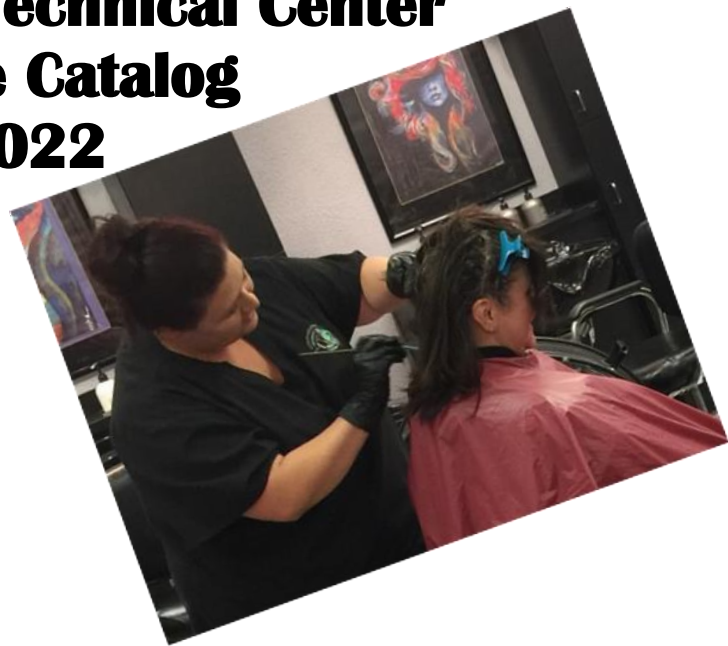




Boone Career and Technical Center Adult Course Catalog 2021-2022



BCTC Adult Programs

**Last Revised:
06/08/2021**

Title IX ADA 504 Notice

Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director Anthony Tagliente at 304-369-8276 or ataglient@k12.wv.us. For inquiries concerning 504/ADA, please contact the Director of Exceptional Children Mary Knapp, at 304-369-8245 or mknapp@k12.wv.us. Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130.

ADULT COURSE CATALOG

BOONE CAREER & TECHNICAL CENTER (BCTC)

3505 DANIEL BOONE PARKWAY SUITE B

FOSTER WV 25081

OFFICE: (304) 369-4585 FAX: (304) 369-3692

EXTENSION CAMPUS: BCTC TRUCK DRIVING

120 ACADEMY DRIVE CHAPMANVILLE, WV 25508

OFFICE: (304) 855-5045 FAX: (304) 855-5545

Allen Halley
Director/Principal

BOONE COUNTY BOARD OF EDUCATION

DR. LISA BECK
Superintendent

SUSAN KIMBLER
President

CHARLES GIBSON
Vice President

ROBERT NELSON
Member

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BARRY BROWN
Member

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STAFF DIRECTORY

| | | |
|---------------|---|------------------------|
| Allen Halley | Director/Principal | ahalley@k12.wv.us |
| Lana Barker | Adult Secretary | lbarker@k12.wv.us |
| Foster, Jeff | Truck Driving | jsfoster@k12.wv.us |
| Fowler, Sarah | Cosmetology | sarah.fowler@k12.wv.us |
| Geer, Brandon | Welding | brandon.geer@k12.wv.us |
| Wall, Dena | Cosmetology | dena.wall@k12.wv.us |
| Webb, Paula | Medical Assisting/ Phlebotomy Technician | pholstei@k12.wv.us |

Cosmetology

Instructor: Sarah Fowler, AS
 Southern WV Community & Technical College: AS
 WV Board of Cosmetology Licensed Cosmetologist
 WV Board of Cosmetology Certified Cosmetology Instructor
 WVDE Certified Cosmetology Instructor
 Sarah.fowler@k12.wv.us
 304-369-1645

At Boone Career & Technical Center Cosmetology, our staff possesses the skills required to provide necessary training and we aspire to produce capable, productive cosmetologists and stylists who exhibit the determination, skills, ability and desire to succeed in the salon environment. Each student will not only receive instruction and exposure to essential technical skills and equipment but also be afforded the opportunity for hands on, supervised work with the public.

Admission Requirements for Cosmetology:

- High school diploma or GED
- Pre-entrance Exam: TABE score of 4 or above
- Completed student registration form for the West Virginia State Board of Barbers and Cosmetologist.
- State Photo ID
- Social Security Card
- Picture to be sent to state board
- Copy of physical
- \$25 registration fee in the form of check or money order made payable to the West Virginia State Board of Barbers and Cosmetologists (*nonrefundable*)
- \$100 Reservation Fee (*Non-refundable & goes toward tuition*)

Enrollment

Classes are scheduled 32.5 hours per week, Monday through Friday, from 8:00 AM to 2:30 PM.

Tuition and Fees

(Estimated Expenses)

| | |
|-----------------------|-----------------|
| Adult Student Tuition | \$8,000 |
| Lab Fee Part 1 | \$600 |
| Lab Fee Part 2 | \$600 |
| Lab Fee Part 3 | \$600 |
| Cosmetology Kit | \$600 |
| Books | \$200 |
| TOTAL | \$10,600 |

Other Cost to Students

Certification Testing and Fees (Student's Responsibility) \$300

Adult students who have completed high school courses:

13th year Student Tuition Formula: amount of hours needed x \$5 (50% discount)

Graduation Requirements:

- A. Satisfactory completion of course of instruction for which the student is enrolled.
- B. Completion of all required hours of instruction for the course.
- C. Payment of all fees in full and any outstanding balance owed to the school.
- D. Completion and passing of all written and practical assignments/tests with a score of at least 70%. Satisfactory completion of final examination in scientific theory and practical demonstration with a score of not less than 70%.

Certification

Upon completion of the prepaid course of study, each student is awarded a diploma certifying to the fact the school's requirements have been met.

Program of Study Description:**HU9505 Cosmetology (ACE)**

The Cosmetology program provides 1800 hours of instruction over the course of a 18 months, including 900 hours of Hair Styling, 300 hours of Manicuring and 500 hours of Aesthetics, with 100 hours of general studies, consisting of classroom studies into the arts and sciences of Cosmetology, integrated with supervised practice and demonstrations of various techniques on a mannequins and real clients. Cosmetology is an occupational field bringing together many diverse elements of beauty from hair care to skin care to nail ornamentation, incorporating modern sciences and understanding with traditional beautician services. Students are expected to learn the role of cosmetologists bringing professionalism, skill, creativity and pride to their work. The practical side of cosmetology is more than just learning the proper techniques, but also learning to interact with the public, manage a business and to promote themselves, their services and their products. Students are required to achieve a minimum grade of 80% on both their theory, and practical work. Students will spend a portion of their time in the student salon learning to perfect the skills they have been taught.

Core Courses:

- **9193A Barbering and Cosmetology Foundations**
Professional Information Theory - 100 hours. In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, State Aesthetics Laws, Sanitation Processes and Guidelines, Infection Control and First Aid
- **9201A Cosmetology Science I**
9202A Cosmetology Science II
200 hours Practice -50 hours. In this section, students will learn: infection Control for Cosmetologists, Anatomy, Physiology, Diseases and Disorder of the Skin, Skin Structure, Properties of the Hair and Scalp, Chemistry and Electricity 15

- **9198A Cosmetology Professional I**
9199A Cosmetology Professional II
9200A Cosmetology Professional Advanced
 50 hours Practice -400 hours. In this section, students will learn: Client Consultation, Hair Analysis, Shampooing, Conditioning, Scalp Care, Product Chemistry, Principles of Hair Design, Various Haircutting and Hairstyling Techniques, Braiding, Extensions, Wigs and Hair Additions
- **9203A Cosmetology Chemical I, 9204A Cosmetology Chemicals II**
 100 hours Practice - 100 hours. In this section, students will lean: Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting
- **9196A Skin Sciences I**
9195A Aesthetics Science,
9194A General Aesthetics I
9197A General Aesthetics II
 500 Hours. In this section students will learn: Anatomy & Physiology and Basic Chemistry, Electricity and Nutrition of Aesthetics, Physiology & Histology of Skin, Disorders & Diseases of Skin, Skin Analysis and use of Skin Care Products, Facial and Basic Massage Techniques, Hair Removal, Advanced Topics & Treatments and Makeup.
- **9190A Nail Technology Science and Procedure**
9191A Art of Nail Technology
9192A Nail Technology Clinical Experience
 300 Hours. In this section students will learn: General Anatomy & Physiology and Structure of the Skin and Nails, Nail Diseases & Disorders, Nail Product Chemistry, Pre- & Post-Service Procedures, Tool/Instrument Disinfection, Polishing, UV Gel & Design, Advanced Manicuring & Pedicuring, Wraps, Tips & Paraffin, and Monomer Liquid & Polymer Nail Enhancements.

Graduation Requirements

The following factors are used for determining academic progress: Theory, practical, and laboratory (clinic). Cosmetology and barber students are evaluated each 450 scheduled hours, estheticians and 600 manicuring students are evaluated each 300 scheduled hours, 400 hour manicuring students are evaluated each 200 scheduled hours, and cosmetology crossover students are evaluated each 150 scheduled hours. An overall average of 70% is required for all courses offered.

A passing grade is required in both practical and theory work for graduation and eligibility to take the state board examination.

Medical Assisting

Instructor: Paula Webb, MS, RN
 West Virginia University School of Nursing: BSN
 Marshall University Graduate College: MS Adult and Technical Education
 WV Registered Professional Nurse
 WVDE CTE Instructor
 AMT Certified Allied Health Instructor
 pholstei@k12.wv.us
 304-369-4585, ext. 320

ADMISSION REQUIREMENTS

- High School Diploma or GED
- Pre-entrance Exam: TABE Score of 525 or above
- Vaccination Records w/ proof of Hepatitis B, MMR & Varicella Vaccinations
- Negative TB screen
- Clear Background Check
- Negative Drug Screen
- Driver's License
- Signed Policy & Procedure Forms (See Appendices)
- \$100 Registration Fee (*Non-refundable & goes toward tuition*)

BCTC Medical Assistant Curriculum

The BCTC Allied Health Academy trains multi-skilled medical assistants who are highly favored in the health care industry. The hours required to complete this multiple-certification program of study are as follows:

| | |
|--------------------------------------|--------------------|
| Medical Assisting Core Courses | 975 Hours |
| Medical Assisting Clinical Practicum | <u>160 Hours</u> |
| TOTAL HOURS | 1,135 Hours |

Medical Assisting (HE0730)

The Program will begin each year in July and will end the following June. Class meets Monday – Friday from 8:00am – 2:00pm. Students must complete 975 hours of academic instruction, and clinical, laboratory, and administrative skills training, followed with a minimum of 160 hours of clinical internship in a medical clinic to qualify for national certification.

Tuition and Fees

| | |
|------------------------|-------------------|
| Tuition | \$1,800.00 |
| Medical Assisting Text | 405.00 |
| MA Supply Kit | 150.00 |
| NHA CCMA EXAM | 155.00 |
| NHA CCMA Test Prep | 75.00 |
| NHA CPT Test Prep | 70.00 |
| NHA CPT Exam | 120.00 |
| CPR/First Aid | 50.00 |
| Drug Testing | 50.00 |
| Pinning Ceremony | 25.00 |
| Misc. Supplies | 100.00 |
| Total | \$3,000.00 |

A score of 80% in the program and 90% attendance is necessary to qualify for certification and graduation. Upon graduation from the program, you will obtain:

- NHA Certified Clinical Medical Assistant (CCMA) certification
- NHA Certified Phlebotomy Technician (CPT) certification
- American Heart Association Basic Life Support Provider CPR Card
- American Heart Association Heartsaver First Aid Card
- BCTC Medical Assisting, Phlebotomy & EKG certificates

Program of Study Description:

HE9307 Medical Assisting (ACE)

This program is designed to prepare students for employment as medical assistants. Medical assistants are multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. They perform clinical and administrative tasks and their duties vary by office or clinic. The major combines classroom, laboratory and work-site learning components to ensure that each student achieves entry-level competencies for the medical assistant. Students practice in a variety of settings as chosen by the instructor. Students completing this career major will be eligible to sit for certification as a Medical Assistant.

Core Courses:

- **9101A Medical Assisting I** (150 clock hours)
The first course in the Medical Assisting Program is designed to instruct the student on health care delivery systems, the healthcare team and professionalism. The student develops knowledge of anatomy and physiology, psychology, medical terminology, and health maintenance practices. The student develops professional communication skills and acquires certification in CPR and first aid.

- **9102A Medical Assisting II** (150 clock hours)

Prerequisite: 9101A

The second course in the Medical Assisting Program introduces the student to regulatory guidelines in the profession and legal and ethics issues. The student develops therapeutic communication skills for diverse populations in the medical office. Topics include workplace safety, risk management, and quality assurance.

- **9103A Medical Assisting III** (225 clock hours)

Prerequisites: 9101A, 9102A

The third course in the Medical Assisting Program is designed to provide the student with the knowledge and skills necessary to perform the administrative duties of medical assisting, including electronic health record administration, diagnostic and procedural coding applications, practice management. This course includes HIPAA training.

- **9104A Medical Assisting IV** (225 clock hours)

Prerequisites: 9101A, 9102A, 9103A

The fourth course in the Medical Assisting Program expands knowledge in anatomy and physiology, law & ethics and health maintenance practices. The student develops professional skills in communication, infection control, medical administration, and diagnostic testing.

- **9105A Medical Assisting V** (225 clock hours)

Prerequisites: 9101A, 9102A, 9103A, 9104A

The last course in the Medical Assisting Program is designed to provide the foundations for clinical practice and students will demonstrate critical thinking based on knowledge of subject matter taught in previous courses and required for competence in the medical assisting profession.

- **9107A Medical Assistant Practicum** (160 clock hours)

Prerequisites: 9101A, 9102A, 9103A, 9104A, 9105A

This course provides a clinical internship in a health care facility. The medical assistant performs clinical and administrative tasks in the medical office or clinic. All other courses must be successfully completed prior to the practicum.

Graduation Requirements:

- Satisfactory completion of course of instruction for which the student is enrolled.
- Completion of all required hours of instruction for the course.
- Completion of all required hours of clinical internship for the course.
- Payment of all fees in full and any outstanding balance owed to the school.
- Completion and passing of all written and practical assignments/tests with a score of at least 80%.
- Satisfactory completion of final examination in with a score of not less than 80%.

Phlebotomy Technician

Instructor: Paula Webb, MS, RN
 West Virginia University School of Nursing: BSN
 Marshall University Graduate College: MS Adult and Technical Education
 WV Registered Professional Nurse
 WVDE CTE Instructor
 AMT Certified Allied Health Instructor
 pholstei@k12.wv.us
 304-369-4585, ext. 320

ADMISSION REQUIREMENTS

- High School Diploma or GED
- Pre-entrance Exam: TABE Score of 525 or above
- Vaccination Records w/ proof of Hepatitis B, MMR & Varicella Vaccinations
- Negative TB screen
- Clear Background Check
- Negative Drug Screen
- Driver's License
- Signed Policy & Procedure Forms (See Appendices)
- \$100 Registration Fee (*Non-refundable & goes toward tuition*)

Phlebotomy Technician Curriculum

The Phlebotomy Technician program is offered as a part-time, one semester class. The Phlebotomy Skills course is taught during the evening every fall and spring.

Program of Study Description:

HE 9301A Phlebotomy Technician (ACE):

The Autumn course will begin in July of each year and will end in the following January. The Spring course will begin in January each year and end in June of the following year. The class meets twice weekly from 3:00pm – 7:00pm. Students must complete 120 hours of clinical internship in a health care facility to qualify for national certification.

Tuition and Fees

| | |
|-------------------|-----------------|
| Tuition | \$400.00 |
| Phlebotomy Text | 85.00 |
| NHA CPT Test Prep | 70.00 |
| NHA CPT Exam | 120.00 |
| CPR | 25.00 |
| Drug Testing | 25.00 |
| Pinning Ceremony | 25.00 |
| Misc. Supplies | 100.00 |
| Total | \$850.00 |

Course Description:

- **9065A Phlebotomy Skills** (225 hours)

This course provides instruction in Phlebotomy. Phlebotomists draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. Students will learn the anatomy of the vascular system as well as perform basic phlebotomy procedures. Students will evaluate patients for ability to withstand venipuncture procedure, be able to explain the venipuncture procedure and answer patient questions. Students will demonstrate basic point of care testing, such as blood glucose levels on patients; prepare blood, urine, and other body fluid specimens for testing according to established standards. After successful completion of this course students will acquire certification as a Phlebotomy Technician.

Graduation Requirements:

- Satisfactory completion of course of instruction for which the student is enrolled.
- Completion of all required hours of instruction for the course.
- Completion of all required hours of clinical internship for the course.
- Payment of all fees in full and any outstanding balance owed to the school.
- Completion and passing of all written and practical assignments/tests with a score of at least 70%. Satisfactory completion of final examination in with a score of not less than 70%.

Truck Driving

Lead Instructor: Jeff Foster
 Commercial Driver's License
 West Virginia University Institute of Technology: CTE
 WVDE Certified Truck Driving Instructor
 jfoster@k12.wv.us
 304-855-5045

Part-Time Instructors: Dale Ball, CDL
 David Bateman, CDL
 Glenn Turley, CDL

Truck Driving

The Truck Driving program of study focuses on careers that will build a knowledge base and technical skills in the truck driving industry. Students will receive hands-on training in order to obtain a Class A or Class B CDL (Commercial Driver's License).

Truck Driving classes are taught at the BCTC extension campus at 120 Academy Drive, Chapmanville, WV 25508.

Admission Requirements:

- TABE Test
- Valid unencumbered Driver's License
- 18 Years if age minimum
- \$100 Reservation Fee (*Non-refundable & goes toward tuition*)

TR9803 Truck Driving (ACE)

Would you like to travel on the open road while earning money? If so, get behind the wheel at in the Truck Driving program at BCTC! By offering small class sizes, students are able to take advantage of our individualized training and "behind the wheel" experience. The curriculum is designed to prepare students for the open highway with an emphasis on obtaining a CDL license and achieving employment after completion. Our highly trained instructors are equipped to adequately prepare students to operate anything that is legal on the roadway (with the exception of motorcycles). Nowhere else can you learn a new and valuable trade in such a short time, with a minimum investment (\$4,400.00), and immediately begin a rewarding career.

Classes meet from 8am – 4pm M - F. Six-week program totaling 240 hours, including:

- 40-hours classroom training
- 200 hours hands on training in the truck and bus.

Training to include:

- Preparation for the Learner's Permit Exam
- Log books and hours of service
- Trip planning and map reading

- Backing Safely
 - Straight line backing
 - Parallel Parking and Alley Dock Parking
 - Offset backing
- Negotiating Turns Safely
- Sharing the road with other drivers
- Mountain driving
- City driving

Tuition and Fees

| | |
|---------------------------|-------------------|
| Tuition | \$3,518.25 |
| D.O.T. Physical | 95.00 |
| Learner's Permit & Fees | 82.50 |
| HAZMAT | 86.50 |
| T.W.I.C. Background Check | 125.25 |
| State Testing Fee | 200.00 |
| Fuel Charge | 120.00 |
| CDL License Fee | 97.50 |
| Misc. Fees | 75.00 |
| TOTAL | \$4,400.00 |

Course Descriptions:

- **9260A Truck Driver Training I**
 These courses introduce the student to the knowledge base and technical skills of the Truck Driving industry. Students are introduced to the knowledge base and technical skills required for a Commercial Driving License as required by West Virginia Department of Transportation. Areas of study include CDL license information, licensing procedures and requirements and traffic laws. All West Virginia teachers are responsible for classroom instruction that integrates learning skills, technology tools, and skill sets.
- **9283A Truck Driver Training II**
 These courses teach students how to handle cargo, cargo security, trip planning, night driving and understanding the hours of service requirements.

Upon successful completion of the course, students will obtain:

- Class A Commercial Driver's License CDL with All Endorsements
- Transportation Worker Identification Credential (T.W.I.C.) Card
- Hazardous Materials Certification
- Certificate of Completion from Boone Career & Technical Center

Welding

Instructor: Brandon Geer
 Certified Welder
 West Virginia University Institute of Technology: CTE
 WVDE Certified Welding Instructor
brandon.geer@k12.wv.us
 (304) 369-4585, ext. 321

Program Description: The Welding program will train students in the fundamentals of Welding. The Welding Program of Study 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 the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Admission Requirements:

- High School Diploma or GED
- Pre-Entrance Exam: TABE Test
- \$100 Reservation Fee (*Non-refundable & goes toward tuition*)

The Adult Welding students at the Boone Career and Technical Center become trained welding technicians upon completion of the course. They will have received training along with welding in fabrication, metallurgy, pipe welding, oxy-ace cutting, plasma cutting, OSHA-approved fork truck certification and all safety requirements for the welding field.

Welders can enter the field of welding with the potential to earn a high salary and good benefits. Some welding opportunities are welder helper, welder first class, pipe welder, metal fabricator and welding inspector. This program is fully equipped to teach all forms of welding and to prepare the welder for a future in the welding field.

The program includes:

1. Basic Safety
2. Introduction to Construction Math
3. Introduction to Hand Tools and Power Tools
4. Introduction to Construction Drawings
5. Basic Rigging
6. Welding Safety
7. Oxy-fuel Cutting
8. Plasma Arc Cutting
9. Air Carbon Arc Cutting and Gouging
10. Base Metal Preparation
11. Weld Quality
12. SMAW Beads and Fillet Welds; Joint Fit-Up and Alignment; Groove Welds, and Open V Groove Welds

The class schedule is year-round, Monday through Friday, except holidays. Class starts at 8:00 AM and ends at 2:00 PM each day. The class is self-paced and student driven.

Plate Welding Tuition and Fees

| | |
|---|------------------------|
| Plate Welding Tuition (\$100 per month) | \$100 |
| Plate Welding Fees (\$250 per month) | \$250 |
| Total | \$350 Per month |

Pipe Welding Tuition and Fees

| | |
|--|------------------------|
| Pipe Welding Tuition (\$100 per month) | \$100 |
| Pipe Welding Fees (\$350 per month) | \$350 |
| Total | \$450 Per month |

Payment is to be made on the first of each month.

The students must provide their own personal protective equipment. The school provides all equipment, safety equipment, and all other supplies. All tests are given at BCTC and are included in the tuition.

Graduation Requirements:

- Upon completion of this program, students are given a test using the West Virginia state procedures and guidelines.
- Completion of all required hours of instruction and skills training for the course.
- Payment of all fees in full and any outstanding balance owed to the school.
- Students will receive their West Virginia State Certification upon passage.

Certifications students can receive are:

1. SMAW through 6G---uphill and downhill
2. GMAW through 6G---uphill and downhill
3. FCAW through 6G---uphill and downhill
4. GTAW through 6G---uphill and downhill
5. Fork Truck Safety
6. OSHA-10

Program of Study: MA9704A Welding (ACE)

The Welding Program of study focuses on careers that will build a knowledge base and technical skill in all aspects of the Welding industry. Student will have the opportunity to earn the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Course Descriptions:

- **9235A Welding I**

This course is designed to introduce the student to the knowledge base and technical skills of the Welding industry. The students will complete modules in Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills, and Introduction to Materials Handling. Students will

then begin developing skill sets in the fundamental of Welding, such as Welding Safety, Oxy-fuel Cutting, and Plasma Arc Welding.

- **9236A Welding II**
Welding II will continue to build student skills in areas of Air Carbon Arc Cutting and Gouging; Base Metal Preparation; Weld Quality; SMAW-Equipment and Set-up; Shielded Metal Arc Electrodes; SMAW-Beads and Fillet Welds; Joint Fit-Up and Alignment; SMAW-Groove Welds with Backing, and SMAW-Open V-Groove Welds.
- **9237A Welding III**
Welding III will continue to build student skill sets in areas of Welding Symbols; Reading Welding Detail Drawings; Physical Characteristics and Mechanical Properties of Metals; Pre-Heating and Post-Heating of Metals; GMAW and FCAW Equipment and Filler Metals, and GMAW and FCAW Plate.
- **9238A Welding IV**
Welding IV will continue to build student skill sets in areas of GTAW Equipment and Filler Metals and GTAW Plate. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

Electives

- **9239A Ornamental Metalwork**
This course introduces the student to the knowledge base and technical skills for concepts in the Ornamental Metal Work. Areas of study include measurement; metal layout and bending; operation of the drill press; band saw, and the iron worker. Incorporated into this course are elements of introductory knowledge and skills necessary for a career in welding.
- **9240A Blueprint Reading and Metallurgy**
The skill sets in this course are representative of the basic knowledge included in a Career and Technical Education welding program of study. Areas of study include drawing fundamentals; sketching and fabricating; basic welding symbols, and properties of metals and alloys.
- **9241A Gas Metal Arc Welding**
Students will gain advanced knowledge and skills in Gas Metal Arc Welding Safety; Bead and Fillet Welds, Joint Fit-Up and Alignment; Groove Welds with Backing, and FCAW Welding.
- **9242A Gas Tungsten Arc Welding**
Students will gain advanced knowledge and skills in Gas Tungsten Arc Welding Safety; Joint Fill-In and Alignment; GTAW Groove Welds; GTAW Filet Welds, and Aluminum Welding.

NOTES: