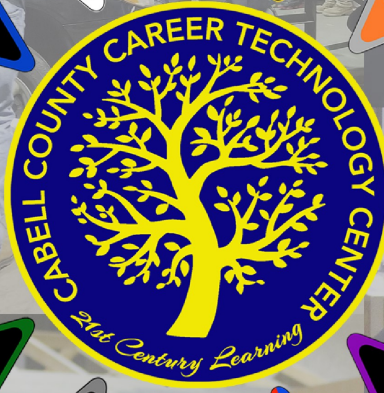


Cabell County Career and Technology Academy



Course Descriptions Guide



Machine Trades



This course is designed to give entry-level skills in conventional machining and CNC programming. Students will use common machine tools such as an engine lathe, milling machines, turning center, machining center, and various software as needed.

Two-Year CTE completer program
Embedded credit for Senior-Level math

Carpentry



Students will learn the basics of measurement and layout, hand and power tools and basic construction principles used in the residential construction and light commercial construction industry.

Two-Year CTE completer program
Embedded credit for Senior-Level math

Welding



Learn the basics of metallurgy and fabrication. Students could potentially earn certification in MIG, TIG, and Stick welding.

Two-Year CTE completer program
Fine arts credit towards graduation upon completion of program

Graphic Design



Students learn the basics of Adobe programs such as Photoshop and Illustrator along with CorelDraw and Wasatch. Students also learn the skills for silk screening, decal and banner design, and printing.

Two-Year CTE completer program
Fine arts credit towards graduation upon completion of program
Two, three-hour courses through Mountwest Community and Technical College upon completion of program (DSGN 120 and IT 110).

Automotive Technology



Students gain entry-level knowledge in careers/safety, basic electricity/electronics, steering/suspension/brake systems, engine construction/operation, fuel/emission/exhaust systems, and drive line service.

Two-Year CTE completer program

Electricity



Students learn entry-level skills in residential wiring and touch on commercial wiring. Through learning these skills, they have the opportunity to become an apprentice electrician or Journeyman.

Two-Year CTE completer program

Embedded credit for Senior-Level math

HVAC



Students gain entry-level skills within refrigeration, electrical components related to HVAC equipment, and gain knowledge to sit for the EPA (Environmental Protection Agency) exam.

Two-Year CTE completer program

Embedded credit for Senior-Level math

Collision Repair



Students will gain entry-level knowledge on refinishing/painting techniques, basic welding, panel repair, and general maintenance of auto body and part fabrication.

Two-Year CTE completer program

Building Maintenance and Operations



Building Maintenance and Operations prepares students for careers in the building and maintenance field through experience in carpentry, masonry, plumbing, electrical, and HVAC. Students in this program can expect to participate in extensive hands-on study through completing projects related to the field, including community service projects. The curriculum for Building Maintenance and Operations is focused on the nationally recognized NCCER certification program.

Two-Year CTE completer program



Building Technology

This class is designed to explore career programs at the Cabell County Career Technology Center. Students will be involved in numerous projects to help the community.

One year exploration program

Fine arts credit towards graduation upon completion of program



Law and Public Safety

Learn the functions of the criminal justice system with a focus on law enforcement techniques. Hands-on training provided utilizing a use of force simulator, law enforcement personnel and crime scene investigation. Certifications include first aid, CPR, AED, OSHA 10 General Healthcare, Stop the Bleed, and FEMA.

Two-Year CTE completer program

One, three-hour course through Mountwest Community and Technical College upon completion of program (CJS 101).



Administrative Support

Administrative Support program is designed to develop student understanding and skills in the principles, concepts, and practices of Microsoft Word, PowerPoint, accounting, business, marketing, and personal finance. The program offers students the opportunity to earn Microsoft Office Word and PowerPoint Specialist certifications.

One year CTE completer program

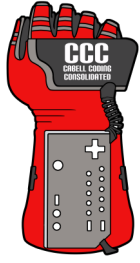
Two, three-hour courses through Mountwest Community and Technical College upon completion of program (MG 101 and AC 103)



A + Certification

A+ Certification allows students to get hands on experience in computer repair technology. Students will use CompTIA standards to learn standards and components for basic computer repair, updates, and technical issues.

One-year CTE completer program



Coding, App and Game Design

Coding, Application and Game Design allows students to create content personalized to their desires, while focusing on industry standards. Students will use websites such as Code.org, Weebly, Adobe, Odyssey, Scratch, Unity, and Construct. Students will also venture into other digital media avenues such as Video Editing, Podcasting, and Social Media Management. Finally, students will get hands on experience with Swift code through Apple Coding.

Languages taught: HTML, C++, Swift, XCode, Python, Ruby

One-year CTE completer program

Three, three-hour courses through Mountwest Community and Technical College upon completion of program (IT 110, IT 171 and IT 271)



Cabell Cosmetology

Pre-Cosmetology (Juniors and Seniors Only)

Students will learn the principals of Hair Design including scalp care, shampooing, conditioning, haircutting, hairstyling, braiding and extensions, wigs and hair additions, chemical texture services, and hair coloring.

The program is a course of study consisting of a minimum of 1,000 clock hours.

The WV State Board of Barbers and Cosmetology requires that each enrolled student in the Hairstyling Program fill out an application for student permit along with certificate of health. The student permit will require the following items listed below and will be sent to the WV Board of Barbers and Cosmetology.

\$25 dollar money order made payable to the WV Bd. of Barbers and Cosmetology.

High School Diploma or transcript of enrollment.

Copy of social security card

Copy of state issued driver's license or a state issued ID card.

Recent Photograph/Program badge picture we will take at school.

Completed certificate of health form signed by a physician or nurse practitioner.

If you are accepted into the program you will be given a packet to be completed. The packet will need to be returned to the Technology Center no later than August 1, 2021; there are no exceptions. If you have questions regarding requirements or curriculum for the Hairstyling Program, please feel free to contact the Cabell County Career and Technology Center for further information.

Two-Year CTE completer program

Cabell County Career and Technology Academy



SIMULATED WORKPLACE

Offering Embedded and Dual Credit.

Due Date: _____

This form must be on file with the CCCTA office before a student may begin classes in the simulated workplace. Students who have not completed and submitted this form will not be permitted to enroll in a CCCTA program. This includes the Random Drug Testing Consent Form included in this application packet.

PLEASE PRINT ALL INFORMATION

STUDENT INFORMATION

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
WVEIS NUMBER: _____ BIRTHDATE: _____ PHONE #: _____
PARENT NAME: _____ PHONE NUMBER FOR PARENT: _____
HIGH SCHOOL: _____ SCHOOL COUNSELOR: _____

ACADEMY COURSE CHOICES

Select three (3) programs below that you are most interested in:
1=first choice, 3=last choice

- | | |
|--|--|
| <input type="checkbox"/> Administrative Support (Dual Credit) | <input type="checkbox"/> Pre- Cosmetology (11&12 grade) |
| <input type="checkbox"/> Auto Technology | <input type="checkbox"/> Electricity (Embedded Credit) |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Graphic Design (Dual Credit,
Fine Arts Credit) |
| <input type="checkbox"/> Building Technology (Fine Arts Credit) | <input type="checkbox"/> HVAC (Embedded Credit) |
| <input type="checkbox"/> Carpentry (Embedded Credit) | <input type="checkbox"/> Law & Public Safety (Dual Credit) |
| <input type="checkbox"/> Coding, App, &
Game Design (Dual Credit, A+ Certification) | <input type="checkbox"/> Machine Trades (Embedded Credit) |
| <input type="checkbox"/> Collision Repair | <input type="checkbox"/> Welding (Fine Arts Credit) |

All CCCTA programs provide some **FREE college credit** through articulation agreements with local colleges and/or the WV EDGE initiatives.

Would you like to be considered for full time placement?

Yes No

Disclaimer: Due to program population limits, the selection review committee will review academic performance, discipline, and attendance when being considered in a program of study or as a full time student at CCCTA.

REFERENCES

NAME: _____ PHONE: _____
(Someone not related to you)
NAME: _____ PHONE: _____
(Someone not related to you)

ACHIEVEMENTS

Why do you think you are the most qualified candidate for the CTE program you chose?

CCCTA Simulated Workplace

Enrolling in a technical program at CCCTA requires that students participate in specific tasks as mandated by WV Simulated Workplace. By initialing each item below, I, _____ acknowledge that I have read this

Print Your Name Here

application packet and agree to comply with the following requirements:

_____ Punch in/out daily on a time clock

(initial)

_____ Wear a work uniform as required by program

(initial)

_____ Arrive on time and ready for work when my shift begins

(initial)

_____ Participate in random workplace drug testing

(initial)

_____ Complete all safety and other training as required

(initial)

_____ Maintain good attendance in the simulated workplace

(initial)

_____ Understand that these courses only offered once each year, and sequencing for the courses varies

(initial) depending on the needs and requirements of each CTE program.

_____ Create and complete a CTE Portfolio and Career Technical Performance Assessment

(initial)

_____ Student Signature

_____ Date

_____ Parent Signature

_____ Date

Recommended Prerequisites

Math for All Trades

All CTE students must have a functional understanding of general math, fractions, decimals, measurement, measurement tools, area measure, and volume measure.

Specifically:

Whole Number: addition, subtraction, multiplication and division

Fractions: defining, adding, subtracting, multiplying and dividing

Decimals: adding and subtracting, multiplying and dividing, converting to fractions

Percentages: calculating, adding, dividing, converting

Memorization of multiplication tables and the ability to do general "mental math" is essential.

Reading levels for All Trades

Students interested in these programs should also have a good command of language, reading comprehension, and written/verbal communication. A lot of the textbooks are at a college reading level, as these programs are preparing students to be career and college ready. It is very important that students can comprehend the material in order to ensure a safe and functional workplace environment.

What is Simulated Workplace

To certify students are receiving the most authentic learning experiences, the West Virginia Department of Education, Division of Technical and Adult Education has collaborated with a committee of experts in career and technical education, higher education, and over fifty West Virginia business and industry experts to design the Simulated Workplace environment protocols and expectations.

These protocols and expectations include the development of school level advisory teams consisting of a county Superintendent, CTE Director / Administrator, Counselor, and program instructors. Each student is required to consent to our Simulated Workplace drug testing, which ensures a minimum of forty percent of students tested.

STRUCTURES AND PROCEDURES

The overall structure of the Simulated Workplace initiative will be governed by a set of protocols to assure consistency and quality in the local implementation of the concept. These protocols include the following requirements:

CTE programs will:

1. Transform the classroom environment into a **replicated company**;
2. Utilize **time clocks** or some other form of **formal attendance** recording process;
3. Develop/Adhere to the county developed **Random Drug Testing Policy**, while testing a minimum of 40% of all students enrolled within a Simulated Workplace classroom;
4. Conduct an **application / interview** process for enrolling students;
5. Develop a **company name** and **procedures / protocol manual**;

Exerpt from: <https://www.cabellschools.com/SimulatedWorkplace.aspx> "Guidelines for Simulated Workplace"

Important Policy Information About CCCTA Programs

Each career and technical program at CCCTA includes four (4) core courses, as defined by West Virginia Department of Education Program of Study.

These courses are required for graduation from Cabell County Schools, as mandated by West Virginia law (Policy 2510) and by the Cabell County Board of Education Policy Manual.