



School of Industrial and Technical Education

Air Conditioning/Refrigeration Technology (Adult and High School programs.) Pre-requisites: High school diploma or GED (Adults).**

This program (adult program is 11-month, 1250 hours; secondary program is 10-month, 1080 hours) is designed to teach the basic elements of heating, ventilation, air conditioning and refrigeration necessary to function in an entry-level position in the HVACR industry. Students study basic electricity, switches and relays, heat pumps, compressors, refrigeration, piping, conditioning systems, chemistry of refrigerants, duct systems, and airflow characteristics. Students in the Secondary program are eligible for Refrigerant Recovery Certification (EPA 608)*; NCCER Basic Construction Skills certification*; Diamondback Installer certification*; and WARDFLEX Installer certification*. Students in the adult program may take national ESCO Refrigerant Handling Certification (EPA 608)*; national Entry Level Residential Heating and Cooling Technician (ICE)*. After completion, graduates are eligible to take the state HVAC/Plumbing electrical license test.* Hours, M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school); 2:20 pm - 8:30 pm (adults).

Automotive Service Technology* (High School program; adults admitted on space available basis and must have High School Diploma or GED.)

The Automotive Service Technology course is a complete overview of automotive mechanical operation and the repair of all the components of cars and light trucks. The program is designed to prepare students for further automotive education or to work in the field as entry level technicians. Hand and power tool use is taught as well as theory of operations of the various systems of vehicles including computer systems. Graduates learn the necessary knowledge and skills to function as an Automotive Technician. The program is NATEF certified.

Hours, M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

Building Construction/Maintenance (High School program; adults admitted on space available basis and must have High School Diploma or GED.)**

Pre-requisites: This 10-month program (1080 hours) is designed to teach skills necessary for an entry-level position in residential and commercial building construction and maintenance. Students study structural layout (site, foundation, and block), framing (floor, wall, and roof), masonry, interior and exterior finishes, floor covering, electrical and plumbing applications and safe/correct use of hand and power tools. The Building Construction/Maintenance program is nationally accredited through the Associated General Contractors (AGC). Students may receive national certification in Basic Construction Skills from the National Center for Construction Education and Research (NCCER).*

Hours: M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school); 8:05 am - 2:20 pm (adults).

Collision Repair Technology (High School program; adults admitted on space available basis and must have High School Diploma or GED.)**

Students must participate in Respiratory Protection Program while enrolled. This 10-month program (1110 hours) is designed to teach shop production practices and knowledge of the parts of the auto body necessary to function as an entry-level collision repair technician. Students study straightening of bent frames, removing dents, replacing panels and bumpers, grinding, sanding and welding, masking procedures, applications (sealers, primers, lacquers, and enamels), the use of the spray gun, how to match paints, finishing work, techniques to prevent finish failures, and how to estimate materials and cost. The Collision Repair program is nationally ASE (Automotive Service Excellence) accredited. Graduates are eligible to take national ASE exams.*

Hours, M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school); 8:05 am - 2:20 pm (adults).

Drafting Technology (High School program)**

No Prerequisites. This 10-month program (1080 hours) is designed to teach drafting knowledge and skills through both board drafting and computerized programs (AutoCad and MicroStation). The program teaches the necessary knowledge and skills to function as a CAD technician. Students learn to produce drawings applying dimensioning, sectional views, orthographic projection, pictorial drawing, drafting symbols, including drafting standards and techniques commonly utilized in business and industry. Students learn to use conventional drafting tools and equipment and computer hardware and software to produce working drawings utilized in a variety of disciplines.

Hours, M-F: 8:00 am - 2:20 pm (adults); 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

Electrical Technology (Adult and High School programs.)**

Prerequisites: High school diploma or GED (adults). This program (adult program is 11-month, 1250 hours; high school program is 10-month, 1080 hours) is designed to teach the fundamentals of electrical work, terminology, basic principles, and the theory underlying general practices and enable students to work in entry level electrical positions. Students study Watts law, Ohms law, electrical math, electrical projects, grounding outlets and switch boxes, wiring, voltage branch circuits and services, wire complete circuits and electrical services from blueprints according to local and national codes, trouble shooting, and replacement of parts and controls. Electrical Technology graduates are eligible to take the WV Apprentice or Journeyworker licensing exam and National Center for Construction Education and Research (NCCER) exams.*

Hours, M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school); 2:20 pm - 8:30 pm (adults).

Industrial Fire Management (High School program; adults admitted on space available basis and must have High School Diploma or GED.)

Students enrolled in Industrial Fire Management will experience the exciting world of emergency services first hand. Students will receive training in the following areas: fire science technology, building construction, emergency medical care and transport, introduction to hazardous materials, emergency response to terrorism and biological terrorism, personal protective equipment, ventilation of structures, rescue and extraction, fire cause determination, telecommunicator use, auto extraction, driver/pump operator, emergency vehicle driving, and hydrants and other water supplies.

Hours, M-F: 8:00 am - 2:20 pm (adults); 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

Plumbing Technology (High School program; adults admitted on space available basis and must have High School Diploma or GED.)**

This 10-month program (1080 hours) is designed to provide the knowledge and skills necessary to assemble, install and repair pipes, fittings and fixtures of heating, water and drainage systems using building plans and working drawings and hand and power tools; cut thread and bend pipe; assemble and install valves, pipe fittings, and pipes composed of metals and nonmetals; join pipes; caulk joints; use pressure gauges to determine whether system is leaking; install and repair plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers; repair and maintain plumbing by replacing washers, mending burst pipes and opening clogged drains. Students are able to work as plumber helpers. Students are eligible to take National Center for Construction Education and Research (NCCER) exams, Gastite and WARDFLEX Installer certification exams.*

Hours, M-F: 8:05 am - 2:20 pm (adults); 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

Welding Technology High School program)**

This program (high school program is 10-month, 1080 hours) is designed to train in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Oxy-Acetylene Welding (OAW), Flux-Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon-Arc Cutting (CAC-A) and Oxy-Acetylene Cutting (OAC). Students are able to work a variety of entry-level positions in industries utilizing welding technology. Students plan and layout work from blueprints, practice welding in all positions using various types and diameters of electrodes and use oxy-acetylene equipment or auxiliary equipment. Carver is a WV Department of Education Welding Certification Test Site. Students successfully completing and successfully testing on SMAW, GTAW, GMAW, FCAW or OAW* will be awarded a WV Department of Education Certificate. The Welding Technology program is nationally approved through the American Welding Society (AWS) and students passing the above listed tests will be placed on the AWS registry.

Hours, M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

School of Technology Education

Business Computer Technology/Legal Administrative Assistant **

(High School program; adults admitted on space available basis and must have High School Diploma or GED.)

540 hours dedicated to Business Computer Technology and 540 hours dedicated to Legal Administrative Assistant.

Prerequisite to the Legal Administrative Assistant is the Business Computer Technology Course.

Business Computer Technology - Prerequisites: Minimum 2.5 cumulative GPA, Keyboarding or currently enrolled in Keyboarding (high school); high school diploma or GED and pre-entrance exam (adults). The program is 1080 hours (10 months). This program is designed to prepare students for national certification exams in Microsoft Office 2010 for Word, Excel, PowerPoint, Access, and Outlook. Other courses include Office Procedures, on-the job training, job seeking/keeping to prepare students for a variety of entry-level positions. The Business Computer Technology Program is a national authorized training and testing center for certifications for Microsoft Office Specialist. Students participate in FBLA. College credit is available.

Legal Administrative Assistant - Secondary and (Adult pending space) This course of study is designed to provide the student with skills to work in a legal office setting. Major instructional areas include Legal Terminology, legal transcription, personal development and employability skills, managing legal records, processing mail, communication duties, travel arrangements, meeting preparations, applying computer skills, client billing, processing legal correspondence, operating office equipment, using management skills, and completing office support activities. Students who meet all requirements are placed in an on-the-job training site in the afternoon. Students must provide transportation. College credit is available.

Hours, M-F: 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

School of Human Services and Sciences

Cosmetologist (Adult and High School Juniors and Seniors)

(High School program; adults admitted on space available basis and must have High School Diploma or GED.); minimum 2.0 cumulative GPA, high school senior and 16+ years old (high school). The 17-month program (2000 hours) is designed by the WV Board of Barbers and Cosmetologists and prepares students to work as cosmetologists. Students study hair care (styling, cutting, shampooing, coloring, perming), scalp treatments, skin care, nail care (manicures, cuticle treatments, holiday nails, artificial nails) and salon management. The program prepares for the state licensing examination.* A high school student much continue following high school graduation. Hours, M-F: 8:00am to 2:30 pm (adults and all day high school); 8:05 am - 10:25 am (high school).

Manicurist (Adult and High School Seniors.)

(High School program; adults admitted on space available basis and must have High School Diploma or GED.); minimum 2.0 cumulative GPA, high school senior and 16+ years old (high school). This 4-month program (400 hours) is designed by the WV Board of Barbers and Cosmetologists and enables graduates to work as manicurists. Students study theory and practical applications for the artful care of hands and nails including the application of artificial nails. This program prepares for the state licensing exam.* Hours, M-F: 8:00am to 2:30 pm (adults and all day high school); 8:05 am - 10:25 am (high school).

Culinary Arts Program (Adult and High School Seniors.)**

Prerequisites: High school diploma or GED, physical examination, pre-entrance exam (basic skills), interview and application package. Carver offers three culinary programs. ACF apprenticeship program is a two year program (4,000 work hours) with classroom hours added. The program meets the standards of the American Culinary Federation Apprenticeship program and meets the requirements of the US Department of Labor Bureau of Apprenticeship and Training. Associate Degree is a two year program and Collegiate Certificate is a one year program both of these programs are in partnership with Bridgemont Community College. For more information about this program, call Chef Thomas Grant II, CEC at Carver (304) 348-1965 ext. 118.

Event Planning and Design Production (High School program; adults admitted on space available basis and must have High School Diploma or GED.)

The Event Planning and Design Production course focuses on the management, marketing and operations of event planning and design. The course will focus on "hands on" and academic activities geared toward management opportunities and skills. Courses are as follows: Event Planning Foundation, Event Production, Event Design Development, Event Design Project, Event Planning: Ethics, Etiquette, and Entrepreneurship.

Hours, M-F: 8:00am to 2:30 pm (adults and all day high school); 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

School of Science and Natural Resources Education

Agriscience/Natural Resources (High School program; adults admitted on space available basis.)

Prerequisites: High school diploma or GED (adults). This 10-month program (1080 hours) is designed to provide college bound students with the basic skills and knowledge of Agriscience/Natural Resource technology as preparation for college and work bound students with the basic skills and knowledge needed for employment in the Agriculture, Horticulture, and Small Animal Care systems. Students study agricultural sciences, agribusiness management, animal health, greenhouse production and management, landscaping, small animal care, animal grooming, hydroponics, aquaculture and environmental concerns. Students participate in local and state FFA leadership activities and belong to SKILLS USA.

Hours, M-F: 8:00 am to 2:20 pm (adults); 8:05 am - 10:25 am or 11:40 am - 2:00 pm (high school).

Veterinary Technology (Adult Program only)

Prerequisites: High school diploma or GED, personal interview, physical exam, drug test, and admission to Bridgemont CTC. This is a two-year joint Associate of Science degree program. Students in the program receive training in all of the aspects necessary to become competent Veterinary Technicians. The students will become knowledgeable in areas of both large and small animal care and handling, client communication, hospital management, parasitology, nutrition, behavior, surgical nursing, anesthesia, radiology, dentistry, pharmacology, laboratory procedures, and diseases. The students will also gain clinical experience in local veterinary hospitals. The graduate will have received the knowledge and skills necessary to be qualified for employment in such areas as clinical medicine, laboratory animal medicine, emergency medicine, biological research, food inspection, zoological medicine, academic instruction, pharmaceutical sales, and government regulatory agencies. For additional information please contact Dawn Demoss, RVT, Program Director at Carver Career Center (304-348-1965) ext. 117 or Kathy Leftwich at Bridgemont CTC (304-734-6639). Hours: classes are scheduled at various times: clinical experiences are arranged.

Many courses qualify for EDGE credit.

EDGE stands for Earn a Degree – Graduate Early. EDGE allows students to earn free community and technical college credit in West Virginia while still in high school. By successfully completing EDGE course requirements, students are able to earn college credit and get a jump start on an associate degree while they are still in high school. Because there is no cost for these courses, students could save up to \$3,000 in college tuition.

Note: For further information on job opportunities and wages contact Carver's Job Placement Specialist (348-1965, Ext 120).

***Some state and national certification exams require waiting periods and/or work experience; see your instructor for exact requirements.**

****Articulation Agreements available to allow transfer of college credit hours toward Associate Degree at local community college or dual or advanced placement options.**

DISCRIMINATION PROHIBITED

Applicants for admission and employment, students, parents, employees, an sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Jeane Ann Herscher, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 304 348-1379; Section 504: Charles Szasz, section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, home 304 348-1966. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.