



**CAREER & TECHNICAL EDUCATION**  
**"OPTIONS THAT WORK FOR HENRICO"**



**LET CTE  
COMPLETE YOUR  
CAREER PUZZLE**

**CAREER & COLLEGE  
PREP GUIDE**

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Career and Technical Education (CTE) provides students with the foundational knowledge to jumpstart their careers while at the same time prepares them for continuing education. Students who complete a CTE program graduate with more than just a diploma. Many graduate with not only a skill set that prepares them for the world of work, but also with nationally recognized certification or state licenses. CTE courses provide students with the opportunity to develop industry contacts to build a resume that can be used for future employment programs in apprenticeships, two and four year college, and private career schools. The programs we offer at CTE help strengthen academic achievement, enhance leadership and employable skills, provide hands-on academic applications and many offer the opportunity to gain college credit while in high school. In short, taking a Career and Technical Education program while in high school is a decision that “pays” as you prepare for the future.

Mac Beaton  
Director  
Career and Technical Education

My job here at Career and Technical Education (CTE) is to help parents and students understand the importance and benefits of the programs offered at CTE. With over 165 programs available, navigating the options can be challenging. With tomorrow’s technological advances, students today need to be prepared to enter the workforce or get into college so they can be prepared for their future. CTE prepares students for that future. Between options that get students into college with up to 28 credits to apprenticeship programs to state certifications to private career schools, CTE prepares students with the education and hands-on learning they need when it comes to their future career while having those credits and certifications paid for by Henrico County Public Schools in many cases. Career and Technical Education is the opportunity parents and students need to get more out of their typical high school education. Contact us or visit our website, [www.henricocte.com](http://www.henricocte.com), and we will help set your course to a bright and promising future with CTE!

Brad Beazley  
Career Specialist  
Career and Technical Education

Over the next few weeks, you will be making many important decisions that will have a significant impact on your future. One of those decisions will be selecting courses for next year that are relevant to what your career goals are. My name is Dr. Crowder, Principal of Highland Springs Technical Center (HSTC). HSTC serves students from all nine Henrico County high schools and provides technical opportunities with an emphasis on core academics in a variety of programs. Classes are organized into three-hour blocks, and students earn three credits per year for course completion. Students enrolled at Highland Springs Technical Center are preparing for college, employment, and apprenticeships. The programs are offered to Henrico County students for one half of a day, either AM or PM. Depending on the specific tech center program and the job market, senior students are given the opportunity to work, during the second semester, in a job related to the classroom.

The mission of HSTC is to provide a relevant and rigorous educational training experience for our students in order to prepare them to successfully transition to postsecondary education or gainful employment. HSTC offers industry standard certifications and college dual enrollment options in many of our programs that make our students immediately marketable in the industry. Our top priority is to provide our students with quality instruction and hands-on experience so that our students have the background knowledge it takes to be successful in their field.

Please feel free to contact me or any member of the administrative team here at HSTC if you have any questions. We are here to assist you and we look forward to the potential opportunities to work with you and your child.

Sincerely,  
Dr. William J. Crowder, Jr., Principal  
Highland Springs Technical Center

The Hermitage Technical Center family looks forward to working with you and your family. Our priority at Hermitage Technical Center is to provide our students with quality instruction, hands on experience and the opportunity to earn certifications. Upon completion of their program, students will be prepared to continue their education or enter the workforce. We look forward to having your child in our Center during this school year. We will work closely with you as we prepare your young person to excel in life. The staff is committed to providing each student with a rigorous and relevant educational experience. They are ready to provide the necessary skills to start our students on the path to post-secondary education and/or the 21st century workforce. Together we will make a difference in the lives of our students.

If you have any questions, concerns or suggestions of how we can better serve your needs, please feel free to call, email, or come by for a visit.

Thank you,  
Terrie W. Allsbrooks, Principal  
Hermitage Technical Center

## **GREENHOUSE MANAGEMENT Course No. 8035**

**1 year - 3 credits - Hermitage Technical Center**

Greenhouse Management is a one-year course in greenhouse production of plants, floral design, and interior plantscaping. This includes the growing of flowers, bedding plants, house plants, and ornamental greenery, while working in a controlled greenhouse environment. Students study floral arranging, plant propagation, and transplanting of plants.

Major emphasis is placed on the production and sale of seasonal plants as well as growing a large variety of annuals, perennials, herbs and vegetables. Retail and wholesale marketing of plants is taught through a variety of plant sales. Students receive experience in operating a greenhouse business. This course prepares students for occupations in floral shops, garden centers, greenhouses, and horticulture-related businesses.





## **AIR CONDITIONING, REFRIGERATION, & PLUMBING I**

**Course No. 8503**

## **AIR CONDITIONING, REFRIGERATION, & PLUMBING II**

**Course No. 8504**

**2 years - 6 credits - Hermitage Technical Center**

The course is designed to provide students with the basic knowledge and skills necessary for the installation and servicing of air conditioning, heating, and refrigeration systems. Emphasis will be placed on use of tools and materials, basic refrigeration principles, basic electricity, and familiarization with various residential and commercial systems.

The second year course is a continuation of fundamentals with emphasis on a 10-hour OSHA safety course, National Certification Exam for EPA refrigerant usage, duct work, air distribution, instrumentation, controls, and trouble-shooting. With approval and recommendation of the teacher, students may spend time in actual work experience on the job during the second semester. Students enrolled in this program may participate in the construction of a house managed by the Henrico County Vocational/Technical Education Foundation.

## CARPENTRY I Course No. 8601

## CARPENTRY II Course No. 8602

### 2 years - 6 credits - Highland Springs Technical Center

Carpentry is designed to provide preparation for entry into the residential construction industry. The course begins with an introduction to all hand tools and power equipment used in the trade, and their safe use and operation. Classroom and laboratory instruction provides the knowledge and practical applications of residential and light commercial construction including interpretation of material and components, and the general concept of home building. Students will participate in the construction of a house.

The second year in Carpentry involves more detailed knowledge and practical experience in all areas of residential construction and renovation. The class also focuses more on material estimation and blueprint reading. Before the student completes the course, he or she also will have prepared a resume and acquired some knowledge about job interviews. Students are also given the opportunity to take the NCCER (National Center for Construction Education and Research) Core Curricula Assessment test that can count for up to two additional verified credits for a total of eight possible credits for completers.





## **COMPUTER-AIDED DRAFTING & 3D ANIMATION I**

**Course No. 8530**

## **COMPUTER-AIDED DRAFTING & 3D ANIMATION II**

**Course No. 8531**

**2 years - 6 credits - Hermitage Technical Center**

Computer-Aided Drafting and 3D Animation is an exciting course where students gain an understanding on how to create drawings, 3D models and animations using the latest CAD software. Students learn the fundamentals of drafting by producing working drawings before moving into 3D modeling. Students use a 3D printer to produce real models of their designs. The basics of animation are introduced to students allowing them to start creating complex virtual landscapes, models, and environments.

During the second year, students build upon the first year's skills to learn to create and solve more complex projects. The class focuses on architectural and engineering drawing and building construction, including residential and commercial architecture.

**ELECTRICITY & CABLING I Course No. 8533**

**ELECTRICITY & CABLING II Course No. 8534**

**2 years - 6 credits - Hermitage & Highland Springs Technical Centers**

Electricity and Cabling is designed to prepare students for entry into electricity-related occupations. Basic principles of electricity are stressed in the first year, with emphasis on residential wiring. Fundamentals are learned through the use of materials, tools and techniques used in installation, maintenance, and repair of electrical equipment. Students may spend time at actual construction sites. Students can earn one year of a four-year state/national approved apprenticeship program through this two-year class. Students will have the opportunity to earn the 10-hour OSHA certification, as well as the National Center for Construction Education and Research (NCCER) certification.

The second year student continues the study of direct and alternating current (AC/DC), industrial electricity and motors, as related to practical laboratory work in home and industrial wiring. All projects include applied math, theory and fundamentals in the field of electricity. Students may participate in the construction of a house. With approval and recommendation of the teacher, students may spend time in actual work experiences during the second semester.





**MASONRY I Course No. 8512**

**MASONRY II Course No. 8513**

**2 years - 6 credits - Highland Springs Technical Center**

The first-year masonry student learns to use, care for, and handle safely the tools, machines, equipment, and materials commonly used in the masonry trade. This involves laying brick to the line and construction of corners and walls of buildings. Students may participate in the construction of a house. Students will have the opportunity to earn the 10-hour OSHA certification.

The second year student refines his or her technique of bricklaying in construction of chimneys, steps, and other more complex projects. Throughout the course, neatness, good work habits, and continued observation of safety rules are stressed to prepare the student mentally and physically for a successful career. Students will continue to participate in the construction of a house. Major units of study include: safety; care and use of masonry tools; blueprint reading and layout; mortar mixes; constructing walls and corners; constructing piers and chimneys; ornamental brick and block work; and estimating materials.

**GRAPHIC COMMUNICATIONS I Course No. 8660**

**GRAPHIC COMMUNICATIONS II Course No. 8661**

**2 years - 6 credits - Hermitage Technical Center**

Graphic Communications is designed to introduce the student to the world of printing and related areas. Students learn to develop techniques to manage and control production printing using 21st century skills, develop skills in digital composition & printing, wide format printing and collating/binding operations and the material used with each and to learn the difference between Silk Screening, Heat Transfer Vinyl & Vinyl Film and produce graphics with them. In the second year course, students increase their knowledge by working on more complex projects. Students are given the opportunity to run large print jobs using the latest digital printing equipment and to specialize in areas of prime interest. With approval and recommendation of the teacher, students may spend time in actual work experiences in a printing company during the second semester.





**RADIO BROADCASTING & JOURNALISM I Course No. 8640**  
**RADIO BROADCASTING & JOURNALISM II Course No. 8641**  
**2 years - 6 credits - Highland Springs Technical Center**

The Radio Broadcasting & Journalism course teaches entry-level radio skills as well as the skills to enter the competitive world of broadcast journalism. State-of-the-art studios are used and the most up-to-date broadcasting equipment procedures are taught. Students operate one of the most powerful high school radio stations in the country, Mix91FM.

During the second year, the emphasis is on sharpening journalism skills and the operation of WHCE-FM Mix91FM. Students voice track, digital edit and prepare content for broadcast. Students will also have the opportunity to intern at local area radio and television stations.

## WEB DEVELOPMENT/PROGRAMMING

Course No. 6630/6640

Advanced Web Development/ Advanced Programming

Course No. 6631/6641

**2 years - 6 credits - Hermitage Technical Center**

This is a two-year, 3-period program designed to offer the tools and skills students need to succeed in today's high-technology marketplace. Instruction includes developing proficiency in Web programming specifically HyperText Markup Language (HTML), Cascading Style Sheets (CSS), Javascript, and JAVA; using Adobe Creative Suite products (Dreamweaver, Flash, Photoshop) to develop interactive websites; incorporating principles of layout and design into Web and desktop-published projects; developing real-world business application development skills using current web enabled application languages; planning, defining and using databases; refining presentation skills and designing electronic portfolios; demonstrating an understanding of business ethics, copyright laws, computer crimes and privacy issues; developing the skills to become an Adobe Dreamweaver Certified Associate (year 1); and earning a Microsoft Technology Associate (MTA) certification (year 2).





**LEGAL SYSTEMS ADMINISTRATION Course No. 6735**

**1 year - 3 credits - Hermitage Technical Center**

Legal Systems Administration is a one-year course designed for business students who want to be highly-trained legal office workers or want to specialize in other fields in a legal environment. Students develop skills that prepare them for employment in attorneys' offices, clerks' offices, judges' offices, and insurance firms.

During the second semester, advanced students may spend time in a legal office with the approval of the teacher in either shadowing (for experience) or co-op (with pay).

**MEDICAL SYSTEMS ADMINISTRATION Course No. 6730**

**1 year - 3 credits - Hermitage Technical Center**

Students develop employability skills that prepare them for employment in doctors' offices, nursing homes, medical clinics, insurance firms, and hospitals as well as entry level positions in any medical field. During the second semester, advanced students may spend time in a medical office with the approval of the teacher through either the shadowing (for experience) or co-op (with pay) programs. Students will have an opportunity to be exposed to internships in the surrounding areas at various hospitality businesses.





## **EARLY CHILDHOOD EDUCATION AND SERVICES I**

**Course No. 8285**

## **EARLY CHILDHOOD EDUCATION AND SERVICES II**

**Course No. 8286**

**2 years - 6 credits - Highland Springs Technical Center**

This course is ideal for students interested in nurturing and elevating preschool aged children socially, emotionally and academically. Students enrolled in this two-year program will be provided with the knowledge and skills necessary for success in the field of education. Included in this course of study are: human growth and development, healthy and safe environments, age appropriate skills and activities, lesson planning, classroom management and best practices for working with young children and their families. Students enrolled in this class will work directly with preschoolers enrolled in Springer Preschool Academy which is a full-day preschool for the children of teachers and staff in the surrounding schools.

The second year course emphasizes work place readiness skills in early childhood professions. Students participate in both in-class learning and on-the-job training in the preschool setting and will have the opportunity to gain work experience in the community during their senior year. Students will receive an industry certificate upon passing an industry certification exam. Personal growth and skill development opportunities are provided through the student organization FCCLA.

**EMERGENCY MEDICAL TECHNICIAN Course No. 8333/8334**

**1 year - 3 credits - Hermitage Technical Center**

The Emergency Medical Technician course provides students with the knowledge and skills needed to function in an emergency situation. This includes the skill and competence necessary to provide emergency medical care at a basic life-support level with an ambulance service or other specialized rescue service. Upon completion, the student should be able to assess an individual's condition and provide appropriate emergency care for the ill or injured client. This class prepares students to take the National Registry EMT Certification Test. Major units of study include, but are not limited to: patient assessment; medical terminology and anatomy; medical emergencies and respiratory arrest; cardiac emergencies; bleeding and shock; fractures, dislocations, and sprains; soft tissue injuries; burns and hazardous materials; obstetric and gynecologic emergencies; ambulance operations; highway safety and vehicle extrication; incident and disaster management; and EMS response to terrorism.





### **NURSE AIDE Course No. 8360/8362**

#### **1 year - 3 credits - Hermitage & Highland Springs Technical Centers**

Nurse Aide is a technical course offered at the eleventh and twelfth grade levels. Emphasis is given to the study of the nurse aide as part of the health care system. Students study nutrition, geriatrics, body structure and function, and medical terminology. They are also introduced to disease processes and infection control. The course includes basic nursing skills such as communication and interpersonal relationships, CPR, first aid, and patient care. Clinical experience is provided in long-term care facilities. This course can be used as an introduction to practical nursing or to prepare the student for immediate employment in an entry-level certified nurse aide position.

A Nurse Aide is a person who is qualified to serve as a member of the health care team by assisting the nurse in long-term care and assisted living facilities. Being a nurse aide is a good step toward becoming a licensed practical nurse or a registered nurse.

Rising juniors and seniors enrolled in a Henrico County Public School may apply.

## PHARMACY TECHNICIAN Course No. 8305/8306

1 year - 3 credits - Highland Springs Technical Center

The Pharmacy Technician program provides students with the skills needed to assist pharmacists in the delivery of health care services to clients in a variety of settings. Students will also receive instruction that will enable them to sit for state and national certification exams.

Students will learn information about related careers; communication methods in the pharmacy setting; safety procedures; skills to assist pharmacists in preparing and dispensing medication; maintenance of medication inventory and inventory control systems; information about the administration and management of a pharmacy practice.

Prerequisites:

Computer Skills

Algebra I\*

Biology I\*

Rising junior or senior

\*Student needs to achieve a grade of “C” or above





**PRACTICAL NURSING I Course No. 8357**

**PRACTICAL NURSING II Course No. 8358**

**2 years - 6 credits - Hermitage & Highland Springs Technical Centers**

Practical Nurses (PNs) care for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. They can be employed in settings that include hospitals, physician offices, public health agencies, long term care facilities, insurance companies, or other industries with health-related interests.

Practical Nursing I (first nine months) is part-time and taught at Hermitage Technical Center in a morning or afternoon session and Highland Springs Technical Center in an afternoon session. Senior students attend their home school for half of each school day and the technical center for the other half day.

Practical Nursing II (second nine months) is full-time, 7 a.m. to 4 p.m. Monday - Friday. Classes are held at the Mount Vernon Adult Education Complex. Students gain clinical experience in a variety of community settings and at Bon Secours St. Mary's Hospital.

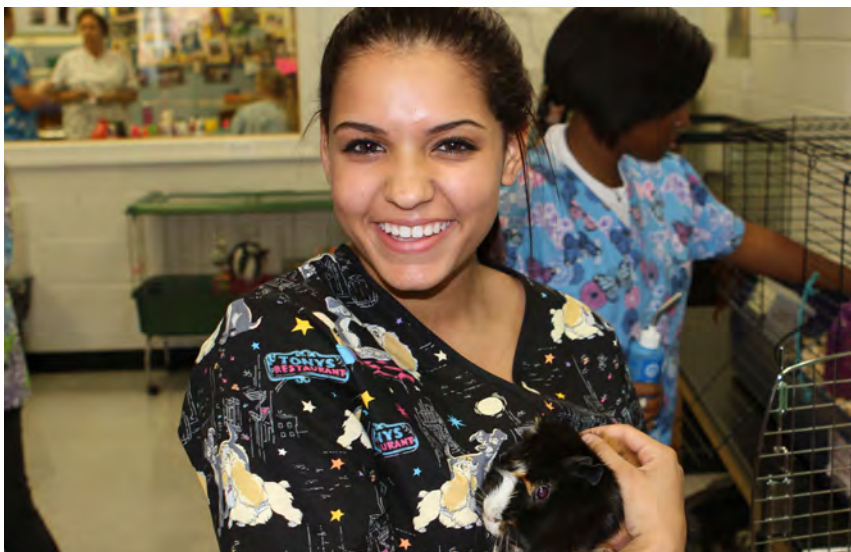
Rising high school seniors must submit a technical center application and a nursing program application. After the applications are received, the Admissions Committee will review the following criteria: three educational/work references; minimum GPA of 2.5 and high school transcript.

## **SPORTS MEDICINE Course No. 7660/7662**

### **1 year - 3 credits - Hermitage Technical Center**

The sports medicine course is designed to provide eleventh and twelfth grade students with a strong foundation in the field of sports medicine/athletic training and other medical fields. Students will develop skills in the prevention, recognition, assessment, management, disposition, and rehabilitation of injuries. Students will learn the principles of designing exercise programs for healthy individuals and developing proper diets through the essentials of nutrition. Upon successful completion, students should be able to assess injuries and illnesses, provide immediate and long-term care, determine the outlook, and design a basic rehabilitation program.





**VETERINARY SCIENCE I Course No. 8310**

**VETERINARY SCIENCE II Course No. 8311**

**2 years - 6 credits - Hermitage Technical Center**

Veterinary Science I is an introductory course designed to teach basic skills in animal care and explore animal-related careers.

This class introduces basic skills and instruction in animal behavior, breeds and species, basic animal anatomy, restraint and handling, feeding/nutrition, animal grooming, facility maintenance and cleaning, and workplace readiness. Applicants should have a genuine concern for the care and well-being of animals. Previous or current experience in working with animals is preferred. Students must have the aptitude to deal with some of the less pleasant tasks involved in working with animals. Good people skills along with a positive attitude are necessary in dealing with owners and their cherished pets.

Veterinary Science II is a second year course that involves more in-depth instruction and study, focusing on the skills and information needed to pursue a professional degree in the veterinary field. Students will take a certification test during the second year. With approval and recommendation of the teacher, students may spend time in actual on-the-job experiences during the second semester. In-depth instruction focuses on anatomy and physiology, veterinary medical terminology, diseases, prevention and treatments, administering medication, large animal and exotic breeds, surgical prep, laboratory work, medical math and pharmacology.

**CULINARY ARTS I Course No. 8275**

**CULINARY ARTS II Course No. 8276**

**2 years - 6 credits - Hermitage Technical Center**

CAI-This course prepares students for entry-level positions in the culinary field and is dedicated to provide students with a working knowledge in basic cooking and baking skills and techniques, along with catering and business skills for successful employment. Students participate in operating a simulated restaurant and catering service. Experience is gained through both hands-on learning and classroom theory.

CAII-Builds on knowledge gained in Culinary Arts I. The program emphasizes occupational skills for employees in the culinary world. Employment opportunities include catering, hotel and restaurant cooking, and working as bakers. With approval and recommendation of the administration and teacher, students may spend time in actual work experience in conjunction with their studies. Students will prepare luncheons and dinners for various school and government functions to enhance their classroom knowledge.





**HOTEL & CATERING/TRAVEL & TOURISM Course No. 8165  
1 year – 3 credits Highland Springs Technical Center**

Hotel and Catering/Travel and Tourism is a course that offers students an opportunity to gain experience in the various segments of hospitality which include the areas of food and beverage, lodging, recreation/entertainment, travel, tourism. Students will plan and organize events, perform cooking demonstrations, plan and prepare catering events where they will service various functions. Students will perform front office, human resources, leadership and supervisory management skills. Communication and customer skills will play a vital role in the program. In addition, students will obtain an understanding of the global nature of the hospitality industry. Students will have an opportunity to be exposed to internships in the surrounding areas at various hospitality businesses.

**BARBERING I Course No. 8740**

**BARBERING II Course No. 8741**

**2 years - 6 credits - Hermitage Technical Center**

Barbering is the study of hair, scalp, and skin. Students study and prepare in a clinical lab setting, using mannequins and live models for manipulative practice. The program emphasizes safety and sanitation, communication, and management skills. Related areas of study include psychology, ethics, and professional image. Competency completions prepare the students to work or apprentice in a local barber shop or beauty salon.

In the second year students apply their knowledge of barbering skills in a clinical lab setting, using mannequins, and live models for manipulative practice. The program emphasizes management of a barbershop or beauty salon. Competency completions prepare the students for the Virginia State Licensing Exam. The cooperative education method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.





**COSMETOLOGY I Course No. 8527**

**COSMETOLOGY II Course No. 8528**

**2 years - 6 credits - Hermitage & Highland Springs Technical Centers**

Cosmetology I serves as a foundation for the entire cosmetology curriculum, familiarizing the student with basic procedures that will, with practice, lead to the skills of the occupation. Emphasis is placed on professional ethics, image development, and the skills required of a licensed cosmetologist.

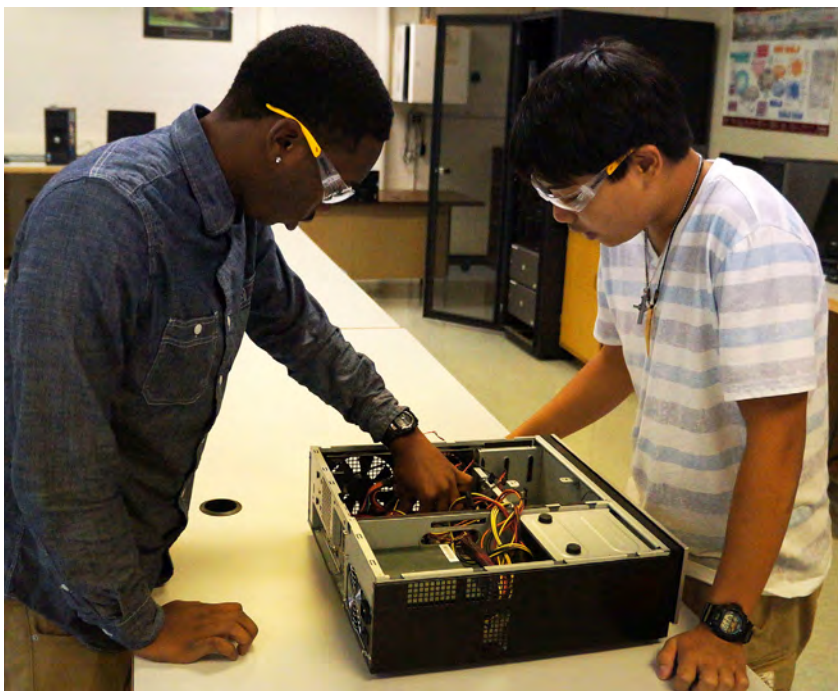
In the second year course, students expand on knowledge and skills that are required for licensure. Emphasis is placed on advanced technique, with increased speed and perfection. Lab work is performed on mannequins, students, and patrons from the school and community in the school and in the salon. This allows students to gain the skills needed to ensure a smooth transition from school to employment in this industry. Students are encouraged to work in a salon as a stylist through the work experience program second semester.

**COMPUTER SYSTEMS TECHNOLOGY I Course No. 8622**  
**COMPUTER SYSTEMS TECHNOLOGY II Course No. 8623**

**2 years - 6 credits - Highland Springs Technical Center**

Computer Systems Technology is a one-year or two-year comprehensive program covering the knowledge needed to set up, service, network, and maintain PCs. Course objectives: develop a knowledge of computer operation and architecture; exhibit a working knowledge of Command Line, Windows; install and configure hardware, software and portable systems; troubleshoot computers, monitors, and basic network; develop good work ethics and positive attitude; prepare for CompTIA A+ Certification exam.

The objectives of Computer Systems Technology II: Prepare for CompTIA Network+ Certification exam; set up a computer network and learn how to set up wireless; participate in the work-experience program and earn money during class; develop a knowledge of networks and the OSI model; install, set up, configure, and troubleshoot networks, routers and switches; install, troubleshoot and maintain network cabling; learn to run and terminate various networking media; participate in internship opportunities; develop leadership abilities through involvement in a student organization.





**CRIMINAL JUSTICE I Course No. 8702**

**CRIMINAL JUSTICE II Course No. 8703**

**2 years - 6 credits - Hermitage & Highland Springs Technical Centers**

This course is designed for juniors and seniors who are considering careers in criminal justice. Students will explore the occupations, activities, and procedures involved in the criminal justice system. An integral aspect of the program is the participation of local, state, federal, and private criminal justice/law enforcement agencies with demonstrations, field trips, and lectures. Major units of study include: crime prevention; search and seizure; juvenile justice system; court proceedings; criminal investigations; crime scene investigation; patrol procedures; security, private agencies; laws of arrest; criminology and law; criminal law and forensic science. Other related areas of Public Safety could include paramedic, rescue and firefighter training and careers.

**PRECISION MACHINING TECHNOLOGY I Course No. 8539**

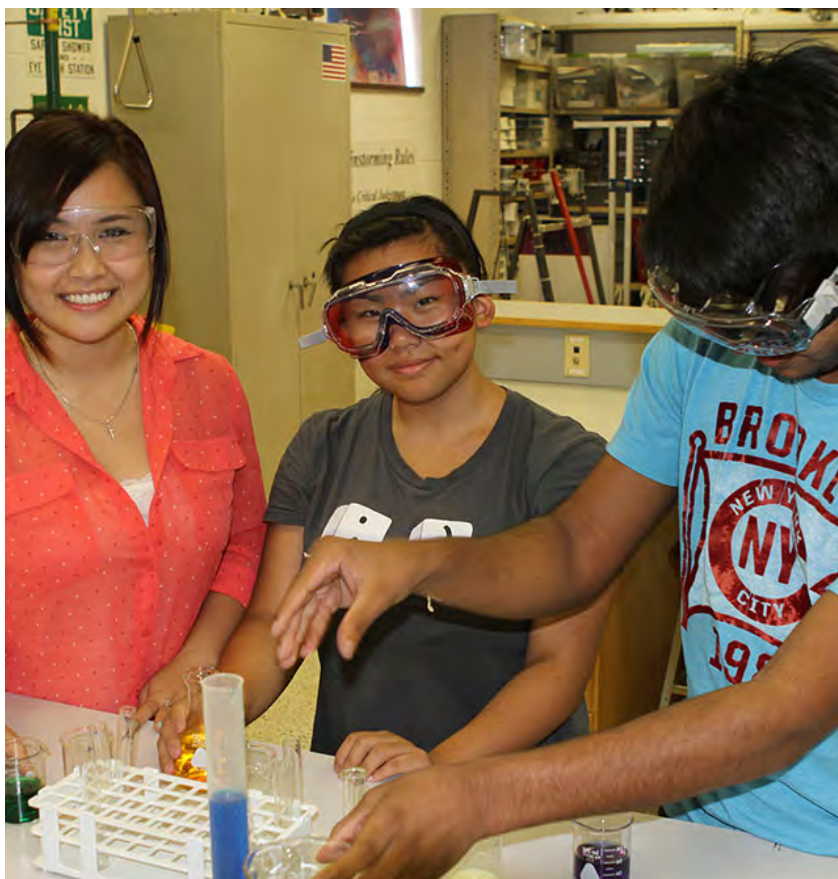
**PRECISION MACHINING TECHNOLOGY II Course No. 8540**

**2 years - 6 credits - Hermitage Technical Center**

Precision Machining Technology introduces the student to the world of machining technology. Students learn how to properly layout and produce projects through a combination of lecture and hands-on instruction. The safe use and operation of the drill press, lathe, and surface grinders is emphasized during the first year.

In the second year class, the student continues to develop the fundamentals of machining skills learned during the first year and is introduced to the milling machine and the basics of CNC or computer numerical control. With approval and recommendation of the teacher, students may spend time in actual work experiences in a machining company during the second semester.





### **High Tech Academy (HTA)**

**Offers up to 28 VCU college credits with paid tuition.**

### **Highland Springs Technical Center**

HTA is a multi-discipline program offering math, science and engineering. Students are dual enrolled with Virginia Commonwealth University (VCU) and can obtain up to 28 VCU college credit hours by taking VCU Pre-Calculus (4 credits), VCU Calculus (8 credits), VCU Chemistry (8 credits) and VCU Physics (8 credits). Henrico County pays the tuition for the dual-credit hours. Students learn the communication skills necessary to enhance their studying proficiency in higher education and establish their creative ideas in the workplace. Students work in teams to solve problems incorporating advanced mathematics and science.

NOTE: Calculus and Chemistry are weighted the same as AP courses on the high school transcript. All other HTA courses are reflected as honors.

**AUTO BODY REPAIR I Course No. 8676**

**AUTO BODY REPAIR II Course No. 8677**

**2 years, 6 credits - Highland Springs Technical Center**

This course provides training in all phases of automotive body repair. This first-year course stresses techniques and methods used in repairing the many types of minor damage to automobiles and trucks including the skills involved in the safe use of hand tools, power tools, welding equipment and refinishing equipment.

The second year of this course provides additional experiences in the repair of major types of damage. Second-year students evaluate damage to vehicles, calculate material and labor costs, and complete more complicated repairs to assigned vehicles. Students are more involved with custom paint work and with the finished product.





**AUTOMOTIVE TECHNOLOGY I Course No. 8506**

**AUTOMOTIVE TECHNOLOGY II Course No. 8507**

**2 years - 6 credits - Hermitage & Highland Springs Technical Centers**

Automotive Technology is a course designed to provide preparation and training for entry into the many fields related to the automotive industry. The first year is spent learning and practicing general service, maintenance, light repair, and upkeep of all aspects of the automobile, including brakes, engine repair, and tune-up. State-of-the-art technology is emphasized throughout the program.

The second year course involves study and experience in engine repair, electrical systems, and four-wheel alignment. Instruction and training are also provided to develop a thorough understanding of design, construction, and operation of all automotive systems. Techniques that entail diagnostic testing devices to determine the cause of faulty operation, or to properly adjust complex automotive devices and/or systems, are an integral part of this course. With approval and recommendation of the teacher, students may spend time in actual on-the-job work experiences during the second semester.

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**Robin R. Lewis, Credential Testing Coordinator**  
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## **Henrico County School Board**

**Lisa A. Marshall**  
Tuckahoe District

**John W. Montgomery, Jr.**  
Varina District

**Beverly L. Cocke**  
Brookland District

**Lamont Bagby**  
Fairfield District

**Robert G. Boyle, Jr.**  
Three Chopt District



**CAREER & TECHNICAL EDUCATION**  
"OPTIONS THAT WORK FOR HENRICO"



## Calendar

### December 2014

- 9 HSTC Visitation (Varina – AM; Henrico & Godwin – PM)
- 9 HTC Visitation (Henrico & Godwin – AM; Varina – PM)
- 10 HSTC Visitation (Deep Run & HSHS – AM; Freeman & Tucker – PM)
- 10 HTC Visitation (Freeman & Tucker – AM; Deep Run & HSHS – PM)
- 11 HSTC Visitation (Glen Allen – AM; Hermitage – PM)
- 11 HTC Visitation (Hermitage – AM; Glen Allen – PM)
- 11 Parent Visitations/Open House (HTC – 4:15 to 6:30 PM; HSTC – 5:00 to 7:00 PM)

### January 2015

- 16 Tech Center Application Deadline (Due in CTE Office by close of business day)

### March 2015

- 27 Letter of Intent Due in CTE Office by close of business day

**Henrico CTE Technical Centers, Hermitage Technical Center and Highland Springs Technical Center, work closely with Henrico County High Schools:**

### Henrico County High Schools

Deep Run High School

Douglas Freeman High School

Glen Allen High School

Mills E. Godwin High School

Henrico High School

Hermitage High School

Highland Springs High School

J. R. Tucker High School

Varina High School



**For information about the career & technical center application process please contact:**

**Brad Beazley  
Career Specialist  
(804) 781-1811  
Fax: (804) 236-5705  
bmbeazle@henrico.k12.va.us**

**or  
Tracey Hicks  
Secretary  
(804) 781-1816  
tghicks@henrico.k12.va.us**

**For more information about programs offered at the career and technical centers, please contact:**

**Hermitage Technical Center  
Terrie W. Allsbrooks, Principal  
Sara Sternbach, School Counseling  
(804) 756-3020**

**Highland Springs Technical Center  
William J. Crowder, Jr., Principal  
Paula Harris, School Counseling  
(804) 328-4075**

**WE ARE**

