



*It's Your Turn*



*Enroll Now!*

**1000 Mississippi Street, Morgantown, WV 26501**

**304.291.9243**

**[mtec.mono.k12.wv.us](http://mtec.mono.k12.wv.us)**

# SPRING SCHEDULE 2021

*Classes fill on a First-Come, First Served Basis*

Registration will be accepted at the Monongalia County Technical Education Center (MTEC) beginning December, 1st at 1:00 pm.

**Fees are due at the time of registration.**

Registration times are:

Monday - Thursday: 1:00 pm - 7:00 pm • Friday: 9:00 am - 2:00 pm

**NEW Online Payment & Registration System.**

**Payment accepted -  
Credit/Debit Card, Check  
No Cash Payments**



## ADULT EDUCATION COMPUTER COURSES

Course	Place	Dates/Time	Instructor	Fee
Blogging Your Life Away	MTEC	2/2 - 2/18 T/TH 6:00-8:00	Martin	52.25
Computer Basics	MTEC	2/1 - 2/22 M/W 6:00-9:00	Gibson	62.50
Excellent class for beginners				
Google More Than Searching	MTEC	3/1 - 3/17 M/W 6:00-8:00	Martin	52.25
Microsoft Excel 2016	MTEC	3/1 - 3/17 M/W 6:00-9:00	Gibson	62.50
Quickbooks Online Version	MTEC	3/2 - 3/18 T/TH 6:00-9:00	Gibson	62.50
Smartphones - The Ins and Outs	MTEC	3/30 - 4/15 T/TH 6:00-8:00	Martin	52.25

## HEALTH OCCUPATIONS

Course	Place	Dates/Time	Instructor	Fee
CPR BLS Health Care Provider First Aide, AED - Heart Saver	MTEC	See dates below M 5:45-9:00	M. Pierce	67.75
Dates available: 1/11, 1/25, 2/1, 2/8, 2/22, 3/8, 3/22, 4/12, 4/19, 4/26, 5/3, 5/10, 5/17 Class size limited to 8. <b>Mandatory class for all health programs at MTEC.</b>				
Emergency Medical Technician (EMT prep course)	MTEC	1/14 - 5/13 T/TH 5:30-9:00	McDonald	728.25
Medical Math (T)	MTEC	1/12 - 4/20 T 5:30-8:30	McDaniel	156.25
Can be used as a prerequisite for the LPN Program.				
Medical Terminology (T)	MTEC	1/14 - 4/22 TH 5:30-8:30	Williams	156.25
Can be used as a prerequisite for the LPN Program. Required class for the Surgical Technology Program.				
Phlebotomy Technician (National Cert.)	MTEC	1/11 - 4/28 M/W 5:00-8:00	Rice	728.25
Sterile Processing Technician (National Cert.)	MTEC	1/12 - 4/22 T/TH 5:00-8:00	Robinson	832.25

## TECHNICAL

Course	Place	Dates/Time	Instructor	Fee
Beginning Electricity (T)	MTEC	1/6 - 3/3 M/W 5:30-8:30	Bevins	208.25
Hands on Wiring/ Diagrams Electrical/HVAC	MTEC	3/17 - 5/5 M/W 5:30-8:30	Bevins	208.25
Home Improvement Basic Techniques	MTEC	2/22 - 3/17 M/W 5:30-8:30	Lakatos	208.25
HVAC 3 (T) Prerequisite HVAC 2	MTEC	1/5 - 2/23 T/TH 5:30-8:30	Eddy	208.25
HVAC 4 (T) Prerequisite HVAC 3	MTEC	2/25 - 4/15 T/TH 5:30-8:30	Eddy	208.25
Welding I/II	MTEC	1/4 - 3/8 M 3:00-9:00	B. Pierce	312.25
Welding I/II	MTEC	3/15 - 5/3 M 3:00-9:00	B. Pierce	312.25
Welding I/II	MTEC	1/6 - 2/24 W 3:00-9:00	B. Pierce	312.25
Welding I/II	MTEC	3/3 - 4/21 W 3:00-9:00	B. Pierce	312.25
Welding I/II	MTEC	1/12 - 3/2 T/TH 4:00-7:00	Robinette	312.25
Welding I/II	MTEC	3/4 - 4/22 T/TH 4:00-7:00	Robinette	312.25
Woodworking	SM	2/2 - 4/6 T 5:00-8:00	Novotny	130.25
Woodworking	SM	2/4 - 4/8 TH 5:00-8:00	Novotny	130.25

## SPECIAL INTEREST CLASSES

Course	Place	Dates/Time	Instructor	Fee
Introduction to Italian	MTEC	1/14 - 4/22 TH 5:30-8:30	Anderson	156.25
Introduction to Sign Language	MTEC	1/25 - 3/17 M/W 5:30-8:30	Calhoun	156.25
Introduction to Spanish	MTEC	1/13 - 4/21 W 5:30-8:30	Lasker	156.25
Real Estate Salesperson Prep Course	MTEC	1/6 - 4/26 M/W 5:30-8:30	Commodore	520.25
Fee includes textbook. Must have high school diploma or GED.				

## COMMUNITY EDUCATION COOKING CLASSES

Course	Place	Dates/Time	Instructor	Fee
Couples Cooking Valentine's Edition (Lab Fee, \$30)	MTEC	2/8 - 2/9 M/T 6:00-8:00	Covell	31.50
Caribbean Cuisine (Lab Fee, \$20)	MTEC	3/3 - 3/10 W 6:00-8:00	Hastings	31.50
Hawaiian Cuisine (Lab Fee, \$20)	MTEC	3/24 - 3/31 W 6:00-8:00	Hastings	31.50

(T) Textbook required



# SPRING SCHEDULE 2021

## ARTS AND CRAFTS AND MORE

Course	Place	Dates/Time	Instructor	Fee
Acrylic Painting	EAST	2/22 - 3/29 M 4:00-5:30	Johnson	52.25
Beg. (SLR I) Digital Photography	MTEC	2/11 - 3/11 TH 6:00-8:00	Belmear	83.50
Intern. (SLR II) Digital Photography	MTEC	3/25 - 4/22 TH 6:00-8:00	Belmear	83.50
Beginning Fly Tying	MTEC	2/2-4/6 T 6:30-8:30	Trout Unl.	41.75
Crochet or Knitting	MTEC	2/25 - 4/15 TH 6:00-8:30	Black	52.25
Drawing/Portraits	MTEC	2/18 - 3/25 TH 4:00-6:00	Binder	52.25
Drawing/Portraits	MTEC	4/1 - 5/6 TH 4:00-6:00	Binder	52.25
General Gardening Techniques	MTEC	3/4 - 3/25 TH 6:30-8:30	Schiffbauer	52.25
Oil Painting	MTEC	3/9 - 4/13 T 4:00-6:00	Binder	52.25
Oil Painting	MTEC	3/9 - 4/13 T 6:30-8:30	Binder	52.25
Picture Framing (Lab Fee)	WO	2/24 - 4/28 W 6:00-9:00	Alderson	83.50
Sewing	MTEC	2/22 - 4/12 M 6:00-8:30	Black	52.25
Stained Glass (Lab Fee)	WO	1/26 - 3/2 T 6:00-9:00	Witt	83.50
Stained Glass (Lab Fee)	WO	3/9 - 4/13 T 6:00-9:00	Witt	83.50
Stained Glass Mosaic (Lab Fee)	WO	1/25 - 2/8 M 6:00 - 9:00	Witt	41.75
Stained Glass Mosaic (Lab Fee)	WO	2/15 - 3/1 M 6:00 - 9:00	Witt	41.75
Stained Glass Mosaic (Lab Fee)	WO	3/8 - 3/22 M 6:00 - 9:00	Witt	41.75
Stained Glass Mosaic (Lab Fee)	WO	3/29 - 4/12 M 6:00 - 9:00	Witt	41.75
Watercolor Painting	MTEC	2/18 - 3/25 TH 4:00-6:00	Binder	52.25
Watercolor Painting	MTEC	4/1 - 5/6 TH 4:00-6:00	Binder	52.25

## HEALTH AND FITNESS

Classes and Times	Place	Instructor	Fee
Aerobic (T/Th), Pilates (M/W) 6:00-7:00 pm Start dates: 1/4 - 3/8; 3/15 - 5/17	WO	Sadlek	10 Week Sessions for \$83.50
Zumba (T/TH) 5:30-6:30 pm Toning on Tuesday, Zumba on Thursday Start dates: 1/5 - 2/4; 2/9 - 3/11; 3/16 - 4/15; 4/20 - 5/20	WO	Bonner	5 Week Sessions for \$41.75

### GENERAL INFORMATION

**Age Requirements:** Adult and Community Education classes are intended for adult participation. Age requirements for these programs begin at the age of 18. Individuals not meeting the above age requirements must contact the Adult and Community office at 304-291-9243 concerning admission to classes for individuals under the age of 18.

**Location Key:**


WO - Westover Annex  
MTEC - Technical Education Center  
MTNV - Mountainview Elementary

SM - South Middle School  
EAST - Eastwood Elementary

**School Calendar:** The Monongalia County Adult and Community Education programs follow "similar" schedule as the Monongalia County Schools. Classes will not meet on the following dates: January 1st, 18th; February 15th; May 31st.

**Non-Discrimination Policy:** Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. For information about your rights or grievance procedures, call 304-291-9210 for assistance.

Not responsible for typographical errors.



**REAL ESTATE**  
*Salesperson*  
**PREP COURSE**

**JANUARY 6 - APRIL 26, 2021**  
**MONDAY/WEDNESDAY 5:30-8:30**

FEE INCLUDES TEXTBOOK. MUST HAVE HIGH SCHOOL DIPLOMA OR GED




**Sterile Processing Technician**  
**National Certification**  
Jan. 12<sup>th</sup> - April 22<sup>nd</sup>  
Tuesday/Thursday, 5-8pm

**Mtec**



**Emergency Medical Technician**  
**EMT Prep Course**

Jan. 14<sup>th</sup> - May. 13<sup>th</sup>  
Tuesday & Thursday  
5:30 to 9 pm



**Phlebotomy**  
*Technician*

Jan. 11<sup>th</sup> - April 28<sup>th</sup>  
Monday & Wednesday  
5 to 8 pm • \$728.25  
(Clinical Hours held during business hours)

**For more info. call 304.291.9243**



*Introduction to* **Sign Language**

January 25<sup>th</sup> - March 17<sup>th</sup>  
Monday & Wednesday 5:30-8:30pm

**For more information call 304.291.9243**

**Mtec**



High Tech Training Low Cost Tuition

## Adult Health Occupations Programs

"Offering Careers with Job Security & Projected Growth"

### PRACTICAL NURSING

- Become a Licensed Practical Nurse (LPN) in only 12 months
- Work in various healthcare settings: Hospitals, Clinics, Mental Health Facilities, Physician's Offices, Long Term Care, Home Health
- Perform job duties such as administering medications, obtaining vital signs, giving injections-immunizations, performing and recording patient assessments, providing wound care, supervising nursing assistants, scheduling patient appointments and much more
- Earn credit towards RN Programs
- Accredited through the WV Board of Examiners for LPN's
- Applications accepted October 1st - May 1st
- Affordable Tuition \$4,200 (appx.)

### MEDICAL ASSISTING

- Become a Registered Medical Assistant (RMA) in only 9 months
- Enjoy working in a physician's office or clinic
- Learn to perform both administrative and clinical procedures such as:
  - scheduling patients, maintaining medical records, drawing blood, administering immunizations, assisting the physician with patient exams and treatments
- Earn credit towards LPN Programs
- Applications accepted October 1st - May 1st
- Affordable Tuition \$2500.00 (appx.)

### SURGICAL TECHNOLOGY

### CENTRAL SUPPLY TECHNOLOGY

- Become A Certified Surgical Technologist (CST) and a Certified Registered Central Supply Technician (CRCST) in only 9 months
- Be part of a Surgical-Operating Room Team
- Perform job duties such as passing instruments, sutures, and sponges used during procedures, preparing the operating room and patient for surgery, maintaining a sterile field, gowning and gloving members of the surgical team, receiving, inspecting and cleaning-sterilizing instruments, preparing and packaging instruments for the OR and more
- Earn two National Certifications
- Accredited through The Commissions on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendations of The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA)
- Applications accepted October 1st - May 1st
- Affordable Tuition \$4400 (appx.)



# 304.291.9246

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