

# Boone Career and Technical Center's High School Course Catalog



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**BOONE CAREER & TECHNICAL CENTER (BCTC)**

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FOSTER WV 25081

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## FOREWORD

Welcome to the Boone Career and Technical Center. BCTC is a cooperative effort of many people: instructors, industry partners and school administrators.

The main campus of Boone Career and Technical Center is a 45,000 square ft, block one-story building comprised of six offices for administrative and support staff, 16 classrooms with industry-specific lab facilities. The building contains a conference room and 6 public restroom facilities. It is located approximately two miles from US 119, which connects Boone County to Lincoln and Logan counties.

The BCTC Truck Driving Academy is located in a one-story brick building located 13 miles south of the main campus on US-119. The building houses an office, two classrooms, a conference room, restroom facilities and storage rooms. The facility sits on approximately ten acres of land, providing sufficient acreage to allow for truck driving instruction to take place.

Our staff members possess a high degree of skill area competency and are committed to working with students in the development of competent skills. High School programs offered at the school include: Adventure and Tourism, Automotive Technology, Building Maintenance and Operations, Drafting, Electrical Technology, Health Science, Pre-Cosmetology, Prostart, Power Sports Technology and Welding.

This handbook has been developed and approved by the Boone County Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

## MISSION STATEMENT

*Boone Career and Technical Center enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.*

## VISION STATEMENT

*“Your Goals. Our mission”*

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# Adventure and Tourism

Program of Study: HO1210 Hospitality and Tourism

Instructor: Robert Miller

Instructor's email: rpmiller@k12.wv.us

## Description:

Tourism is a growing business in West Virginia. Students in the Adventure and Tourism program of study research and explore the various WV tourism industries. Students learn firsthand the business strategies used to advertise, maintain, and promote tourism. Students will be exposed to numerous job opportunities related to the Hospitality and Tourism industry.

## Courses:

### **REQUIRED COURSES:**

1211 INTRODUCTION TO HOSPITALITY AND TOURISM  
7663 TRAVEL WEST VIRGINIA  
1086 OUTDOOR EDUCATION AND RESOURCE MANAGEMENT  
0438 ADVENTURE TOURISM

### **ELECTIVES:**

1212 EVENT & PROJECT PLANNING & MANAGEMENT  
1222 INTRODUCTION TO RECREATION & LEISURE  
0520 WORK BASED INTEGRATION AND TRANSITION  
1221 LEISURE BEHAVIOR

## Certification(s):

- First Aid
- CPR
- OSHA 10
- Forklift Operator
- Stop the Bleed
- Leave no Trace
- WV Welcome

# Automotive Technology

Program of Study: TR1620 Automotive Technology

Instructor: Chris Baldwin

Instructor's email: Christopher.baldwin@k12.wv.us

## Description:

The course will prepare student for an entry level position as an Automotive Technician. This course is a two year program with automotive fundamentals and basic brake systems taught in the first year. The second year teach more advances skills with hands-on experiences including suspensions, steering and basic engine concepts.

## Courses:

### Required Courses:

1631 AUTOMOTIVE TECHNOLOGY MLR-1  
1623 AUTOMOTIVE TECHNOLOGY MLR-2  
1625 AUTOMOTIVE TECHNOLOGY MLR-3  
1637 AUTOMOTIVE TECHNOLOGY MLR-4

### Electives:

1629 AUTOMOTIVE TECHNOLOGY AST-1  
1633 AUTOMOTIVE TECHNOLOGY AST-2  
1635 AUTOMOTIVE TECHNOLOGY AST-3  
1627 AUTOMOTIVE TECHNOLOGY AST-4

## Certification(s):

- OSHA 10
- Fork Lift
- WV Inspection Sticker license
- ASE
- Valvoline Motor Oil 101
- Valvoline Automotive Fluids 101
- Valvoline Chemicals 101
- Interview skills
- Shop Key Pro

# Building Operations and Maintenance

Program of Study: AR18000 Building Maintenance and Operations

Instructor: Jimmy Berry      Instructor's email: jimmy.berry@k12.wv.us

## Description:

Building Maintenance and Operations I & II content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Communication Skills, and Basic Employability Skills, and Materials Handling. Students will gain experience in the various skills through project based learning. We tackle real life projects and even do some off-site building.

In Building Maintenance and Operations III & IV, students will learn the basic knowledge and principles of carpentry, masonry, concrete finishing, electrical work, HVAC, and plumbing. He or she will become skilled in different phases of a project from start to finish. Once completing this course, the trainee will be able to interpret construction drawings; perform quality concrete and brickwork; frame walls, ceilings, and floors of a structure; and install the proper wiring and piping for electrical, and plumbing systems.

## Courses:

### Required Courses:

1774 BUILDING MAINTENANCE & OPERATIONS I  
1775 BUILDING MAINTENANCE & OPERATIONS II  
1776 BUILDING MAINTENANCE & OPERATIONS III  
1777 BUILDING MAINTENANCE & OPERATIONS IV

### Electives:

1805 FUNDAMENTALS OF FACILITIES MAINTENANCE  
1803 BASICS OF PLUMBING AND ELECTRICITY  
1763 FUNDAMENTALS OF ELECTRICITY  
0520 WORK BASED INTEGRATION AND TRANSITION

## Certification(s):

- NCCER Registry
- Fork Lift
- OSHA 10

# Drafting

Program of Study: AR1720 Computer Aided Drafting and Design

Instructor: Donald Paitzel

Instructor's email: dpaitzel@k12.wv.us

## Description:

In the Drafting program at Boone Career and Technical Center students will work in many different areas of engineering and manufacturing. Students will design and manufacture prototypes for real world applications. Students will also learn the Architectural design steps it takes to create floor plans, wall sections and elevations. This process will introduce the electrical, HVAC, and plumbing aspects of building design. Students will learn 2D and 3D computer modeling using a team centered, problem solving approach. Students can develop the skills needed to be successful in today's work environment.

## Courses:

### Required:

1729 FUNDAMENTALS OF DRAFTING  
1727 DRAFTING TECHNIQUES  
1725 MECHANICAL DRAFTING  
1721 ARCHITECTURAL DRAFTING

### Electives:

1718 INTRODUCTION TO COMPUTER AIDED DRAFTING  
1728 ADVANCED COMPUTER AIDED DRAFTING  
1722 PIPING SYSTEMS DRAFTING  
1723 CIVIL DRAFTING

## Certification(s):

- ADDA National Certification
- Fundamentals of Drafting(Certificate of Completion)
- Drafting Techniques (Certificate of Completion)
- Mechanical Drafting (Certificate of Completion)
- Architectural Drafting (Certificate of Completion)
- Conventional and Computer Aided Drafting (Certificate of Completion)
- NOCTI
- Win Learning
- OSHA 10
- Fork Truck



# Electrical Technology

Program of Study: AR1760 Electrical Technician

Instructor: Norman Bratcher      Instructor's email: nbratche@k12.wv.us

## Description:

This course is designed to give students an understanding of AC and DC theory, using Ohms Law to solve equations relating to electrical current. Student will learn about safety in the work place and use common sense practices to avoid dangers and hazards they may encounter. They will learn about residential and commercial wiring designs and applications. Reading blueprints and CAD drawings are also covered along with knowledge of reading motor control diagrams and the operation of them. The NEC code book is taught to students from day one and applied in all hands-on projects that are done in the classroom. Students who complete the class will have the opportunity to take the State Fire Marshall Journeyman test.

## Courses:

### Required Courses:

1756 ELECTRICAL TRADES I  
1757 ELECTRICAL TRADES II  
1758 ELECTRICAL TRADES III  
1759 ELECTRICAL TRADES IV

### Electives:

1769 RESIDENTIAL WIRING  
1765 INDUSTRIAL & COMMERCIAL WIRING  
1766 INTEGRATED ELECTRICAL LAB  
1767 NATIONAL ELECTRICAL CODE

## Certification(s):

- 1080 Hour Completer Certification
- OSHA-10
- NOCTI
- Fork Truck
- WIN Learning
- WV State Fire Marshall Journeyman
- NCCER Electrical 1
- NCCER Core Curriculum

# Health Science (Diagnostic)

Program of Study: HE0723 Therapeutic Services

Instructor(s): Caspia Sheppard

Instructor's email: [clsheppa@k12.wv.us](mailto:clsheppa@k12.wv.us)

## Description:

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

## Courses:

### Required Courses:

0711 FOUNDATIONS OF HEALTH SCIENCE  
0715 ADVANCED PRINCIPLES OF HEALTH SCIENCE  
0789 CLINICAL SPECIALTY I  
0790 CLINICAL SPECIALTY II

### Electives:

0520 WORK BASED INTEGRATION AND TRANSITION  
0730 HEALTH SCIENCE CLINICAL EXPERIENCE  
0721 MEDICAL TERMINOLOGY  
0700 EXPLORING HEALTH PROFESSIONS

## Certification(s):

- BBP
- CPR/AED
- WV DHHR Food Handlers
- Stop the Bleed
- Narcan Administration
- Everfi Opioid Prevention
- EKG
- HIPAA
- Oxygen Administration
- First Aid

# Health Science (Diagnostic-Medical Lab Technician)

Program of Study: HE0718 Diagnostic Services

Instructor(s): Angela Weikle

Instructor's email: [aweikle@k12.wv.us](mailto:aweikle@k12.wv.us)

## Description:

This program provides the core concepts needed for all Health Science concentrations. Students will develop basic technical skills required for all healthcare specialties including privacy, communication, teamwork and occupational safety. Students will learn skills associated with clinical medical laboratories, medical terminology, hematology, coagulation, microbiology, basic chemistry, electrocardiography, blood bank and serology.

## Courses:

### Required Courses:

0711 FOUNDATIONS OF HEALTH SCIENCE  
0715 ADVANCED PRINCIPLES OF HEALTH SCIENCE  
0755 MEDICAL LABORATORY AND DIAGNOSTIC PROCEDURES  
0756 MEDICAL LABORATORY AND DIAGNOSTIC PROCEDURES AND APPLICATIONS

### Electives:

0520 WORK BASED INTEGRATION AND TRANSITION  
0730 HEALTH SCIENCE CLINICAL EXPERIENCE  
0721 MEDICAL TERMINIOLOGY  
0700 EXPLORING HEALTH PROFESSIONS

## Certification(s):

- NHA- Phlebotomy Technician
- Phlebotomy Technician
- NHA-Patient Care Technician
- Patient Care Technician
- NHA-EKG Technician
- EKG Technician
- NOCTI
- OSHA 10
- CPR/First Aid
- Win Career Readiness Credential
- Governor's Workforce Credential

# Health Science (Therapeutic)

Program of Study: HE0723 Therapeutic Services

Instructor(s): Loretta Thompson      Instructor's email: [lmthompson@k12.wv.us](mailto:lmthompson@k12.wv.us)

## Description:

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

Co-curricular CTSOs are integrated into the CTE programs. They extend teaching and learning through innovative programs, business and community partnerships and leadership experiences at the school, state and national levels. Therapeutic services co-curricular CTSO is HOSA.

## Courses:

### Required Courses:

0711 FOUNDATIONS OF HEALTH SCIENCE  
0715 ADVANCED PRINCIPLES OF HEALTH SCIENCE  
0789 CLINICAL SPECIALTY I  
0790 CLINICAL SPECIALTY II

### Electives:

0520 WORK BASED INTEGRATION AND TRANSITION  
0730 HEALTH SCIENCE CLINICAL EXPERIENCE  
0721 MEDICAL TERMINOLOGY  
0700 EXPLORING HEALTH PROFESSIONS

## Certification(s):

- CNA
- DCW
- HIPAA
- OSHA 10
- BBP
- Win Career Readiness Credential
- Governor's Workforce Credential
- WV DHHR Food Handlers
- Stop the Bleed
- CPR/FA
- Narcan Administration
- Everfi Opioid Prevention
- NOCTI

# Pre-Cosmetology (Hairstyling)

Program of Study: HU2311 Pre-Cosmetology

Instructor(s): Dena Wall

Instructor's email: [dena.wall@k12.wv.us](mailto:dena.wall@k12.wv.us)

## Description:

The primary purpose of the Pre-Cosmetology course is to train students in the basic manipulative skills, safety, and proper work habits. Students will learn the desirable attitudes necessary to achieve job skills, obtain licensure and obtain employment in the Cosmetology field.

## Courses:

### Required Courses:

1737 BARBERS AND COSOMETOLOGY FOUNDATIONS  
1734 COSMETOLOGY PROFESSIONAL I  
1735 COSMETOLOGY PROFESSIONAL II  
1736 COSMETOLOGY PROFESSIONAL ADVANCED

### Electives:

1738 COSMETOLOGY SCIENCE I  
1740 COSMETOLOGY SCIENCE II  
1730 COSMETOLOGY CHEMICAL I  
1750 COSMETOLOGY CHEMICALS II

## Certification(s):

- OSHA -10
- Shampoo Assistant
- NOCTI

## Pro-Start

Program of Study: HO1010 Prostart Restaurant Management

Instructor(s): Ilyana Owens

Instructor's email: [ilyana.kano@k12.wv.us](mailto:ilyana.kano@k12.wv.us)

### Description:

The ProStart Restaurant Management Program of Study focuses on the skills needed for a successful employment in a restaurant environment, but has applicability for students interested in culinary nutrition, dietary services, and child nutrition services. ProStart curriculum integrates performance-based learning with academics, entrepreneurship, and technology skills to prepare students for successful employment in the 21<sup>st</sup> Century. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

### Courses:

#### Required Courses:

1013 RESTAURANT AND CULINARY FOUNDATIONS  
1014 RESTAURANT AND MANAGEMENT ESSENTIALS  
1019 ADVANCED PRINCIPLES IN FOOD PRODUCTION  
1020 RESTAURANT PROFESSIONAL

#### Electives:

1015 HOSPITALITY PRODUCTS & SERVICES  
1016 FOOD SERVICE MTMT PRACTICES  
1017 CULINARY NUTRITION & MENU  
0520 WORK BASED EXPERIENCE

### Certification(s):

- Boone County Foodhandlers Card
- On Cooking Certification
- On Baking Certification
- ACF Certified Fundamentals Cook
- ServSafe Allergens
- Stop the Bleed
- WV Welcome
- SP2-Program of Study Specific
- Tooling U Certifications
- EverFi Certificate
- Digital Literacy Certificate
- ServSafe Certification for Managers
- ProStart Certification of Achievement
- Food Handler Certificate
- CPR/AED Certificate
- First Aid
- MoneySkill
- OSHA 10
- Entrepreneurship and Small Business Certificate
- Microsoft Office Specialist Certificate

# Power Sport Technology

Program of Study: TR1960 Power Equipment Systems

Instructor(s): Anthony Oxford

Instructor's email: [anthony.oxford@k12.wv.us](mailto:anthony.oxford@k12.wv.us)

## Description:

During the students first year in the program they will learn to repair small gasoline engines like lawnmowers, string trimmers, chain saws, pressure washers, small outboard motors, generators and riding lawnmowers. Students in their second year will learn to repair and maintain ATVs, UTVs, motorcycles, jet skis and larger gasoline engines.

## Courses:

### Required Courses:

1962 FUNDAMENTALS OF POWER EQUIPMENT I  
1964 FUNDAMENTAL OF POWER EQUIPMENT II  
1966 POWER EQUIPMENT SERVICE I  
1968 POWER EQUIPMENT SERVICE II

### Electives:

1970 POWER EQUIPMENT SYSTEMS APP  
1972 RECREATIONAL APPLICATIONS  
0520 WORK BASED EXPERIENCE  
1974 GENERATORS

- Certification(s):
- OSHA 10
- Fork Lift Operator
- NOCTI
- Equipment & Engine Training Council (EETC) Principles of Small Engine Technology

# Welding Technology

Program of Study: MA1980 Welding

Instructor(s): Timothy Fowler

Instructor's email: [timothy.fowler@k12.wv.us](mailto:timothy.fowler@k12.wv.us)

## Description:

Students in the Welding program will learn about the procedures and equipment required to weld using Gas Metal Arc (GMAW), Shielded Metal Arc (SMAW), Flux-Cored Arc (FCAW) and Gas Tungsten Arc (GTAW) welders. Students will also learn how to weld in the flat, horizontal, vertical and overhead positions used for plate or sheet metal, and the more advanced students will learn the fixed, rolling and overhead positions used for pipe. NCCER principles will be taught to all students.

## Courses:

### Required Courses:

1862 WELDING I  
1863 WELDING II  
1864 WELDING III  
1865 WELDING IV

### Electives:

1982 ORNAMENTAL WELDING  
1983 BLUEPRINT READING AND METALLURGY  
1987 GAS METAL ARC WELDING  
1989 GAS TUNGSTEN ARC WELDING

## Certification(s):

- SMAW
- GMAW
- GTAW
- 6G Pipe
- OSHA 10
- Fork lift