Course Catalog 2024-2025

All courses offered at Randolph Technical Center emphasize real-world applications and learning, with teachers providing tailored instruction and opportunities. Additionally, students are encouraged to participate in various industry related extracurricular programs, like SkillsUSA, which underscores the importance of integrating learning skills, technology, and practical knowledge in teaching by West Virginia educators.

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Table of Contents

CLUSTER: ARCHITECTURE AND CONSTRUCTION

PATHWAY: CONSTRUCTION

PROGRAM: CARPENTRY

Introduces students to the fundamentals of the construction industry as well as foundations, plumbing, and finishing work.

Successful completion of the program leads to earning an embedded math credit.

1842-Carpentry I

- An introductory carpentry course covering foundational knowledge and practical skills, starting with the NCCER Core curriculum to teach safety, construction math, tool usage, and more, then moving to carpentry fundamentals like materials and trade orientation.

1843-Carpentry II

- Advances student's skills in key areas such as plan reading, framing, and basic concrete work, complemented by hands-on activities and problem-solving to deepen their understanding.

1844-Carpentry III

- Further enhances students' skills in commercial drawings, roofing, thermal and moisture protection, and exterior finishing, through problem-solving and hands-on activities for a deeper understanding of these concepts.

1845-Carpentry IV

- Progresses student skills in specialized areas such as cold-formed steel framing, drywall installation and finishing, door hardware, suspended ceilings, trim work, and cabinet making, through practical, hands-on activities and problem-solving.

Instructor: Chad Caldabaugh

Course Schedule

	Block 2	Block 3	Block 4
Fall Semester	1842 Carpentry I	1842 Carpentry I	1843 Carpentry II
Spring Semester	1842 Carpentry I	1844 Carpentry III	1845 Carpentry IV

PROGRAM: ELECTRICAL TECHNICIAN

Teaches basic electrical theory and concepts. Applied residential and commercial wiring methods and materials and the National Electric Code are studied.

Successful completion of the program leads to earning an embedded math credit.

1756-Electrical Trades I

- An introductory course in the Electrical Trades industry, starting with the NCCER Core curriculum to cover essentials like safety, tool use, and materials handling, before moving on to electricity fundamentals and safety.

1757-Electrical Trades II

- Expands student expertise in electrical circuits, theory, National Electrical Code®, device boxes, hand bending, raceways, conductors, construction drawings, residential services, and test equipment, through problem-solving and practical activities.

1758-Electrical Trades III

- Develops student competencies in Alternating Current, motor theory, electric lighting, and conduit bending, combining problem-solving and hands-on activities for a practical understanding.

1759-Electrical Trades IV

- Students continue to advance their skills in installing pull and junction boxes, conductors, cable trays, terminations, and splices, along with grounding, bonding, and understanding circuit breakers, fuses, and control systems. The curriculum emphasizes problem-solving and hands-on learning to solidify these concepts.

Instructor: Randy Morgan

Course Schedule

	Block 2	Block 3	Block 4
Fall Semester	1756 ECI	1756 ECI	1757 ECII
Spring Semester	1756 ECI	1758 ECIII	1759 ECIV

CLUSTER: BUSINESS MANAGEMENT AND ADMINISTRATION

PATHWAY: ADMINISTRATIVE SUPPORT

PROGRAM: ADMINISTRATIVE SUPPORT

Includes accounting, business computer applications, banking, finance, publishing, digital imaging, document processing, introduction to business, office management, spreadsheet management, game design, and apps.

Business Computer Applications I eligible for 1 Technology Credit.

1411- Business Computer Applications I

- Develops students' understanding and skills in such areas as Microsoft Word, PowerPoint, Excel, and Outlook. This course introduces and prepares students for certifications in Microsoft Office Specialist Exams.

1417- Business Law and Ethics

- Introduces the student to ethical and legal responsibilities of business. Topics covered include constitutional rights, types of crimes that affect business, contracts, consumer law, real and personal property law, and agency employment law.

1439- Business and Marketing Essentials

- This course is designed to develop student understanding in areas such as customer relations, economics, emotional intelligence, financial analysis, human resource management, information management, marketing, and operations. Students will be given real-world learning opportunities and instruction.

1474- Entrepreneurship I

- An introduction to the nature of entrepreneurship, the entrepreneurial mindsets, problem framing, and design thinking process. The goal is to provide students with a thorough understanding of the entrepreneurial discovery process and how to apply iterative processes to the development of new ventures.

Instructor: Crystal Grimmett

Course Schedule

	Block 1	Block 3	Block 4
Fall Semester	*1411 BCA I*	*1411 BCA I*	*1439 Bus. Marketing Esst.*
Spring Semester	*1411 BCA I*	*1474 Entrp I*	*1439 Bus. Marketing Esst.*

PROGRAM: CAREER & WORK SKILLS TRAINING

The program emphasizes real-world learning opportunities, is facilitated by the instructor, and is designed to provide on-the-job training for two blocks to foster practical experiences.

Must be a junior or senior to apply.

Requires enrollment in 2 consecutive blocks (either 1 & 2, or 3 & 4).

0511-Career and Work Skills Training I

- This introductory course aims to build foundational understanding and skills crucial for job success, blending problem-solving techniques with hands-on activities to enhance students' grasp of key concepts.

0512-Career and Work Skills Training II

- This second-level course continues to build on the foundational skills necessary for job success, emphasizing problem-solving and hands-on activities to deepen students' understanding of essential concepts.

0513-Career and Work Skills Training Work Experience I

- Offers students a unique blend of classroom learning and on-the-job training, facilitated by formal agreements between schools and employers, to enhance both understanding and skills relevant to their field of study.

0514-Career and Work Skills Training Work Experience II

- This second-level course further develops student understanding and skills through a blend of on-the-job training and classroom instruction, facilitated by formal agreements between schools and employers. This approach allows students to apply academic learnings directly within their field of employment, fostering a deeper, practical understanding of their studies and enhancing their readiness for the workforce.

Instructor: Nicole McKisic

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	0511 CWST I O512 CWST II	0513 CWST Ex I 0514 CWST Ex II	0511 CWST I O512 CWST II	0513 CWST Ex I 0514 CWST Ex II
Spring Semester	0511 CWST I O512 CWST II	0513 CWST Ex I 0514 CWST Ex II	0511 CWST I O512 CWST II	0513 CWST Ex I 0514 CWST Ex II

CLUSTER: HEALTH SCIENCE

PATHWAY: THERAPEUTIC SERVICES

PROGRAM: THERAPEUTIC SERVICES

The program includes study of basic body structure and function, and first aid culminating with clinical certification.

Successful completion of the first three classes in the program is eligible for 1 science credit.

Successful completion of the program results in an embedded English credit.

Program qualifies for EDGE credit through Pierpont Community College.

0711-Foundations of Health Science

- Introductory course on foundational knowledge in basic medical terminology, growth and development, nutrition, health maintenance, and healthcare delivery systems. It equips students with vital technical skills for infection control, disease transmission prevention, CPR, and First Aid, offering opportunities for certification in these areas.

0715-Advanced Principles of Health Science

- Covers healthcare safety, ethical/legal responsibilities, medical terminology, and disease-related biology, emphasizing practical skills through project-based learning. Students will acquire fundamental healthcare skills, including patient privacy and safety, with opportunities for HIPPA and healthcare safety certifications. *Prerequisite: 0711 Foundations of Health Science with minimum of 80%.*

0789-Clinical Specialty I

- Students engage in a work-based clinical experience ranging from 25-55 hours, developing skills necessary for career credentials through hands-on projects, healthcare technology use, and problem-solving activities. Exemplary attendance is required due to healthcare industry standards, emphasizing employability skills and career development within a practical, real-world framework. *Taken in conjunction with 0730: Science of Clinical Experience to create a 2-credit block.*

0790-Clinical Specialty II

- Students engage in a clinical rotation of 25-55 hours for hands-on experience, developing essential skills for career credentials and applying healthcare technology and technical skills. The course emphasizes employability, problem-solving, and real-world learning, requiring exemplary attendance due to healthcare standards. *Taken in conjunction with 0730: Science of Clinical Experience to create a 2-credit block.*

0730-Science of Clinical Experience

- This course complements a Health Science Education course by enhancing technical skills and career preparation in a chosen clinical specialty. It integrates real-world learning with instruction in specific areas like Clinical Specialty, PTCB Applications, Medical Assistance, and Dental Assisting. *Must be taken in conjunction with 0789: Clinical Specialty I & 0790: Clinical Specialty II.*

Instructor: Amanda Freeman

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	*None*	0711 Fund Hlth Sci I	0711 Fund Hlth Sci I	0789 Clinical Spl I
Spring Semester	0790 Clinical Spl II	0730 Sci Clinical Ex	*None*	0715 Ad Prn Hlth Sc.

CLUSTER: HOSPITALITY AND TOURISM

PATHWAY: RESTAURANTS & FOOD/BEVERAGE SERVICES

PROGRAM: PROSTART RESTAURANT MANAGEMENT

Prepares students for careers in the management, marketing and operations of restaurants and other food services.

Successful completion of the program results in an embedded English credit.

Program qualifies for EDGE credit through Pierpont Community College.

1013-Restaurant and Culinary Foundations

- Introductory course focusing on the preparation and service of safe food; basic introduction to industry safety standards and restaurant equipment; and employability skills in the restaurant industry. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

1014-Restaurant and Management Essentials

- Focus on fundamental restaurant operations, emphasizing guest service, food production, and kitchen basics. Students will gain proficiency in knife skills, preparation of stocks and sauces, handling meats and poultry, culinary math, and aspects of restaurant management through problem-solving techniques and practical activities, enhancing their understanding of key culinary concepts.

1019-Advanced Principles in Food Production

- Advanced aspects of food production, marketing, and cost management. Students will learn to identify and prepare a variety of foods, such as fruits and vegetables, breakfast dishes, and dairy products, using problem-solving skills and engaging in hands-on activities for a deeper understanding of these concepts. Instructors are tasked with offering real-world learning experiences and guidance to ensure students can apply their knowledge effectively in practical settings.

1020-Restaurant Professional

- Comprehensive insights into global cuisine, covering desserts and baked goods, meats and poultry, fish and seafood, culinary nutrition, and sustainability practices. Through problem-solving techniques and practical activities, students will deepen their understanding of diverse culinary concepts.

Instructor: Peter Daley

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	*None*	1013 Rest. Cul. Fun	1013 Rest. Cul. Fun.	1014 Rest. Man. Ess.
Spring Semester	*None*	1013 Rest. Cul. Fun.	1019 Adv. Prins	1020 Rest. Prof.

CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY

PATHWAY: LAW ENFORCEMENT SERVICES

PROGRAM: LAW AND PUBLIC SAFETY

Prepares students for employment in corrections and law enforcement with emphasis on applications and ethical issues in safety leadership.

Successful completion of the program results in an embedded English credit.

Program qualifies for EDGE credit through Pierpont Community College.

1225-Fundamentals of Public Safety Leadership

- Introductory course exploring foundational principles essential for leaders in the field to safeguard democratic societies. It delves into public policy issues like crime and justice, explores the history, organization, and functions of the public safety components, including the criminal justice system, and addresses the administration of justice within a culturally diverse society, highlighting the challenges and issues faced.

1226-Ethical Issues Public Safety

- Explores the philosophy and practical aspects of leadership in public safety, including constitutional limits, civil and criminal accountability, and forensic methods. Students will learn to apply profiling and behavioral analysis to serious offenses within an ethical framework and critically assess correctional policy implications and criminal law procedures. The curriculum covers everything from the basics of criminal investigation to complex legal concepts like the Incorporation Doctrine and search and seizure laws.

1036-Seminar in Law Enforcement

- Explores essential principles of law enforcement, covering the history of policing in the U.S., the structure of law enforcement agencies, and various police activities, including criminal investigations. It also explores current issues and trends within the field, as well as specific aspects of criminal investigation like evidence collection, fingerprinting, latent dusting, interviewing, and report writing.

1039-Practical Applications of Public Safety

- Bridges theory with practical experience in Public Safety, allowing students to engage with professionals and gain hands-on experience through partnerships with agencies like law enforcement and correctional facilities. It emphasizes critical employability skills such as ethics, teamwork, and professionalism, and includes the creation of a portfolio to aid in job acquisition after completing the program.

Instructor: Michael Parklock

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	*None*	1225 Fund Pub Saf	1225 Fund Pub Saf	1035 Law Enforce
Spring Semester	*None*	1225 Fund Pub Saf	1226 Ethical Iss	1039 Practical Apps

CLUSTER: MANUFACTURING

PATHWAY: MAINTENANCE, INSTALLATION & REPAIR

PROGRAM: INDUSTRIAL EQUIPMENT MAINTENANCE

Introduces tools and systems applied with electricity, welding and hydraulics emphasizing safety.

Prerequisite Algebra I/Math 9.

Successful completion of the program leads to earning an embedded math credit.

1873-Fundamentals of Industrial Equipment Maintenance

- Introduction to the fundamental knowledge and technical skills necessary for entry-level positions in Industrial Maintenance, covering topics such as workplace safety, tool usage, and mechanical systems like drives and bearings. It combines theoretical learning with hands-on activities to enhance problem-solving abilities, and includes a focus on career development, job search strategies, and professional ethics. Safety principles are emphasized throughout all aspects of the curriculum.

1875-Hydraulic and Pneumatic Systems

- Introduction to the principles and practical applications of hydraulic and pneumatic systems, aimed at developing the technical skills required for the industrial sector. It emphasizes career development, job search strategies, and ethical conduct, alongside safety training integrated into all lessons.

1871-Electrical Maintenance

- Introduction to the knowledge base and technical skills for entry level skills in industrial Electrical Maintenance. Areas of study include basic electrical theory and calculations, electrical tools, instruments and safety, electrical symbols and diagrams, industrial power and control circuits, electrical equipment and devices, electrical motors, and an introduction to programmable logic controllers, as applied in industrial locations.

1985-Fundamentals of Welding Technology

- Comprehensive introduction to Welding Technology, covering career opportunities, terminology, welding processes, oxyfuel cutting, and equipment safety. Safety training is a fundamental part of the curriculum, ensuring students learn in a secure environment. Through problem-solving exercises and hands-on practice, students will develop a solid understanding of welding concepts.

Instructor: Chad Smith

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	1873 Fund Ind Eq	*None*	1873 Fund Ind Eq	1985 Fund Wld Tech
Spring Semester	1873 Fund Ind Eq	*None*	1871 Electric Maint	1875 Hyd & Pnu Sys

PATHWAY: MANUFACTURING PRODUCTION PROCESS DEVELOPMENT

PROGRAM: ROBOTICS

This program covers the engineering design cycle, emphasizing Vex V5 autonomous robot creation and operation with C++ coding. It offers an in-depth look at robotics engineering, from design and construction to robot programming. The course also explores drones, teaching aerodynamics, sUAS Pilot's license preparation, drone maintenance, and programming for autonomous missions in Block and Python. Combining theoretical and practical skills in robotics and drone technology, it prepares students for further education or careers in robotics engineering.

Successful completion of Robotics I or Drones I fulfills 1 technology credit.

Successful completion of the program leads to earning an embedded math credit.

1866-Robotics I

- Designed to provide a comprehensive introduction to the world of VEX V5 Robotics. Participants will gain hands-on experience with the VEX V5 Robotics platform, learning fundamental concepts in robotics, programming in C++, and engineering.

1867-Robotics II

- Designed for students who have completed the introductory robotics course. Students will participate in exciting robotics competitions where they'll showcase their robots and programming skills. This course will also emphasize advanced programming techniques using sensors, strategic design, and effective teamwork. Students will delve deeper into the VEX Robotics ecosystem, gaining expertise in both hardware and software aspects to excel in VEX V5 challenges.

1887-Drone I (FAA 107 Ground Operations)

- Designed to prepare students for the Federal Aviation Administration's (FAA) Remote Pilot Certificate, also known as Part 107. This course provides comprehensive training on the regulations, procedures, and aeronautical knowledge required to operate small, unmanned aircraft systems (sUAS) commercially in the United States. Participants will learn the necessary skills and knowledge to pass the FAA Part 107 exam and become certified remote pilots. Students will also explore the principles of flight as they learn to manually control and navigate their drones through various challenges. From mastering basic maneuvers to executing complex aerial tasks, you'll develop a deep understanding of drone flight dynamics.

1888-FAA 107 Drone Flight Operation

- Designed for students who have completed the introductory Drones I course. Students will learn how to code their drones to perform autonomous flights and execute predefined tasks, unlocking a realm of possibilities in automation and artificial intelligence. Students will participate in exciting Drone competitions where they'll showcase their drones' programmed flight skills.

Instructor: Katrina Riggleman

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	1866 Robotics I	*None*	1866 Robotics I	1887 Drones I
Spring Semester	1866 Robotics I	*None*	1888 Drones II	1867 Robotics II

PATHWAY: PRODUCTION

PROGRAM: MILLWORK & CABINET MAKING

Includes basic math and measuring skills, blueprint reading and interpretation, lumber grading, and origins and properties of wood as a manufacturing material. Uses woodworking machines and CNC router.

Successful completion of Cabinetmaking I, II, III, or IV fulfills 1 ART Credit.

2126-Millwork and Cabinetmaking I

- Introduction to the foundational knowledge and skills required in the Millwork and Cabinetmaking industry, starting with the essential NCCER Core curriculum, a prerequisite for all Level I courses. It includes modules on safety, construction math, hand and power tools, construction drawings, rigging, communication, employability skills, and materials handling. Following these basics, students will delve into the specifics of Millwork and Cabinetmaking, focusing on trade introduction and the types of woods and materials used in cabinet construction.

2127-Millwork and Cabinetmaking II

- Continues to build student skill sets in areas such as Shop Tools Used in Cabinetmaking; Joints; Assembling the Cabinet; and Sanding and Finishing.

2128-Millwork and Cabinetmaking III

- Continues to build student skill sets in areas of Applying Plastic Laminate to a Countertop; Cabinet Doors; and Cabinet Drawers

2129-Millwork and Cabinetmaking IV

- Continues to build student skill sets in areas of Cabinet Doors and Drawer Hardware; Cabinet Shelves and Shelf Hardware; and Mass Production Cabinetmaking.

Instructor: Jonathan Clingerman

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	*None*	2126 Mill & Cab I	2126 Mill & Cab I	2127 Mill & Cab II 2128 Mill & Cab III 2129 Mill & Cab IV
Spring Semester	*None*	2126 Mill & Cab I	2127 Mill & Cab II 2128 Mill & Cab III 2129 Mill & Cab IV	2127 Mill & Cab II 2128 Mill & Cab III 2129 Mill & Cab IV

CLUSTER: TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

PATHWAY: FACILITY & MOBILE EQUIPMENT MAINTENANCE

PROGRAM: AUTOMOTIVE TECHNOLOGY

Covers theory and diagnostics of brakes, steering/suspension, engine repair, electrical, and engine performance. Transportation and Distribution & Logistics-Facility & Mobile Equipment Maintenance.

Successful completion of the program leads to an embedded math credit.

1631-Automotive Technology I

- An introductory course that provides students with foundational knowledge and technical skills, covering topics such as service consultation, safety, tools, electrical systems, battery maintenance, and engine diagnostics and repair. Students engage in problem-solving and hands-on activities to grasp key concepts.

1623-Automotive Technology II

- Students progress to more advanced areas, including the diagnosis and repair of wheel and tire systems, hydraulic and brake systems, power assist units, and steering & suspension systems. They apply problem-solving and engage in practical activities to master these concepts.

1625-Automotive Technology III

- Enhances student skills in electrical systems, including starting, charging, lighting, and accessories, as well as engine components like cylinder heads and valve trains, with a focus on general engine diagnosis.

1637-Automotive Technology IV

- Culminates the program with advanced skills in engine performance, including computerized controls and emissions, transmission systems, drive train and axles, and climate control systems.

Instructor: Ashley Isner

Course Schedule

	Block 1	Block 3	Block 4
Fall Semester	1631 Auto Tech I	1631 Auto Tech I	1623 Auto Tech II
Spring Semester	1631 Auto Tech I	1625 Auto Tech III	1637 Auto Tech iV

PROGRAM: COLLISION REPAIR TECHNOLOGY

Covers structural and non- structural analysis and damage repair, surface preparation, painting/refining, analysis, repair, and replacement of mechanical and electrical components and assemblies.

Successful completion of the program leads to an embedded math credit.

1671-Fundamentals of Collision Repair Technology

- Introductory course that equips students with foundational knowledge and skills pertinent to the industry, covering career paths, tool use, panel straightening, and vehicle preparation, with a strong emphasis on safety. Through problem-solving and hands-on activities, students gain a practical understanding of key concepts, supported by teachers who focus on real-world applications and instruction.

1675-Non-Structural Analysis and Damage Repair

- Advances students' skills in assessing and repairing non-structural metal and composite parts, combining academic knowledge with practical problem-solving and hands-on lab activities. Safety principles are embedded throughout the course to ensure a comprehensive learning experience. Instructors focus on real-world applications, ensuring students receive guidance and opportunities to apply their learning in practical settings.

1677-Structural Analysis and Damage Repair

- Continues to build student skill sets in frame and unibody type vehicles using welding techniques, measuring equipment, and frame machines. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

1679-Surface Preparation and Refinishing

- Students advance their skill sets in preparing a surface for refinishing; inspect, clean, and operate spraying equipment; detail a vehicle; and diagnose finish defects. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

Instructor: Jim Harman

Course Schedule

	Block 1	Block 3	Block 4
Fall Semester	1671 Coll. Repair Tech I	1675 Non-Structural…	1671 Coll. Repair Tech I
Spring Semester	1671 Coll. Repair Tech I	1677 Structural Analys…	1679 Surface Finishing

PROGRAM: POWER EQUIPMENT SYSTEMS

Emphasizes repair of small engines and motorcycles including complete rebuilds and overhauls. Focus is on service and repair of recreational vehicles, lawn and garden machinery, and chainsaws.

Successful completion of the program leads to an embedded math credit.

1962-Fundamentals of Power Equipment I

- Introduces students to essential knowledge and skills in the Power Equipment Systems field, focusing on job acquisition and retention, safety, engine basics, and air and fuel systems. The course emphasizes career exploration, job-seeking abilities, and ethical conduct in both personal and professional contexts. Through problem-solving exercises and hands-on practice, students gain a practical understanding of the concepts taught, with safety training incorporated throughout the curriculum.

1964-Fundamentals of Power Equipment II

- Expands on the foundational knowledge and skills within the Power Equipment Systems curriculum, focusing on lubrication, cooling, electrical, and exhaust systems. The course prioritizes career exploration, job-seeking skills, and ethical conduct, ensuring safety principles are applied in all activities. Through engaging in problem-solving and hands-on tasks, students deepen their understanding of these systems, with educators guiding them through real-world applications and instruction.

1966-Power Equipment Service I

- Offers students an introduction to technical skills and knowledge essential for servicing power equipment, covering shop safety, measurement techniques, and engine system service. It integrates safety instruction, hands-on activities, and problem-solving to foster understanding, while also focusing on career exploration, job-seeking skills, and professional ethics. Real-world learning opportunities are provided to ensure practical application of course concepts.

1968-Power Equipment Service II

- Expands on foundational skills, focusing on drive systems, chainsaws, and various outdoor power equipment applications. It combines safety instruction, career exploration, and ethics with hands-on activities and problem-solving to deepen understanding and practical skills. This approach ensures students are well-prepared for professional opportunities in the field.

Instructor: Johnathan Lambert

Course Schedule

	Block 1	Block 2	Block 3	Block 4
Fall Semester	*None*	1962 Fund. Pwr I	1962 Fund. Pwr I	1966 Pwr Equip Serv I
Spring Semester	1962 Fund. Pwr I	*None*	1966 Equip Ser I 1968 Equip Ser II	1964 Fund. Pwr II

OTHER PROGRAMS

EMBEDDED CREDIT

Embedded credit is an alternative means to earn high school credit as defined by West Virginia Department of Education Policy 2510. This policy allows students to earn credit for two courses by combining content from one course into another.

When a student is utilizing senior-level English or Math embedded credit, the credit and grade will be transcribed in the students' senior year.

4013-Transition English Language Arts for Seniors

- This course combines English Language Arts (ELA) standards with Career and Technical Education (CTE) programs to offer a customized learning experience. 80% of the ELA standards are covered through CTE coursework and the remaining 20% through direct instruction from an ELA teacher. The curriculum focuses on enhancing communication skills through language and literature, fostering critical thinking and problem-solving skills, and using various media. To earn the embedded credit, students must complete all courses in one of three programs and achieve a minimum of 70% in their ELA assignments: Law & Public Safety, ProStart, and Therapeutic Services.

Instructor: Summer Grose

3052-Transition Math for Seniors

- This course combines Math standards with Career and Technical Education (CTE) programs to offer a customized learning experience. 80% of the Math standards are covered through the CTE coursework and the remaining 20% through direct instruction from a math teacher. The curriculum readies students for college-level math by strengthening their numeracy and problem-solving abilities through algebra, geometry, and basic trigonometry. It emphasizes mathematical habits like problem-solving, abstract reasoning, argument construction, mathematical modeling, strategic tool use, precision, and identifying patterns. This course aims to progressively enhance students' mathematical skills, preparing them for further education. To earn the embedded credit, students must complete all courses in one of seven programs and achieve a minimum of 70% in their math assignments: Automotive Technology, Carpentry, Collision Repair Technology, Electric Technology, Industrial Equipment Maintenance, Power Equipment Systems, and Robotics.

Instructor: Robin Davis

OPTIONS PATHWAY

Option Pathway is a WVDE (West Virginia Department of Education) program designed for students who have failed major core courses and are at risk of not graduating on time with their ninth-grade cohort. The Option Pathway program allows students failing within the traditional classroom an alternative path to earn missing credits and graduate on time.

Option Pathway students will complete a CTE (Career Technical Education) Program of Study, receive HSEA (High School Equivalency Assessment) preparation courses to assist with credit recovery, and complete a senior portfolio. Once all requirements are fulfilled, students will earn a high school diploma from their respective school.

Approval is required to enroll in the program.

Instructor: Tina Cooper

ADULT PROGRAMS

ADULT EDUCATION

Provides adult learners with educational opportunities to improve the literacy skills necessary to become self-sufficient and to participate effectively in the workplace, home, and community at no cost. These classes include self-paced GED instruction, as well as remedial courses in reading, math, and English for non-native speakers. There are no fixed start or end dates, allowing for flexible attendance. This program, part of the broader Adult Education initiative, is designed to adapt to the diverse needs of adult learners and is a component of free public education.

The Randolph Technical Center's Adult Education program provides a range of educational services, including:

- GED Preparation: This offers preparation for the High School Equivalency Test.
- Reading & Math Literacy: Designed for adults seeking to improve their basic skills to qualify for benefits, training programs, and college admission.
- TEAS Preparation & Assessment: Support for prospective LPN (Licensed Practical Nurse) students preparing for nursing program entry exams.
- Beginning Computer Literacy: Courses for beginners to develop fundamental computer skills.
- TABE preparation and assessment in reading, math, and language.

Many other certifications are available such as Microsoft Office Specialist (MOS), Internet and Computing Core Certification IC3, Through the Customer's Eyes I and II (Customer Service I and II), Bloodborne Pathogens, West Virginia Welcome, CSM, Bring Your "A" Game to Work, online curriculum for distance education, Computer, Work, and Money Essentials, Edgenuity, Tabe Academy, and GED Academy.

Instructor: Diane White

SCHOOL OF PRACTICAL NURSING

A comprehensive course designed for those interested in pursuing a career in nursing. This 12-month program typically begins in early March and concludes the following February, offering a blend of theoretical knowledge and practical skills. Located in Elkins, West Virginia, the program is a part of the Randolph Technical Center's broader educational offerings, which are aimed at providing quality training and marketable skills in various disciplines. Students in this program are prepared for various roles in the nursing field, reflecting the center's commitment to fostering career development and professional skills among its students.

LPN Instructor: Cheryl Goff

LPN Coordinator: Misty Bolyard

SPOKES

The SPOKES program, a collaborative effort between the WWDE Office of Adult Education and Workforce Development and the Department of Health and Human Resources (DHHR), alongside Workforce Development Boards (WDBs), offers a comprehensive approach to work-based learning. It focuses on academics related to the workplace, job preparation skills, and specialized vocational training in customer service.

Participants in the program engage in a rigorous daily schedule that encompasses work-related academics, essential "soft skills" for securing and maintaining employment, and targeted vocational training in customer service.

The program specifically serves DHHR and WV Works clients, who can start receiving services on “any given Monday”. SPOKES is a ten-week course designed to equip individuals with a broad range of skills, including job assessment and readiness, workplace process competencies, computer literacy, WorkKeys academic subjects, customer service vocational training, and an intensive job search strategy developed in partnership with a Career Development Consultant.

Instructor: Neavoda Judy