introduction to Pharmacology
5	MED TERM	0721	Medical Terminology
7	**AD PRIN HLTH SCI**	**0715**	**Advanced Principles of Health Science (CCC)**
2	**PTCB PREP I**	**0771**	**PTCB Preparation I (CCC)**
4	**PTCB CLNC AP**	**0772**	**PTCB Clinical Applications I (CCC)**
6	MED MATH	0850	Medical Math
8	HLTH SCI CLN EXP	0730	Health Science Clinical Experience
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Second Semester

1	**FOUND HLTH SCI**	**0711**	**Foundations of Health Science (CCC)**
3	INTO TO PHARM	0734	Introduction to Pharmacology
5	MED TERM	0721	Medical Terminology
7	**AD PRIN HLTH SCI**	**0715**	**Advanced Principles of Health Science (CCC)**
2	**PTCB PREP I**	**0771**	**PTCB Preparation I (CCC)**
4	**PTCB CLNC AP**	**0772**	**PTCB Clinical Applications I (CCC)**
6	MED MATH	0850	Medical Math
8	HLTH SCI CLN EXP	0730	Health Science Clinical Experience
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Industry Credentials: American Heart Association Heartsaver Bloodborne Pathogens course; American Heart Association Heartsaver First Aid, American Heart Association Healthcare Provider CPR; PassAssured Pharmacy Technician Training Program (300 Didactic Hours).

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, employability skills, teamwork, health maintenance practices, technical skills, information technology applications, client interaction, intra-team communication, information collection, clinical application.

Sample of reported job titles upon completion: pharmacy technician.

Sample of reported job titles upon completion of additional education: IV Certified Pharmacy Technician, Pharmaceutical Care Associate, Pharmacist.

AR2140 PLUMBING TECHNICIAN

Plumbing Technician is a 2-year Simulated Workplace program designed to teach the basics of the plumbing industry. This will include troubleshooting, residential, and commercial repair, plumbing systems, fittings and pipework, soldering techniques, jointing, bending and pressure testing copper tube and dealing with valves, taps, cisterns. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**PLUMBING I**	**2081**	**Plumbing I (CCC)**
3	**PLUMBING II**	**2082**	**Plumbing II (CCC)**
5	PLBG SLDR/FLR COPPER	2145	Plumbing Soldering and Flaring Copper Pipe
7	**PLUMBING III**	**2083**	**Plumbing III (CCC)**
2	**PLUMBING IV**	**2084**	**Plumbing IV (CCC)**
4	PLBG DRN/WST/VT SYS	2148	Plumbing Drains, Waste and Vent Systems
6	PLBG FIXTURES	2149	Plumbing Fixtures
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Second Semester

1	**PLUMBING I**	**2081**	**Plumbing I (CCC)**
3	**PLUMBING II**	**2082**	**Plumbing II (CCC)**
5	PLBG SLDR/FLR COPPER	2145	Plumbing Soldering and Flaring Copper Pipe
7	**PLUMBING III**	**2083**	**Plumbing III (CCC)**
2	**PLUMBING IV**	**2084**	**Plumbing IV (CCC)**
4	PLBG DRN/WST/VT SYS	2148	Plumbing Drains, Waste and Vent Systems
6	PLBG FIXTURES	2149	Plumbing Fixtures
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings, basic rigging, basic communication skills, basic employability skills and introduction to materials handling.

Credentials: NCCER and OSHA 10 certifications.

Plumbing Technician Skill Sets include introduction to plumbing, trade mathematics, copper and plastic piping practices, soldering and flaring, fixtures, drains, waste and vent systems, ferrous metal piping practices, troubleshooting, basic installation and maintenance practices of water supply lines, waste disposal systems and related appliances and fixtures.

Sample of job titles upon completion: Plumbing Technician, Plumber, Pipefitter, Steamfitter, Pipelayers, Gas Service Technician, Project Managers.

HU1010 PROSTART RESTAURANT MANAGEMENT/HO1015 BAKING & PASTRY

The ProStart Restaurant Management concentration focuses on the skills needed for a successful employment in a restaurant environment. ProStart is a restaurant industry-driven curriculum developed by the National Restaurant Association Educational Foundation with input from thousands of restaurant professionals. ProStart curriculum integrates performance-based learning with academics, entrepreneurship, and technology skills to prepare students for successful employment in the 21st Century. Baking & Pastry students will start with the very basics of the industry such as how ingredients work together in order for them to make a commercial, sellable product. Other content includes various breads, cookies, pies, cakes, tortes, plated desserts, chocolate, and sugar work. This course will help prepare students for either going into a baking and pastry program at a culinary school or work in a bakery right after graduation. Students are encouraged to join WV SkillsUSA.

First Semester

1	**REST/CUL FOUND**	**1013**	**Restaurant and Culinary Foundations (CCC1-PS)**
3	**REST MGMT ESSTL**	**1014**	**Restaurant Management Essentials (CCC2-PS)**
5	**BAKE PASTRY FOUND**	**1980**	**Baking & Pastry Foundations (CCC1-BP)**
7	**BAKE PASTRY I**	**1024**	**Baking & Pastry I (CCC2-BP)**
2	**ADV PRIN FD PROD**	**1019**	**Advanced Principles in Food Production (CCC3-PS)**
4	**REST PROF**	**1020**	**Restaurant Professional (CCC4-PS)**
6	**BAKE PASTRY II**	**1025**	**Baking & Pastry II (CCC3-BP)**
8	**BAKE PASTRY ADV**	**1026**	**Baking & Pastry Advanced (CCC4-BP)**
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Second Semester

1	**REST/CUL FOUND**	**1013**	**Restaurant and Culinary Foundations (CCC1-PS)**
3	**REST MGMT ESSTL**	**1014**	**Restaurant Management Essentials (CCC2-PS)**
5	**BAKE PASTRY FOUND**	**1980**	**Baking & Pastry Foundations (CCC1-BP)**
7	**BAKE PASTRY I**	**1024**	**Baking & Pastry I (CCC2-BP)**
2	**ADV PRIN FD PROD**	**1019**	**Advanced Principles in Food Production (CCC3-PS)**
4	**REST PROF**	**1020**	**Restaurant Professional (CCC4-PS)**
6	**BAKE PASTRY II**	**1025**	**Baking & Pastry II (CCC3-BP)**
8	**BAKE PASTRY ADV**	**1026**	**Baking & Pastry Advanced (CCC4-BP)**
8	TRNS E/LA SR	4013	Transition English Language Arts for Seniors

Industry Credentials: ProStart Certificate of Achievement, ServSafe Certification, West Virginia Welcome, Food Handlers, WIN Certification, HP Life E-Learning.

Skill sets include career preparation, workplace safety, leadership development, customer service, literacy and numeracy, keeping food safe, professionalism and understanding standard recipes, equipment and techniques, basic cooking methods, soups, stocks and sauces, overview of the restaurant and food service industry, communication, management essentials, fruits and vegetables, serving guests, potatoes, grains and pasta, careers, breakfast food and sandwiches, nutrition and meal planning, cost control, salads and garnishes, purchasing and inventory control, meat, poultry and seafood, menus and marketing, desserts and baked goods, sustainability in the restaurant and food service industry, global cuisine. Sample of job titles upon completion: cook, line cook, prep cook, grill cook, fry cook, banquet cook, breakfast cook, back line cook, pastry baker, dietary aide, deli clerk, baker, bakery manager, bakery chef, pastry chef, cake decorator, crew member, server, food service worker, counter attendant, waitress, server, waiter, food server, banquet server, cocktail server, restaurant server, room service server.

HE0723 THERAPEUTIC SERVICES

The Therapeutic Services program is a 2-year program that provides classroom/lab instruction as well as clinical internships at a local medical office. Students learn to function as members of the health care team and perform administrative and clinical procedures that include: scheduling appointments and patient tests and procedures, maintaining patient records, preparing, and administering injections, vaccinations, phlebotomy, obtaining vital signs and patient histories and performing diagnostics tests such as EKGs. Students are encouraged to become active members of the student organizations, WV SkillsUSA.

First Semester

1	**FOUND HLTH SCI**	**0711**	**Foundations of Health Science (CCC)**
3	**AD PRIN HLTH SCI**	**0715**	**Advanced Principles of Health Science (CCC)**
5	MED TERMNLGY	0721	Medical Terminology
7	**BODY STRUCTURES**	**0716**	**Body Structures and Functions**

Second Semester

1	**FOUND HLTH SCI**	**0711**	**Foundations of Health Science (CCC)**
3	**AD PRIN HLTH SCI**	**0715**	**Advanced Principles of Health Science (CCC)**
5	MED TERMNLGY	0721	Medical Terminology
7	**BODY STRUCTURES**	**0716**	**Body Structures and Functions**

Industry Credentials: Certified Phlebotomy Technician (CPT), American Heart Association Heartsaver–CET–Certified Electrocardiogram Technician, First Aid, and American Heart Association BLS CPR, CareerSafe OSHA 10 Healthcare Certification, Today's Class Anatomy and Physiology Certificate, Anatomage Table Learning, ICEV (Health Science Curriculum for You), Dean Vaughn Med Term Award of Excellence, WIN Career Readiness, WIN College Readiness, WV Welcome Certificate.

Skill Sets include career preparation, safety practices, leadership development, patient/client customer service, literacy and numeracy, academic foundation, communications, legal responsibilities, ethics, health maintenance practices, technical skills, teamwork, information technology applications, analysis, information systems and documentation.

Sample of job titles upon completion: dependent on student clinical experience

ET1980 WELDING

Welding is a Simulated Workplace program with NCCER certification. Welding 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 OSHA 10 certification, NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics, communication, and employability skills. Students are encouraged to become active members of the student organizations, WV SkillsUSA. The West Virginia Standards for Global 21 Learning include the following components: Global 21 Content, Literacy and Numeracy, Entrepreneurship, and Technology Standards. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and content standards and objectives.

First Semester

1	**WELDING I**	**1862**	**Welding I (CCC)**
3	**WELDING II**	**1863**	**Welding II (CCC)**
5	WELD-ORNMENT	1982	Ornamental Metalwork
7	**WELDING III**	**1864**	**Welding III (CCC)**
2	WELD-GAS TNG	1989	Gas Tungsten Arc Welding
4	**WELDING IV**	**1865**	**Welding IV (CCC)**
6	WELD-BLPRT RD	1983	Blueprint Reading and Metallurgy
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Second Semester

1	**WELDING I**	**1862**	**Welding I (CCC)**
3	**WELDING II**	**1863**	**Welding II (CCC)**
5	WELD-ORNMENT	1982	Ornamental Metalwork
7	**WELDING III**	**1864**	**Welding III (CCC)**
2	WELD-GAS TNG	1989	Gas Tungsten Arc Welding
4	**WELDING IV**	**1865**	**Welding IV (CCC)**
6	WELD-BLPRT RD	1983	Blueprint Reading and Metallurgy
8	WKBD INTE/TRAN	0520	Workbase Integration and Transition
8	TRANS MATH SRS	3052	Transition Math for Seniors

Skills Sets/Core includes career preparation skills, safety, leadership development, customer and personal service, literacy and numeracy, basic safety, introduction to construction math, introduction to hand tools, power tools, construction drawings, basic rigging, basic communication skills, basic employability skills and introduction to materials handling.

Welding Skill Sets include welding safety, oxy fuel cutting, plasma arc cutting, air carbon arc cutting and gouging, basic 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 and backing, SMAW-open v-groove welds, welding symbols, reading welding detail drawings, physical characteristics and mechanical properties of metals, preheating and post-heating of metals.

Sample of job titles upon completion: welder, welder-fitter, fabricator, maintenance welder, mig welder, welder's helper.

PRE-VOCATIONAL PROGRAMS

GENERAL FOODS

This is an activity-oriented curriculum for students in grades 11 and 12 which covers nutrition, food categories and preparation, purchasing, and production. Independent living skills will also be covered. Completion of the program may be achieved in two years to obtain a certificate. Students participate in SWAP as part of the General Foods curriculum (see below).

7627 **Career Exploration--**Additional opportunities for job exploration using the General Foods lab.

7618 **AL PRC/WRKLPL--**Academic and hands-on activities and instruction in work areas including kitchen skills, nutrition, food preparation, etc.

2231 **Work Foundations--**Opportunity to develop foundation for employment.

First Semester

1	*CIVICS NEX GEN	7031	Civics Next Generation
3	**CAREER EXP**	**7627**	**Career Exploration**
5	**AL PRC/WRKPL**	**7618**	**AL/PRC/WKPL Meal Preparation**
7	**WORK FOUND**	**2231**	**Work Foundations**
2	History OR English 10 courses as needed by individual students		
4	**AL PRC/WRKPL**	**7614**	**AL/PRC WKPL Consumer Shopping**
6	**AL PRC/WRKPL**	**7615**	**AL/PRC/WKPL Meal Preparation**
8	**AL PRC/WRKPL**	**7616**	**AL/PRC WKPL Basic Home Skills**

Second Semester

1	*CIVICS NEX GEN	70312I/106	Civics Next Generation
3	**CAREER EXP**	**7627**	**Career Exploration**
5	**AL PRC/WRKPL**	**7618**	**AL/PRC/WKPL Meal Preparation**
7	**WORK FOUND**	**2231**	**Work Foundations**
2	History OR English 10 courses as needed by individual students		
4	**AL PRC/WRKPL**	**76142I/01**	**AL/PRC WKPL Consumer Shopping**
6	**AL PRC/WRKPL**	**76152I/01**	**AL/PRC/WKPL Meal Preparation**
8	**AL PRC/WRKPL**	**76162I/01**	**AL/PRC WKPL Basic Home Skills**

*English 10, 11 or 12 could potentially be offered in lieu of Civics.

**SWAP is the School to Work Action Program, implemented by Monongalia County Schools, whose goal is to prepare students for the world of work upon graduation through work experience in the community. SWAP is embedded in the General Foods and JOBS programs.

JOB AND OCCUPATIONAL BASIC SKILLS (JOBS)

This program offers students in grades 11 and 12 an opportunity to learn various skills for employability. The program offers opportunities for hands-on activities. Students participate in SWAP as part of the JOBS curriculum (see below).

7627 **Career Exploration--**Additional opportunities for job exploration using the General Foods lab.

7618 **AL PRC/WRKLPL--**Academic and hands-on activities and instruction in work areas including landscape maintenance, computers, automotive, hospitality and greenhouse.

2231 **Work Foundations--**Opportunity to develop foundation for employment.

First Semester

1	*US-1900	7009	US Studies to 1900
3	**CAREER EXP**	**7627**	**Career Exploration**
5	**AL PRC/WRKPL**	**7618**	**AL/PRC/WKPL**
7	**WORK FOUND**	**2231**	**Work Foundations**
2	WORK FOUND	22311T/05	Work Foundations
4	BASE	09221T/09	Life Basics
6	**CAREER EXP**	**76271T/02**	**Career Exploration**
8	**AL PRC/WRKPL**	**7618IT/02**	**AL/PRC WKPL--JOBS**

Second Semester

1	*US-1900	7009	US Studies to 1900
3	**CAREER EXP**	**7627**	**Career Exploration**
5	**AL PRC/WRKPL**	**7618**	**AL/PRC/WKPL**
7	**WORK FOUND**	**2231**	**Work Foundations**
2	WORK FOUND	22312T/05	Work Foundations
4	BASE	09222T/09	Life Basics
6	**CAREER EXP**	**76272T/02**	**Career Exploration**
8	**AL PRC/WRKPL**	**76182T/02**	**AL/PRC WKPL--JOBS**

**SWAP is the School to Work Action Program, implemented by Monongalia County Schools, whose goal is to prepare students for the world of work upon graduation through work experience in the community. SWAP is embedded in the General Foods and JOBS programs.

DAILY LIVING

Monongalia County Daily Living class will focus on providing students with disabilities a program to foster social growth and exploration in relation to accessing their living environment and basic self care skills including but not limited to: personal hygiene and grooming, appropriate dress, meal preparation, mobility, housekeeping, laundry, home safety, health and wellness management, and leisure time and recreation. The program is available for students in grades 11+.

7610 **Daily Living Skills–** Students establish goals and practice skills to prepare them to actively participate as independently as possible in caring for themselves and participating in the community.

0922 **Life Basics–** This class covers basic academic and social skills for post-secondary life. Independent living skills will also be covered.

7625 **Career Awareness–** Students learn about career opportunities and agencies available to their post-secondary plans.

7616 **Basic Home Skills–** This class covers basic academic and social skills for post-secondary life. Independent living skills will also be covered.

First Semester

2	DAILY LIVING	7610	Daily Living Skills
4	LIFE BASICS	0922	Life Basics
6	CAREER AWARE	7625	Career Awareness
8	BASE	7616	Basic Home Skills

Second Semester

2	DAILY LIVING	7610	Daily Living Skills
4	LIFE BASICS	0922	Life Basics
6	CAREER AWARE	7625	Career Awareness
8	BASE	7616	Basic Home Skills

ACADEMICS AT MTEC

First Semester

Period 8	TRNS E/LA SR	4013C1 /01	Transition English Seniors (embedded)
Period 8	TRANS MATH SRS	3052C1 /01	Transition Math for Seniors (embedded)

Second Semester

Period 8	TRNS E/LA SR	4013C2 /01	Transition English Seniors (embedded)
Period 8	TRANS MATH SRS	3052C2 /01	Transition Math for Seniors (embedded)

Embedded Transition English and Embedded Transition Math require 2 years in the CTE program to earn the credit. Embedded Computer Science Math requires 2 years in the Coding, App & Game Design program to earn the credit. Not all programs are eligible for embedded academics.

*List does not include the English and History sections taught through General Foods and Job and Occupational Basic Skills (JOBS).

ADULT DAYTIME PROGRAMMING

TECHNICAL EDUCATION ADMISSION POLICY/PROCEDURE

REGISTRATION

It is recommended that adults register for technical education programs during the spring semester/ prior to the end of June for pre-testing. All adults will be scheduled for assessment and meet with the Financial Aid Administrator and Simulated Workplace instructor prior to being admitted to a program. Admission to a program is contingent upon availability of space, aptitude, and pre-requisites, including a high school diploma or equivalent and background check, being met by the applicant. All application are typically due by May – June. Deadlines are stated on the application each year.

TUITION: 2024 – 2025 (see following page for *)	FULL-TIME COST	FULL-TIME COST
COURSE	PER SEMESTER	PER YEAR
+Practical Nurse	$1,500.00	$3,000.00

+Registration Fee (non-refundable) -Practical Nurse $100.00
+MTEC is accredited by the Commission of the Council on Occupational Education. These programs fall under COE approval.

PAYMENT OF TUITION

Tuition is due on the first day of each semester. Students may pay tuition for the full year as well. Cash or check.
First Semester Tuition and ALL FEES are due on orientation day. If Pell Grant-eligible, tuition (only) will be deducted from the Pell Grant disbursement. If Pell Grant award does not meet the cost of tuition, the student will be responsible for the balance of tuition due by the first day of each semester. WIOA (Workforce Innovation & Opportunity Act) through HRDF is another form of financial aid. WIOA funds can cover tuition, fees and reimburse for the additional outside costs listed on the program budget. TAA (Trade Adjustment Act) through Workforce WV is yet another form of financial aid for displaced workers.

Additional outside costs include physical examination, immunizations, uniforms, shoes, watch, CPR, and criminal background check.

INFORMATION TECHNOLOGY (Chromebooks)

Secondary and Post-secondary students are assigned a Chromebook for school use. Post-secondary adult students may pay a $20.00 user fee for the academic year. No computer purchase is necessary.

BOOKS AND SUPPLIES

Books and supplies are the responsibility of the individual student, unless otherwise specified. Adult textbooks are purchased through outside sources.

REFUND POLICY

The Monongalia County Technical Education Center has a fair and equitable policy for the refund of tuition and fees in the event that the class is canceled or the student does not plan to attend. The following procedures are established as part of this policy.

If fees are collected in advance of the start date of a program or class that is canceled, 100 percent of the fees collected will be refunded within 45 days of the planned start date. No written request by the student is required.

Students who officially withdraw during any enrollment period shall receive a refund of tuition in accordance with the following schedule; fees are not returned:

During the first and second week	90% refund
During the third and fourth week	70% refund
During the fifth and sixth week	50% refund
Beginning the seventh week	NO REFUND

Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. Adult students who withdraw from programs funded by Pell, WIOA, etc., may be responsible for school charges if an early withdrawal date prohibits the school from accessing funds. Refunds are made on a semester-basis only.

TRANSFER POLICY OF STUDENTS FROM OTHER INSTITUTIONS

Transfer credit is the procedure of granting credit to a student for educational experiences or courses undertaken at another institution.

Policy does not permit transfer to another program within the institution.

TRANSCRIPTS

Grade records are maintained for post-secondary students. Adult transcripts may be obtained through the main office or the health occupations office depending on the program of completion (technical or health occupations). Graduates typically complete a Transcript Request Form.

STUDENT RECORD POLICY

No information from records, files and data directly related to a student shall be disclosed to individuals or agencies outside the Center without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically designated educational and governmental officials as required by Public Law 93-380 (Educational Amendments of 1974). Information contained in such records may be shared within the Center. Records originating at another institution will be subject to these policies.

ADMISSION PROCESS - LPN

Students applying to Practical Nurse are enrolled through the Health Occupations Coordinator. Applications are available starting October 1 and are typically due between May 1 – June 1 depending on the program. More information can be found in the "Health Occupations Admissions Process". International students: All MTEC applicants for whom English is a second language must demonstrate proficiency in English prior to admission.

ADMISSION POLICY

Post-secondary students interested in a health occupations program must include a high school transcript with an official seal or GED, TASC or HiSet® equivalency diploma with the application on file in the Health Occupations office.

Students selected for the Monongalia County Technical Education Center's health occupations programs must have:

- **Education Requirements**: The post-secondary applicant submits an official transcript of grades from either a high school from the United States or a GED, TASC or HiSet® graduation equivalent scored transcript. TOEFL scores are required for international applicants.
- **Screening Tests**: Complete a pre-admission exam (Practical Nurse applicants take the TEAS exam and Surgical Technology applicants take the TABE exam). Scores will be given weighted values.
- **Application Forms**: Complete the application and mail/deliver to the Health Occupations Office or apply online.
- **Personal References**: Have two letters of reference from former employers or supervisors (relatives are not acceptable) forwarded to the Health Occupations Office. Faculty will need telephone numbers and addresses to check references.
- **Personal Interview**: Applicants who have met the above requirements will be scheduled for an interview with the Health Occupations Coordinator.
- **Background Check**: Accepted applicants are subject to FBI Criminal Background checks that are due by the first day of class to remain in the program.
- **Health Requirements**: The selected applicants are required to pass a physical examination given by a physician before classes begin, including the following criteria:
    A. Dental exam and eye exam with physician signature
    B. Physical examination to include the required immunizations/titers as outlined in the acceptance letter (PPD, TD, Varicella, Hepatitis B, MMR, flu vaccine).
    C. If on medication of any kind, the applicant must list the medication(s) on the examination form that is due the first week of class.
    D. An American Heart Association BLS CPR and First Aid card(s)
    E. Applicants understand and agree that he/she shall submit to random drug/alcohol screening as a part of the admission criteria and as required by MTEC. The results are directly reported to the Health Occupations Office by the laboratory performing the test. Receipt of positive results shall be grounds for denial of admission and/or dismissal in the event that the applicant and his/her physician cannot produce documentation regarding a valid prescription for the positive substance.

NOTE:ADMISSION OF PRACTICAL NURSE STUDENTS WITH LAW VIOLATIONS

WV Code 30-7A-10 states that the Board may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person

"...(2) is convicted of a felony;... (5) is guilty of professional misconduct as defined by the Board..." The Board's Legislative Rules, 10 C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who "12.1.e.1 1 was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nurse in a court of competent jurisdiction..."

Each applicant to the practical nurse program shall submit to a pre-admission criminal history records check. The West Virginia State Board of Examiners will also conduct federal criminal history records check on each applicant and shall notify the program coordinator of any positive results of these records checks for his/her students.

Prior conviction(s) do not affect the applicant's eligibility to enroll in the practical nurse program.

Failure to disclose any criminal conviction, felony, or misdemeanor, on the application for admission to the nursing program, at any other time during the admissions process, or during the course of the program is grounds for immediate dismissal.

A copy of all documentation indicating conviction of a crime received by the nursing program from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Licensed Practical Nurses by the program coordinator with the application for licensure.

Any applicant to the practical nurse program who has ever been convicted of a felony or misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants with prior convictions may experience a delay in the processing of the applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to issuance of a temporary permit or licensure, and what restrictions may apply if issued.

DISCRIMINATION PROHIBITED

Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans Disability Act (ADA) of 1990. It is required that school systems observe practices, procedures and working environment which are free from discrimination on the basis of disability. Therefore, Monongalia County Schools will follow administrative procedures, which allow any individual including a parent, student, or employee, to file a grievance if it is alleged that a policy, practice, procedure, or direct services provided by the school system has resulted in a violation of Section 504 of the Americans with Disabilities Act. For information about your rights or grievance procedures, contact Danielle Uglik, Assistant Principal, MTEC, 304-291-9240; duglik@k12.wv.us or contact Adam Henkins, Director of Safe, Supportive Schools and Athletics, Monongalia County Schools, 12 S. High Street, Morgantown, WV 26501, (304) 291-9210; ahenkins@k12.wv.us . Grievances may also be directed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 1-800-917-2081; 1-770-396-3898; www.Council.org.

WITHDRAWAL POLICY

All withdrawing students will be expected to have an exit interview with the Health Occupations Coordinator for the following reasons: to make sure the withdrawal is not based on a misunderstanding and/or condition which could be remedied and to obtain information leading to the improvement of the

learning environment. This information is regarded strictly confidential. Consideration for re-admission is not possible without a withdrawal form signed by the student and the coordinator. (Practical Nurse students may be eligible to apply for their nursing assistant certification if state requirements have been met.)

RE-ADMISSION POLICY

Only one readmission is considered. Readmission may be considered the following year for students who left the program prior to completion of Block 1. Students who leave the program during Block II or Block III are eligible to reapply after a 1 year waiting period.

Re-admission is limited to one time and may be denied. Re-admission to the program is based on several factors:

- Academic status of the student requesting re-admission.
- Proper and timely completion of all Monongalia County Technical Education Center requirements to include admission application and pre-admission testing.
- Proper and timely payment of all fees/tuitions associated with the program.
- Review of student files by the Coordinator and the Evaluation Committee.
- Recommendation by the Coordinator.
- Must have had satisfactory clinical performance.

Any re-admission will be at the discretion of the coordinator in consultation with the Evaluation Committee and the Director.

TRANSFER POLICY OF STUDENTS FROM OTHER INSTITUTIONS

Transfer credit is the procedure of granting credit to a student for educational experiences or course credits earned at another institution. Credit received from an accredited program that a student can verify by official transcript **may** be accepted for transfer credit. In order to receive credit, the student must mail to MTEC's Health Occupations Coordinator:

An official transcript of grades from either an accredited school of Practical Nursing or a college/university equivalent to PN level curriculum or higher. Official transcripts with a grade of B or above will be considered for transfer credit. Official transcript must be on file prior to Coordinator awarding credit.

Transferring into MTEC's PN program will also be evaluated according to:

- Transcript showing academic achievement equal to 80% average in each subject area. (**MTEC does not accept students dismissed from other programs.)**
- Clinical achievement equal to satisfactory grading scale.
- Space available at clinical sites, as well as instructor-student ratio requirements.
- Submitting all information required by the application process, including a letter of reference from coordinator/director of nursing school previously attended.
- Submitting to all required testing, policies, and procedures of the Practical Nurse program at the Monongalia County Technical Education Center.
- Completing all required courses and clinicals to graduate from the Practical Nurse program at the Monongalia County Technical Education Center.
- Student must have a minimum of six months in the program at MTEC and begin at a designated time at the beginning of Block I or II according to accepted transcript.
- Student must demonstrate a knowledge of practical nursing skills and theory by passing:

A. a performance test in basic practical nursing skills in a designated clinical setting.
B. a written examination of all courses taken prior to the transfer with a score of 80% or higher.
C. the program's required pre-admission test with no deficiencies, below or at high-risk scores. The TEAS scores are expected to be 50% or higher to enter the program.

The acceptance of a transfer student and the evaluation of nursing credits together with a plan of completion will be under the discretion of the coordinator. The student is required to follow all policies and procedures for transfer credit, as well as the student handbook policy and procedures manual.

Applicants must meet all required criteria the same as any applicant in the program and all applicants are subject to the approval of the West Virginia State Board of Examiners for Practical Nursing.

TRANSFER OF CREDITS POLICY/ADVANCED STANDING POLICY

Advanced standing is the procedure for granting credit to a student for educational experiences or courses previously taken.

To be eligible to advance stand for any courses in the Health Occupations programs, the following steps are required:

- **Mail an official transcript** of credits/grades directly from an accredited school of Practical Nurse/Surgical Technology, college, or university to the **Health Occupations Coordinator, MTEC, 1000 Mississippi Street, Morgantown, WV 26501.**
- Credits with a grade of **B or above within the past year** is transferable from an official transcript that meets the above criteria.
- The advanced standing transfer credit form is available in the Health Occupations office and **must be completed** and signed by the Health Occupations Coordinator to be official.
- If applicable, Certified Nursing Assistants are required to provide documentation for advanced standing credits.

GRADUATION

Students who have satisfactorily completed the prescribed course of study of the Practical Nurse program are eligible to receive a certificate. Class graduation dates will be established annually by the administration. All students are required to attend graduation unless approval from the Health Occupations Coordinator has been given.

In order to graduate, the student must:

- Satisfactorily complete (*see below) hours of curriculum plus theory/clinical hours required.
- Satisfactorily complete all assignments including all make-up work.
- Pay all fees including the student organization class dues.
- Demonstrate a grade of 80% in all theory courses as well as obtain a passing grade of "C" or "Satisfactory" in clinical experiences.
- Return all borrowed/loaned materials to the school.

First Semester Tuition and ALL FEES are due on orientation day. If Pell Grant-eligible, tuition (only) will be deducted from the Pell Grant disbursement. If Pell Grant award does not meet the cost of tuition, the student will be responsible for the balance of tuition due by the first day of each semester. WIOA (Workforce Innovation & Opportunity Act) through HRDF is another form of financial aid. WIOA funds can cover tuition, fees and reimburse for the additional outside costs listed on the program budget. TAA (Trade Adjustment Act) through Workforce WV is yet another form of financial aid for displaced workers.

Additional outside costs include physical examination, immunizations, uniforms, shoes, watch, CPR, and criminal background check.

FINANCIAL AID

Financial aid is available to eligible students. (See section on Financial Aid). In order to receive financial aid, students must maintain satisfactory academic progress, which includes a minimum "C" (80% for health occupations) in all courses and no more than ten absences during the year. Absenteeism cannot exceed 10% of a clinical rotation.

HEALTH INSURANCE/ILLNESS

The school is not responsible for any health problems or accidents that occur while students are participating in the program. It is recommended that each student carry medical-hospital-accident insurance. The school and the clinical site are not responsible for any illness or injury that occurs while the student is performing at school/clinical.

ATTENDANCE POLICY

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the programs depends, in part, on consistent attendance. In academic courses, grades are earned on the basis of student attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinical, attendance is one of the major factors necessary to attain competence in the healthcare field.

Students who must miss a class or clinical experience are expected to notify the coordinator and their clinical instructor in advance according to the guidelines established for the course. Documentation of illness may be required by the Health Occupations Coordinator.

- The student must notify the instructor of a clinical absence no less than thirty minutes in advance of the scheduled start time.
- The student must notify the instructor EACH day she/he is absent.
- Written excuse from a family physician will be required for verification after two consecutive days absent in order to return to class and clinical.
- Instructor-initiated withdrawal may result if these procedures are not followed.

Because of the importance of attendance in the health occupations curriculum, students will adhere to the following attendance policies.

- Absences exceeding 10 days during the school year will result in dismissal from the programs. The length of time left to complete the program has no bearing on dismissal.

- There are NO excused absences. All absences are counted and subtracted from the 10-day total.
- Five days must be held in reserve until graduation and never used except for extraordinary circumstances such as:

1 Pregnancy	5 Jury Duty
2 Hospitalization	6 National/State disaster
3 Illness lasting 2-3 days	7 RN application/testing
4 Death in family	8 Required Military Service

One absence per month is excessive. Students will be placed on probation for exceeding this amount.

- Three tardies equal one day's absence in both the classroom and/or the clinical setting.
- All absences will be totaled using the following standard: 2 hours will be subtracted for student absent several minutes up to 2 hours; 4 hours will be subtracted for student absent over 2 hours up to 4 hours; 6 hours will be subtracted for student absent over 4 hours up to one full-day; 6 hours will be subtracted for student who leaves after being tardy regardless of time of return.
- There is NO opportunity to make up hours or days of absenteeism. The absenteeism/ re-admission policy will be followed when limits are exceeded.

Health Occupations Grading Scale

A = 93 – 100 B = 87 – 92 C = 80 – 86 Failing = Below 80

CLINICAL EXPERIENCE

The Monongalia County Technical Education Center (MTEC) collaborates with multiple educational facilities throughout the local community to fulfill each program's clinical requirements. MTEC works closely with its clinical affiliates to develop and implement professional educational clinical experiences. Students are placed in clinical sites that match the population of their program of study.

COE HEALTH OCCUPATIONS INSTRUCTORS' CREDENTIALS

Rebecca Burke, RN, BSN, MS, Practical Nurse Instructor – West Virginia University
Adweena Witherell, RN, BSN, MSN, MS, Practical Nurse Instructor – West Virginia University

HEALTH OCCUPATIONS PROGRAM CREDENTIALS

Practical Nurse

Licensed Practical Nurse (LPN), West Virginia State Board of Examiners for Licensed Practical Nurses
Credentials recognized nationally.

NATIONAL AND/OR STATE LEGAL REQUIREMENTS

National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered:

- Practical nursing students who successfully complete the program must submit an application to the West Virginia State Board of Examiners for Licensed Practical Nurses. All applicants shall pass a United States national licensure exam prior to licensure.

CAREER PATHS

Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described:

- Students who graduate from a practical nursing program and successfully pass the licensure exam may continue their nursing education and obtain their registered nurse (RN) degree. If certain criteria are met, MTEC PN graduates may complete the Associate RN Degree with as little as one additional year of school.
- In order to maintain their license, licensed practical nurses must complete 24 contact hours of continuing education and engage in 400 clock hours of LPN practice every 2-year report period.

PROGRAM OF STUDY DESCRIPTION AND COURSE DESCRIPTIONS

A full list of content skill sets can be found at: https://wvace.us. More detailed information is outlined in the Health Occupation handbook.

FINANCIAL AID

Financial aid is available to qualifying students for study in eligible programs. Applications and information regarding financial aid is available at the Financial Aid Office.

REQUIREMENTS

In order to qualify for federal financial aid, a student must:

- Be a U.S. citizen or other eligible non-citizen.
- Be a high school graduate or have earned a HiSET®, TASC, GED or State high school certificate. If a student has received a Bachelor's degree, he/she is not eligible for a Pell Grant.
- Be enrolled in an eligible program of at least 600-clock hours in length which leads to a certificate or other educational credential. Pell-eligible programs at MTEC are 900-clock hours.
- Maintain satisfactory academic progress by maintaining a C average, adherence to program's absence policy, and proceed through the program at a pace leading to completion of the certificate in a specified time frame.
- Not be in DEFAULT on any prior Title IV loans or repayment of a grant.
- Show financial need as determined by the Department of Education.

FAFSA APPLICATION PROCESS

- Pell Grants—Unlike loans, grants are not due payable to the federal government unless granting requirements have been forfeited. At such time a grant will be reverted to a loan and requires repayment. Individuals need to complete the FAFSA (Free Application for Federal Student Aid) on-line at **www.fafsa.gov**. Information is also on the MTEC website (**mtec.mono.k12.wv.us**).
- **The FAFSA is FREE!**
- **Applications made on the "fafsa.com" come at a cost! DO NOT USE THIS WEBSITE TO APPLY!**
- Prior to completing the FAFSA, applicants and a parent (if dependent) must apply for an FSA ID. This identification serves as your signature for the FAFSA on-line application. Without electronic

signatures, the application cannot be processed. The FSA ID confirmation is e-mailed typically within 48 hours.

- Under the new FAFSA simplification act of 2021, consent must be given by the student applicant and/or parents for their tax information to be sent directly from the IRS to the department of education. Parent tax information are required if the student is considered dependent (under age 24, unmarried, no children or dependents, not a Veteran or an orphan).
- The March 1 deadline does not apply to MTEC students. The "prior" year taxes are necessary for completion of the application. For the 2024-2025 application, 2022 federal taxes and W-2 forms will provide most financial information required.
- COMPLETE TAXES PRIOR TO FAFSA APPLICATION
- DO NOT ESTIMATE TAX INFORMATION.
- Wait 3 – 4 weeks after electronic filing of federal taxes prior to completing the FAFSA.
- Students may be selected for verification by the United States Department of Education; in such cases, students will be required to request a free "**tax return transcript**" (NOT "account transcript") through the IRS.gov website, or provide a signed copy of their tax return(s).
- In addition, students and parents are requested to complete and sign the appropriate verification forms (MTEC website) to finalize the verification process.
- For students and/or parents who amended their federal taxes, it will be necessary to request the "**tax return transcript**", or provide a signed copy of their tax return(s).
- Applicants will state that enrollment is in a **"certificate or diploma program of less than two years" (not an Associate Degree)**.
- **The MTEC Code is 012904.**
- **MTEC DOES NOT PARTICIPATE IN STAFFORD/DIRECT LOANS THROUGH THE FAFSA APPLICATION (respond "No" to loans on the FAFSA). LOANS CANNOT BE PROCESSED. MTEC has no knowledge of existing private student loans.**
- MTEC does not participate in Federal Work Study; respond with "No" to this question.
- Upon completion of the FAFSA, it is recommended that you print the confirmation page with the SAI (Student Aid Index). **Students with an EFC in excess of 6206 are not eligible for Pell Grant funding and will not need to meet with the financial aid administrator.** Based on the SAI calculation the student will be notified if they qualify for a PELL grant. The applicant should receive a confirmation e-mail through the FAFSA with an anticipated Pell award amount. Typically, if no amount is indicated, you are not eligible for Pell. All amounts are estimated until processing forms with the financial aid administrator at MTEC. If you have questions, call the MTEC Financial Aid Office at 304-291-9240 ext. 2723.
  COMPLETING A FAFSA DOES NOT IMPLY THAT YOU WILL BE A RECIPIENT OF FINANCIAL AID. Applicants must meet eligibility criteria as prescribed by the U.S. Department of Education.

OTHER SOURCES OF FINANCIAL AID (NO LOANS ARE DISBURSED)

Tuition Waiver—Some programs are eligible for a tuition waiver. The following programs are NOT eligible for the waiver: Practical Nurse, Surgical Technology, and HVAC Technician.

WIOA (Workforce Innovation & Opportunity Act)—Practical Nurse, Surgical Technology and HVAC programs at MTEC have been approved annually for WIOA. WIOA benefits are limited and distributed on a first-come basis. To be considered for the **WIOA funding**, contact **HRDF**:

Morgantown and Clarksburg--Lorrie Mayle (681) 285-5629, (304) 350-3001 or lmayle@hrdfwv.org
153 West Main Street, Suite B, Clarksburg, WV

Fairmont--Caleb Davis (681) 404-6338 or cdavis@hrdfwv.org 320 Adams Street, Suite 103, Fairmont, WV

United Mine Workers Association Career Centers, Inc.—Contact the UMWA at (724) 627-6259 to inquire about eligibility.

TAA (Trade Adjustment Act) funding is processed through Workforce WV. Contact Raianna Gardner at (304) 333-0179 or raianna.s.gardner@wv.gov.
Division of Rehabilitation Services (DRS)—Office is located at 1415 Earl Core Road, Morgantown, WV 26505. DRS can be contacted at 304-285-3155 to inquire about eligibility.
Veterans Benefits—If you believe you may be entitled to Veterans benefits, visit the website at www.gibill.va.gov or call the toll-free number at 1-888-GIBILL-1 (1-888-4424551). Contact the Financial Aid Administrator at 304-291-9240 to apply for VA benefits while attending MTEC. Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not: prevent their enrollment; assess a late penalty fee to; require they secure alternative or additional funding; deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: produce the VA's Certificate of Eligibility by the first day of class; provide written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA Certifying Official for all requirements).
*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.
Scholarship sites include: www.cfwv.org, bold.org , www.fastweb.com, www.collegeboard.com, and www.skill-ed.com. Scholarship links are located on the MTEC website under Admission/Financial Aid. New **YCF** (Your Community Foundation) **Monongalia County Adult Workforce Retraining Scholarship** for trade, technical and certificate programs for individuals who have had significant work disruptions while employed in Monongalia County beginning March 2020 through present day; https://ycfwv.org/scholarships/. Also, consider the Horatio Alger Scholarship for partial Pell eligible students: https://scholars.horatioalger.org/about-our-scholarship-programs/technical/
AmeriCorps—MTEC is an approved educational institution for AmeriCorps scholarships. Prospective students must have served/volunteered to be eligible for these funds.
Loans—MTEC does not process Stafford Loans through the FAFSA application. No loans are processed by MTEC.

FINANCIAL AID REFUND AND R2T4 REPAYMENT POLICY
The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.
Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 12 days of the student's withdrawal.
The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

MTEC does not participate in Direct/Stafford Loans through Title IV. Disbursement of Pell Grant funding occurs after the student has completed 60% of the semester. Grades and attendance records are reviewed prior to disbursement.

SATISFACTORY ACADEMIC PROGRESS

Letter grades are used to measure a student's progress against a norm for all Technical Education students as follows:

Grading Scale:
Adult Technical Students:
A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 59 & below
Report cards are issued at the end of each quarter or nine weeks' session. In order to maintain satisfactory academic progress, a student must maintain a minimum C average and adhere to the school's attendance policy.

Deficiency reports indicating academic probation are issued to technical (daytime) students whose performance is below C at the end of the nine-week period. If at the end of the semester, a C average is still not being maintained, a post-secondary student will be dismissed from the program for one semester. Re-enrollment into the program on a probationary basis may commence (after being out for one semester) beginning the following school year. If the student is still not maintaining satisfactory academic progress after this semester of probation, he/she will be terminated.
Technical programs are based on a nine-month academic year from August to May for 180 days. An adult student will not receive a certificate of completion if his/her final average for the year is below a C, or if he/she has more than ten absences that have not been made up according to the instructor's satisfaction. If school is canceled due to inclement weather, pandemic, etc., this time does not count toward the allowable 10 days of absences.

Health Occupations programs measure a student's progress based on the following scale:
A = 93 - 100 B = 87 - 92 C = 80 - 86 Failing = Below 80
ALL STUDENTS MUST MAINTAIN A MINIMUM "C" AVERAGE TO RECEIVE FINANCIAL AID. Cheating is grounds for dismissal.

SATISFACTORY ACADEMIC PROGRESS (as it pertains to Title IV Funding)
When enrolling in a clock-hour program at MTEC, students are expected to complete the program within the 9 months or 12 months designated for the period of enrollment for the particular program.

When a student is excited due to poor academics, he/she can be readmitted on a probationary basis for no more than one additional semester. Students would be required to complete the program within 150% of the program length (students would be required to complete within three semesters, rather

than the two initially scheduled). Each semester is 450 hours and financial aid payments are based on 450 hours per semester.

Due to unforeseen circumstances, it may be necessary for a student to reduce his/her hours of enrollment to take a leave of absence and therefore the period of enrollment could be extended to no more than one additional semester (150% of the program length).

Students must meet the standards of satisfactory academic progress (SAP) which includes a C average (70%) (health occupations programs require 80%) and no more than one absence per month (absences not to exceed 10 for the nine- or twelve-month period of enrollment).

Students are counseled regarding academic and attendance deficiency. If a student is not meeting the SAP as of the end of the semester, the student will be exited from the program. If a student does not meet the SAP policy at the checkpoint (end of the semester) they are no longer Title IV eligible, unless an acceptable appeal is documented.

Students can appeal the determination of SAP and the termination of financial aid to the Health Occupations Coordinator or MTEC Principal/Director based upon extenuating circumstances. In such cases, the Coordinator/Director may determine that the student is making satisfactory progress toward his/her certificate despite the failure to conform within the time frame or minimum grade average.

Technical students who are exited may apply for readmission the following school year* and would need to repeat the semester in which they did not meet the standards. Coursework can be repeated only one time and the most recent grade will be retained for transcript purposes. A technical student will need to repeat coursework, usually in the semester in which he/she began (results in sitting out the spring semester if began in the fall). A formal SAP check is made at the end of this probationary semester, although academic counseling may occur throughout the semester.

If the student is meeting the SAP policy at the end of this probationary period, they continue with financial aid. If they are not meeting SAP, they would no longer be eligible for Title IV aid.

***NOTE—Health Occupations program requirements regarding the standards required for continuation in the program and/or ability to return to program after dismissal/leave of absence may differ from standards stated for financial aid disbursement (refer to policy in handbook provided in health occupations orientation).**

MONONGALIA COUNTY
ADULT LEARNING CENTER

THE ADULT LEARNING CENTER AT MTEC

The Adult Learning Center at MTEC located in the Pierpont Center/MTEC Campus is a professional educational facility which provides a flexible learning environment for the basic needs of the individual learner. In addition to the GED® (General Educational Development, high school equivalency) preparation, focus will be career and college readiness to include: basic skills instruction, job readiness skills instruction, life-coping skills instruction, computer literacy and preparation for specialized exams. The adult education program is designed to assist any adult student 18 years of age and older who are no longer in high school.

As part of MTEC pre-admission requirements, the Adult Learning Center staff provides academic, pre-testing and post-testing for adult students enrolled in an occupational program to determine his/her level of basic academic skills.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program (also offered at the Pierpont Center) is the specialized part of Adult Education that addresses the needs of the Limited English Proficient (LEP) adults – including adult immigrants, residents, and citizens of the U.S. whose native language is not English. The main concern of the ESL program is to help the LEP adults to communicate in American English in order to enter the American mainstream.

Students are encouraged to call (304) 291-9226 for an appointment with an Adult Learning Center staff member for interest in adult offerings.

All adult services are available free of charge and appointments are required. Certified adult education instructors provide instruction.

SPECIALIZED PROGRAMS

The GED® is currently in use in West Virginia as of Spring 2024..

GED® is the high school equivalency credential in West Virginia. The Adult Learning Center at MTEC is the only official GED® testing site in Monongalia County and “free” GED® tests are available to qualifying candidates. Students who successfully pass the GED® will receive a West Virginia High School Equivalency Diploma.

Students who have recently withdrawn from high school must obtain written documentation indicating the withdrawal dates from the principal, counselor, or attendance director of the school last attended. The documentation must be submitted during the registration process in our Adult Learning Center at MTEC.

There are accommodations for special needs including extended time, separate room, screen magnification, calculator/talking calculator, scribe or keyboard entry aide, additional supervised break time and sign language-interpreted instructions for test takers who are deaf or hard of hearing. Request

for special accommodations must be requested, approved and scheduled in advance of the test date with the HiSET® and MTEC's HiSET® Coordinator.

DIPLOMA SENDER

Diploma Sender will provide services to GED® Examinees. If you need an official copy of your HiSET®, TASC or GED transcript, a replacement diploma or a certification of passing scores, make the request to DiplomaSender at diplomasender.com.

When you contact DiplomaSender, please have the following information ready:

- Your name when tested
- Social Security number
- Date of Birth

There is a fee associated with each copy.

Please register at DiplomaSender for the following services:

- To view recent HiSET® score results
- To review past records of HiSET®, TASC or GED® scores
- To request a copy of a replacement diploma
- To request a copy of your transcript
- To request certification of your passing HiSET®, TASC or GED® scores

If you have questions concerning Diploma services, an online chat service is available M-F, 8 a.m. – 5 pm CST, or if you prefer to order over the phone, call (855) 313-5799. **(Additional fees apply to phone orders).**

THE ADULT LEARNING CENTER AT MTEC/PIERPONT CENTER (MTEC Campus)

Monongalia County Technical Education Center, Room 108, Pierpont Center (MTEC Campus)
1000 Mississippi Street, Morgantown, WV 26501, 304-291-9226, mtec.mono.k12.wv.us

ADULT LEARNING CENTER STAFF

Hollie McIntyre, Instructor, Adult Education
Fatima Gindeel, ESL Instructor, Adult Education

ADULT TECHNICAL EDUCATION EVENING COURSES

OVERVIEW

The Adult Education evening courses have been designed to offer adult students age 18 and older advanced technical training. MTEC has a variety of courses to offer students at night. Students may enroll in the Microsoft Office bundle, Computer classes, Medical Terminology, Medical Math, Welding, HVAC, Woodworking, Home Maintenance, and an Electrical course.

ADMISSION

Adults wishing to pursue classes must:

- If questions, schedule an appointment to meet with the Coordinator of Adult Education.
- Complete an application for admission.

REGISTRATION

Online registration begins and ends on the dates listed on the website and in "It's Your Turn", the course schedule for adult and community education. Tuition is due at registration.

TUITION AND FEES

Tuition, which is due at registration, covers the cost of the class only and does not include books, lab fees, or supplies. Some classes require an additional lab fee. Textbooks and supplies are the responsibility of the individual student. A textbook list with ISBN numbers for all courses will be provided prior to the start of each semester. Textbooks will need to be purchased before the first night of classes.

FINANCIAL AID

Evening classes are considered part-time; therefore, Title IV Pell Grants and loans are not available. Some students may secure assistance through the Division of Vocational Rehabilitation. Another form of financial aid is HEAPS (Higher Education Adult Part-Time Students Grant). Currently HVAC, EMT, Phlebotomy Technician and Sterile Processing programs are eligible for the HEAPS Grant. Students must complete the FAFSA and meet with the Coordinator of Adult Education after the Financial Aid Administrator reviews the FAFSA, approves the grant, and completes the HEAPS form.

WITHDRAWALS AND REFUNDS

Refunds will be issued only under the following circumstances:

- Classes are canceled in which case a full refund will be given.
- A refund is requested before the class begins.

Students wishing to withdraw from an individual adult class must notify the Coordinator or Secretary of Adult Education. Failure to inform the Adult Education office will result in grades of "F" being recorded for those classes in which the student enrolled. Students may withdraw from any technical class with a "W" before the end of the 7th class. Withdrawals after this date will be recorded as "F".

Registration for adult education classes does not automatically carry with it the right to a refund or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal.

SCHEDULE CHANGES

Students must arrange all schedule changes through the Coordinator of Adult Education.

REPEATING A COURSE

Students may repeat a class for additional knowledge. To avoid repetition of such courses, an articulation process allows a student to earn credit for certain classes completed. Credits from another school may be considered for transfer with an official transcript. Contact the Coordinator of Adult Education for additional information.

GRADING

Letter grades are used to measure student progress. Both mid-term and final grades will be reported. Only final grades will be placed on the student's transcript and mailed to the student. The regular grading scale will be used except for health occupations classes which use the health occupations grading scale.

Regular Grading Scale

A = 93 – 100 B = 85 – 92 C = 75 – 84 D = 70 – 74 Failing = Below 70

Health Occupations Grading Scale

A = 93 – 100 B = 87 – 92 C = 80 – 86 Failing = Below 80

ATTENDANCE

Individual instructors and the Coordinator of Adult Education establish attendance and absence policies. Adults who are taking courses for a grade will have attendance averaged in the grade.

CREDIT/NON-CREDIT

Adult students can take evening classes for a grade or opt to take a class for non-credit. Individuals taking classes for self-improvement or for information can take classes for non-credit. All adults are encouraged by the Coordinator of Adult Education to take classes for a grade.

TRANSCRIPTS

Transcripts are maintained for each technical student enrolled in the classes. Copies of transcripts are available through the Adult Education office. The fee for an official transcript is $2.00.

STUDENT RECORD POLICY

No information from records, files, or data directly related to a student shall be disclosed to individuals or agencies outside the Technical Center without the consent of the student in writing except pursuant to lawful subpoena or court order or except in the case of specifically designed educational or governmental officials. Information contained in such records may be shared within the center. Records originating at another institution will be subject to this policy.

TECHNICAL COURSES

T160s Evening Welding

The evening welding curriculum allows a student to complete up to 11 courses equivalent to 519 hours of welding skills to lead to a certificate of hours completion and/or certification. Students will be learning welding safety, oxyacetylene torch cutting, plasma arc cutting, SMAW-equipment and setup, GMAW-equipment and setup, GTAW-equipment and setup, FCAW-equipment and setup, the 3 positions for welding certifications (horizontal, vertical, and overhead T-joints), overlap welding, multiple pass welding, and other techniques for proficiency standards.

T142 Beginning Electricity

This course is designed to help the student learn about the West Virginia Fire Marshal's Electrician test. Student will learn where to find information in the NEC codebook, how to complete basic home wiring, and general safety standards when working with electricity.

T143 Hands-on Wiring/Diagrams

This course is designed to supplement the HVAC courses by providing additional material related to the profession. This introductory course will cover motors, motor controls, HVAC, refrigeration, and specific systems such as gas furnace and walk-in furnaces. Along with learning about the wiring is an element of building the diagrams by hand.

T170s HVAC

These courses offer individuals an excellent knowledge based for the fields of heating, ventilation, air conditioning, and refrigeration. Students may also prepare to take tests for their Universal Card, EPA 608, EPA 609, and EPA R410a.

T150 Woodworking

This class provides a great environment to learn about the different tools used while creating hand crafted wood projects. Students can design their own project from scratch or refurbish a family heirloom that is showing the rigors of time.

T151 Home Improvement—Basic or Intermediate

The home improvement courses cover a variety of information from basic tool use to fixing minor and some large repairs. Students will learn techniques that can be used in their home in the 4-week time period. Topics include minor electrical repairs on light switches/outlets, repairing holes in drywall,

plumbing, and general repair work around a home. The teacher will also take suggestions once the main topics have been covered.

MEDICAL COURSES

CPR

This class is required for all Health Occupations Programs before students can participate in the clinical portion of your selected program. The class will cover the Basic Life Saver (BLS) information for Health Care Provider, First Aid, CPR, and AED-Heart Saver.

M306 Medical Terminology

This course prepares students for the vocabulary that will be used in their future employment in health care fields.

MTH308 Medical Math

The course helps to train students with the type of mathematics that will be utilized in healthcare fields.

M200 Phlebotomy

The primary function of a phlebotomy technician is to obtain patient blood specimens by venipuncture or microtechniques. In this course the students will complete training that includes 50 successful venipunctures and 10 successful microtechnique punctures before entering the clinical experience. Course topics: draw blood from patients, verify a patient's or donor's identity to ensure proper labeling of the blood, label the drawn blood for testing processing, assemble and maintain medical instruments such as needles, test tubes, and blood vials, use of techniques of regular venipuncture, butterflies, syringe setups, urinalysis dipsticks using reagents strips, stool testing, and other diagnostic testing, HIPPA rules and regulations JCAHO rules and regulations.

MT500 Sterile Processing Technician

Sterile processing technicians play a vital role in the healthcare field. They facilitate the surgeon and make sure procedures run smoothly and as planned. A technician's main responsibility is to ensure that instruments used by personnel in the hospital are clean and sterile.

MT600 Emergency Medical Technician (EMT)

The course is offered through the WVU Extension Service Office. This 150-hour course is the basic level of EMT care by the West Virginia Office of Emergency Medical Services. This class meets the National Standards Curriculum. The EMT candidate must successfully complete the program, complete the required clinical rotation, successfully complete the practical skills testing, and obtain a passing score on the WVOEMS state option test or the computer based National Registry exam. Classes begin in January and test by late spring. State certification is valid for 2 years and requires recertification.

INFORMATION PROCESSING/COMPUTER/BUSINESS COURSES

IPT 201 Computer Basics

This course covers basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Every student will be interacting with a computer while the teacher provides instruction.

IPT 403 Microsoft Office Word/PowerPoint

PREREQUISITE: Windows and good typing skills

The course is designed to give a basic overview of the Microsoft Word and Microsoft PowerPoint programs. Each student will have their own computer to use while navigating a variety of tasks the teacher has prepared. Students will become familiar with the tabs which refer to a multitude of functions that span the Microsoft Office bundle.

IPT 303 Microsoft Office Excel

PREREQUISITE: Windows and good typing skills

This is an introductory course to help students learn the ins and outs of the program. Microsoft Excel can help you produce spreadsheets, databases, and graphs for personal or professional use.

SPECIAL INTEREST

Intro to Spanish — The course teaches students the basics of communicating in the Spanish language: speaking, listening, reading, and writing. These skills will be practiced regularly during the course.

Intro to Italian – The course teaches students the basics of communicating in the Italian language: speaking, listening, reading, and writing. These skills will be practiced regularly during the course.

Intro to Sign Language — Learn to communicate with deaf community members by "hearing" with your eyes and embark on the fascinating, challenging, and rewarding journey of signing.

Real Estate — Class includes 90 hours of coursework (pre-license prep) in law, finance, appraising, and principles and practice to prepare the student for the state licensing exam.

EVENING ADULT EDUCATION/COMMUNITY SCHOOLS CALENDAR

First Week in July	Registration for fall semester
First Week in August	Classes start for fall semester
First Week in December	Registration for spring semester
Second Week in December	Last week of classes for fall semester
Second Week in January	Classes start for spring semester
Second Week in May	Last week of classes for spring semester
Fourth Week in April	Registration for summer classes
First Week in June	Classes start for summer semester
Fourth Week in July	Last week of classes for summer semester

COMMUNITY SCHOOLS

OVERVIEW

Community Education provides vocational and recreational activities for all citizens of Monongalia County and surrounding areas from high school to senior citizens. Classes are established throughout the county in different schools. The goal of Community Education is to develop a partnership between the community and the public school system, while providing a variety of educational activities for all age groups. Community resources are linked to community needs to help improve the quality of life for local citizens.

ADMISSION

Unless otherwise indicated, community school students must be at least 18 years of age before they are permitted to enroll in a class. Classes with other age or grade level restrictions are indicated in the course schedules.

EXPENSES

Fees vary for each class. Materials and supplies are not included in the tuition unless otherwise indicated.

REGISTRATION

Online registration begins and ends on the dates listed on the website and in "It's Your Turn", the course schedule for adult and community education. Tuition is due at registration.

COURSE DESCRIPTIONS

Aerobics — Exercise through dance. This program is designed to strengthen the muscles of the heart and lungs and increase muscle tone and flexibility. Each class has warm-up exercises, an abdominal series, choreographed dances, and cool-down exercises. All classes are taught by certified instructors.

Digital Photography — Beginning and intermediate classes will cover camera settings, lighting, background, and computer applications including downsizing and emailing photos.

Drawing — Think drawing is a gift that has to come naturally? You might be surprised to learn that drawing is a skill that can be developed with practice. This course provides a thorough and engaging introduction to drawing. Students learn how to draw with proper techniques, learning how to represent what they see through studies in contour drawing, perspective, positive/negative space, and value. By the end of the course, students will capture a complex still life. Students can also learn the basics of drawing a portrait as well.

Fly Tying — This course provides instruction on the various types of fly tying for specific fish as well as the construction of such flies.

Knitting/Crochet — Beginners and intermediate students are welcome to learn the basics or learn some more advanced techniques.

Oil Painting — Teaches technique, application, theory of composition while transforming subjects into beautiful oil paintings.

Picture Framing — Hands-on instruction in cutting mats, handling and cutting glass, running dry mount press, mitering, and nailing wood frames and stretching and preparing needlework for framing.

Pilates — Pilates develops core strength and spinal flexibility. The essential principles of breathing and a neutral spine flows into an hour workout. Great for any age group.

Sewing — Beginning and intermediate instruction in sewing, the equipment and materials needed, patterns and safe operation of electric sewing machines.

Stained Glass — Beginning and intermediate instruction in the safe cutting and framing of stained glass. Students will also explore the different uses of stained glass.

World Foods — Investigate and explore flavors of other cultures. The World Foods courses that have been offered during previous sessions are Curry, Japanese, and Caribbean/Central American Flavors. The instructor will discuss topics such as food choices and how it affects your physical well-being and appearance. The instructor will talk about how diets and different foods can change your emotional state. The students and instructor will work together to create the meal for the night, which includes eating the final product. There will be different recipes taught each night.