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BOARD OF EDUCATION
Jimmy McKinney
Sarah McKinney
Patricia Means
Ron Perry
Elizabeth A. Richards, J.D.
E. Elaine Schuster, J.D.
Donna Neal Thomas, Ph.D., R.N.
Elaine Stith, Ed.D., Superintendent

OUR MISSION
Metro Technology Centers prepares people for successful employment and life in a global society.

OUR VISION
Metro Technology Centers will be recognized as a strategic partner in economic development by preparing a high-quality workforce.

OUR COMMITMENT
Metro Technology Centers seeks to provide the highest quality programs and services enabling students to succeed in their chosen career field.

OUR CORE VALUES
Customer-focused
Learning-centered
Accountable and ethical
Innovative
Nurturing, sensitive and supportive
Dedicated to continuous quality improvement

OUR CORE COMPETENCIES
Holistic approach to education
Technical training
Customized business and industry training
Agility and flexibility

MetrosTech now offers training in

Hotel & Lodging Management
For High School Juniors, Seniors and Adults:

METRO TECH IS THE RECIPIENT OF THE
Quality Award of Excellence
BY THE OKLAHOMA QUALITY FOUNDATION
&
Fourteen Gold Star Awards
BY THE OKLAHOMA ASSOCIATION OF
CAREER & TECHNOLOGY EDUCATION
FOUR METRO TECH LOCATIONS!

1 AVIATION CAREER CAMPUS (ACC)
Will Rogers World Airport
5600 S MacArthur Blvd
Oklahoma City, OK 73179

2 DOWNTOWN BUSINESS CAMPUS (DBC)
Chase Tower
100 N Broadway, 3rd Floor
Oklahoma City, OK / 3102

3 SOUTH BRYANT CAMPUS (SBC)
4901 S Bryant Ave
Oklahoma City, OK 73129

4 SPRINGLAKE CAMPUS (SPL) - Oklahoma City, OK 73111
Business Conference Center (BCC) - 1900 Springlake Drive
Child Care Center (CCC) - 3901 Martin Luther King Avenue
Economic Development Center (EDC) - 1700 Springlake Drive
Health Careers Center (HCC) - 1720 Springlake Drive
Information Technology Center (ITC) - 1800 Springlake Drive
Metro Career Academy (MCA) - 1901 Springlake Drive
Science, Technology, Engineering & Math Academy (STEM) - 1700 Staton Drive

Metro Technology Centers is ISO 9001:2008 Certified

Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

Metro Technology Centers no discrimina en base a color, nacionalidad, sexo, edad, estado civil o condición de veterano, religión, embarazo, información hereditaria, o discapacidad en reclutamiento, contratación, colocación, asignación a tareas de trabajo, horas de empleo, niveles de responsabilidad, y sueldo.
FOUR METRO LOCATIONS!

1. AVIATION CAREER CAMPUS
2. DOWNTOWN BUSINESS CAMPUS
3. SOUTH BRYANT CAMPUS
4. SPRINGLAKE CAMPUS

SPRINGLAKE CAMPUS

1. BCC - ENROLLMENT CENTER
   Business Conference Center
   1900 Springlake Drive

2. CCL - Child Care Center
   3901 Martin Luther King Avenue

3. EDC - Economic Development Center
   1700 Springlake Drive

4. HCC - Health Careers Center
   1720 Springlake Drive

5. ITC - Information Technology Center
   1800 Springlake Drive

6. ITS - Information Technology Services
   1600 Springlake Drive

7. MCA - Metro Career Academy
   1901 Springlake Drive

8. STEM - Science, Technology, Engineering & Math Academy
   1700 Station Drive

9. AMP - Amphitheater

10. SVC - Service Center
    1520 Station Drive

11. TM - Transportation/Maintenance
    1500 Station Drive

12. WH - Warehouse
    1524 Station Drive
# Agriculture, Food & Natural Resources

## Plant & Soil Science | Pathway

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floral Design Entrepreneur</td>
<td>HS &amp; A</td>
<td>$2,563</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>1025</td>
<td>MCA</td>
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<tr>
<td>Horticulture Entrepreneur</td>
<td>HS &amp; A</td>
<td>$1,688</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>675</td>
<td>MCA</td>
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<tr>
<td>Horticulture Technician</td>
<td>HS &amp; A</td>
<td>$1,313</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>525</td>
<td>MCA</td>
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</table>

To apply for Career Majors see page 37. Financial Aid may be available.

---

**Featuring Made & Grown in Oklahoma:**
- Produce
- Products
- Jellies/Sauces
- Crafts

**Coordinated by students of:**
- Horticulture
- Culinary Arts
- Entrepreneurship

---

**Metro Tech Farmers Market**

**Fridays**
April 22 – May 13
10 am – 2 pm

Located at: 1901 Springlake Drive
Oklahoma City, OK 73111

For more information call:
(405) 595-4300 or email barbara.loudermilk@metrotech.edu
ARCHITECTURE & CONSTRUCTION

ARCHITECTURE & CONSTRUCTION | FULL-TIME CAREER MAJORS

CONSTRUCTION | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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<tbody>
<tr>
<td>Cabinetmaker</td>
<td>HS &amp; A</td>
<td>$2,025</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>810</td>
<td>SBC</td>
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<tr>
<td>Electrician's Assistant</td>
<td>HS &amp; A</td>
<td>$3,225</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1290</td>
<td>SBC</td>
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<tr>
<td>Frame Carpenter</td>
<td>HS &amp; A</td>
<td>$1,688</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>675</td>
<td>SBC</td>
</tr>
<tr>
<td>Residential Carpenter</td>
<td>HS &amp; A</td>
<td>$2,700</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1080</td>
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<tr>
<td>Residential Electrician's Assistant</td>
<td>HS &amp; A</td>
<td>$1,950</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>780</td>
<td>SBC</td>
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<tr>
<td>Residential HVAC Installer</td>
<td>HS &amp; A</td>
<td>$1,163</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>465</td>
<td>SBC</td>
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<tr>
<td>Evening Residential HVAC Installer</td>
<td>A</td>
<td>$1,163</td>
<td>M-Th</td>
<td>4-10P</td>
<td>465</td>
<td>SBC</td>
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</table>

DESIGN PRE-CONSTRUCTION | PATHWAY

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<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
<td>Computer-Aided Drafting &amp; Design Civil Tech</td>
<td>HS &amp; A</td>
<td>$2,100</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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MAINTENANCE/OPERATIONS | PATHWAY

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<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Repair Carpenter</td>
<td>HS &amp; A</td>
<td>$1,500</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>600</td>
<td>SBC</td>
</tr>
<tr>
<td>HVAC/R Technician</td>
<td>HS &amp; A</td>
<td>$2,663</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1065</td>
<td>SBC</td>
</tr>
<tr>
<td>Evening HVAC/R Technician</td>
<td>A</td>
<td>$2,663</td>
<td>M-Th</td>
<td>4-10P</td>
<td>1065</td>
<td>SBC</td>
</tr>
<tr>
<td>Commercial Refrigeration Technician</td>
<td>HS &amp; A</td>
<td>$2,325</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>930</td>
<td>SBC</td>
</tr>
<tr>
<td>Evening Commercial Refrigeration Technician</td>
<td>A</td>
<td>$2,325</td>
<td>M-Th</td>
<td>4-10P</td>
<td>930</td>
<td>SBC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available.

EXAMPLE OF HOW TO READ SHORT-TERM COURSES:

- DAYS: W
- DATES: 2/20
- TIME: 8-10A
- SITE: BCC
- CODE: 11457

ARCHITECTURE & CONSTRUCTION | SHORT-TERM COURSES

AutoCAD 2016-Intro NEW

Design with confidence using AutoCAD software. Richer design context helps you see your drawings more clearly. More intelligent tools such as Smart Dimensioning, Coordination Model, and reality computing add precision to your drawings. ET. BOOK: $120 TUITION: $290 HOURS: 72
TTH 2/2-4/28 6-9P SBC 21594

Cabinet and Furniture Making

Learn the shop safety and construction techniques to build beautiful cabinets and furniture to add your unique signature to your home. Subjects covered include project selection and design, joinery techniques, wood selection, finish considerations and project preparation for durable finishes. ET. TUITION: $330 HOURS: 84
TTH 2/2-5/12 6:30-9:30P SBC 21579

Easy Construction Planning for the Non-Architect NEW

Discover how to plan a successful construction project! Review pricing, time management and how to designate responsibilities. Topics cover areas that project managers are expected to be proficient. This class helps new construction companies or homeowners evaluate their resources. ET. BOOK: $100 TUITION: $150 HOURS: 24
TTH 6/7-6/30 6-9P SBC 21595
Furniture Upholstery
Pursue a career or hobby using your own furniture! Produce a handcrafted article you will be proud to display. Advanced students learn tufting, channeling and pillow backs. Tools and sewing machines are provided. Book can be purchased the first night of class. REQUIREMENT: First time students need to purchase a book. ET. BOOK: $80 TUITION: $300 TTH 1/26-4/18 6-9P SBC 21590

Drawing for Construction Trades (Blue Prints) NEW
Learn how to read construction drawings. Review the components of a blueprint, scales used for constructions, abbreviations, symbols and keynotes. You may even bring a project to develop in class! ET. TUITION: $100 HOURS: 15 TTH 5/10-5/24 6-9P SBC 21593

Increase employee knowledge while reducing accident claims!

Safeland USA Orientation for Oil & Gas professionals includes:
- Safety awareness
- Accident prevention
- Hydrogen sulfide
- Personal Protective Equipment
- Fall Protection

Group rates available. Customized courses are taught in fun & interactive sessions to help workers retain information. Safety training is available at your site or Metro Tech for all types of business and industry.

For more information call (405) 595-4792 or email lynda.speller@metrotech.edu Para registración Español: (405) 595-4426.

Help to Maintain a Safe Workplace:
Partnering with Metro Tech provides numerous benefits:
- Instruction by safety professionals
- Current curriculum
- Improved care of your equipment
- Increased productivity
- Improved morale
- Customized training for your facilities

For more information or to schedule your safety analysis contact: (405) 595-4864 • safety@metrotech.edu • www.metrotech.edu/safety
ARTS, A/V TECHNOLOGY & COMMUNICATION

VISUAL ARTS | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Video &amp; Film Specialist</td>
<td>HS &amp; A</td>
<td>$2,588</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1035</td>
<td>SBC</td>
</tr>
<tr>
<td>Visual Arts Specialist</td>
<td>HS &amp; A</td>
<td>$3,413</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1365</td>
<td>SBC</td>
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<tr>
<td>Production Artist</td>
<td>HS &amp; A</td>
<td>$2,063</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>825</td>
<td>SBC</td>
</tr>
<tr>
<td>Web Design Technician</td>
<td>HS &amp; A</td>
<td>$1,800</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>720</td>
<td>SBC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available.

EVER WANTED TO DRIVE ONE OF THESE?

Learn Heavy Equipment Operation

Concrete Truck Loaders
Crane Operator Backhoes
Ready Mix Bulldozers
Lattice Boom Excavator

Call for schedules and pricing: (405) 595-4792
or email lynda.speller@metrotech.edu
## WEB DEVELOPERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captivate CC-I</td>
<td>1/4-1/6, 3/7-3/9, 5/9-5/11</td>
<td>$995</td>
</tr>
<tr>
<td>Captivate CC-II</td>
<td>1/7-1/8, 3/10-3/11, 5/12-5/13</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td>1/4-1/8, 3/7-3/11, 5/9-5/13</td>
<td>$1,500</td>
</tr>
<tr>
<td>Dreamweaver CC-I</td>
<td>2/29-3/2, 5/2-5/4</td>
<td>$995</td>
</tr>
<tr>
<td>Dreamweaver CC-II</td>
<td>3/3-3/4, 5/5-5/6</td>
<td>$695</td>
</tr>
<tr>
<td>Flash CC-I</td>
<td>2/8-2/10</td>
<td>$995</td>
</tr>
<tr>
<td>Flash CC-II</td>
<td>2/11-2/12</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td>2/8-2/12</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

### Captivate

Design relevant & engaging e-learning content to meet your company’s strategic training objectives.

## ITS PROS

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMT Complete</td>
<td>1/21-1/29, 2/29-3/8, 5/12-5/20</td>
<td>$4,100</td>
</tr>
<tr>
<td></td>
<td>* breaks for weekend</td>
<td></td>
</tr>
<tr>
<td>Managing Apple Devices</td>
<td>2/11 2/12, 5/10 5/11</td>
<td></td>
</tr>
<tr>
<td>Yosemite 101:</td>
<td>2/8 2/10, 4/25 4/27</td>
<td>$1,500</td>
</tr>
<tr>
<td>Mac OS X v10.10 Support Essentials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yosemite 101:</td>
<td>4/6-4/8, 6/1-6/3</td>
<td>$2,000</td>
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<tr>
<td>Yosemite 201:</td>
<td>3/21-3/25, 6/27-7/1</td>
<td>3,000</td>
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<tr>
<td>Logic Pro X</td>
<td>3/29-3/31, 6/14-6/16</td>
<td>$995</td>
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<tr>
<td>Logic Pro X</td>
<td>3/29-3/31, 6/14-6/16</td>
<td>$995</td>
</tr>
</tbody>
</table>

Authorized Training provided by Apple & Adobe Certified Instructors.

**Enroll Now >** [www.metrotech.edu/DBC](http://www.metrotech.edu/DBC)

Visit our website regularly to see the most up-to-date training courses available to you. For customized courses or on-site training visit www.metrotech.edu, call (405) 595-4092 or e-mail lori.lyons@metrotech.edu. Tuitions are subject to change.
# Online Courses

**NEW COURSES CLEET APPROVED**

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>After Effects CC-II</td>
<td>6/6-6/8</td>
<td>$995</td>
</tr>
<tr>
<td>Illustrator CC-I</td>
<td>4/18-4/22</td>
<td>$995</td>
</tr>
<tr>
<td>Illustrator CC-II</td>
<td>5/26-5/27</td>
<td>$695</td>
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<tr>
<td>InDesign CC-I</td>
<td>6/13-6/15</td>
<td>$995</td>
</tr>
<tr>
<td>Photoshop CC-I</td>
<td>6/23-6/24</td>
<td>$995</td>
</tr>
<tr>
<td>Photoshop CC-II</td>
<td>5/19-5/20</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td>6/20-6/22</td>
<td>$1,500</td>
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**SEALED EDUCATION UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Adobe Certification Units I &amp; II</td>
<td>5/16-5/18</td>
<td>$1,500</td>
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**Enroll online:** [WWW.METROTECH.EDU](http://WWW.METROTECH.EDU)

---

### Graphic Designers

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Adobe Xl Pro</td>
<td>1/11-1/13</td>
<td>$995</td>
</tr>
<tr>
<td>Illustrator CC-I</td>
<td>2/22-2/24</td>
<td>$995</td>
</tr>
<tr>
<td>Illustrator CC-II</td>
<td>5/23-5/25</td>
<td>$695</td>
</tr>
<tr>
<td>InDesign CC-I</td>
<td>3/21-3/23</td>
<td>$995</td>
</tr>
<tr>
<td>InDesign CC-II</td>
<td>4/25-4/27</td>
<td>$695</td>
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<tr>
<td>Photoshop CC-I</td>
<td>5/16-5/18</td>
<td>$995</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td>6/20-6/22</td>
<td>$1,500</td>
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**Video Professionals**

<table>
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<tr>
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<th>Fee</th>
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<tbody>
<tr>
<td>Adobe After Effects CC-I</td>
<td>4/4-4/6</td>
<td>$995</td>
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<tr>
<td>Adobe After Effects CC-II</td>
<td>4/7-4/8</td>
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<tr>
<td>Units I &amp; II</td>
<td>6/6-6/10</td>
<td>$1,500</td>
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### Final Cut Pro X 101

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Premiere CC-I</td>
<td>2/1-2/3</td>
<td>$995</td>
</tr>
<tr>
<td>Final Cut Pro X 101 II</td>
<td>3/24-3/25</td>
<td>$695</td>
</tr>
<tr>
<td>Photoshop CC-II</td>
<td>4/28-4/29</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td>6/16-6/17</td>
<td>$1,500</td>
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**Apple Certification Exams**

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<th>Fee</th>
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<tbody>
<tr>
<td>Apple Certification I</td>
<td>1/12</td>
<td>$150</td>
</tr>
<tr>
<td>Apple Certification II</td>
<td>2/9</td>
<td>$150</td>
</tr>
</tbody>
</table>

**Attention** All Apple & Adobe Professionals Register for units I & II and save on tuition!
**BUSINESS, MANAGEMENT & ADMINISTRATION | FULL-TIME CAREER MAJORS**

**ADMINISTRATIVE & INFORMATION SUPPORT | PATHWAY**

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>HS &amp; A</td>
<td>$1,688</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>675</td>
<td>ITC</td>
</tr>
<tr>
<td>Electronic Health Records Specialist</td>
<td>HS &amp; A</td>
<td>$3,425</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1370</td>
<td>ITC</td>
</tr>
<tr>
<td>Legal Office Assistant</td>
<td>HS &amp; A</td>
<td>$2,975</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1190</td>
<td>ITC</td>
</tr>
<tr>
<td>Legal Receptionist</td>
<td>HS &amp; A</td>
<td>$1,625</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>650</td>
<td>ITC</td>
</tr>
<tr>
<td>Medical Insurance Coder</td>
<td>HS &amp; A</td>
<td>$2,825</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1130</td>
<td>ITC</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>HS &amp; A</td>
<td>$2,325</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>930</td>
<td>ITC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available.

**BUSINESS, MANAGEMENT & ADMINISTRATION | SHORT-TERM COURSES**

**Access 2010-I**
Learn how to design and create tables and databases, sort and filter data and create input masks, validation rules, queries, forms and reports in the newest version of Microsoft Access. JG. BOOK: $25 TUITION: $100 HOURS: 12

- **TTH 2/9-2/11**  9A-4P  EDC  21603
- **TTH 3/22-3/24**  9A-4P  EDC  21604
- **TTH 5/17-5/19**  9A-4P  EDC  21605

**Access 2010-II**
At the second level, consider how to maintain data consistency, customize database components and share Access data with other applications. JG. BOOK: $25 TUITION: $100 HOURS: 12

- **TTH 2/23-2/25**  9A-4P  EDC  21606
- **TTH 4/12-4/14**  9A-4P  EDC  21607
- **TTH 6/7-6/9**  9A-4P  EDC  21608

**Access 2010-III**
In the third level, you will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. JG. BOOK: $25 TUITION: $100 HOURS: 12

- **TTH 5/3-5/5**  9A-4P  EDC  21609

**Access 2016-I**
Data is everywhere. We encounter data at the grocery store, office, laboratory, classroom or ballpark. Whether for work or personal use, most people need to manage data. Access® 2016 helps manage your data more efficiently. JG. BOOK: $25 TUITION: $100 HOURS: 12

- **MW 2/29-3/9**  9A-4P  EDC  21908
- **MW 4/4-4/6**  9A-4P  EDC  21662

**Access 2016-II**
Experience using Microsoft Access® 2016 for basic database management skills such as creating tables, designing forms and reports, and building queries. Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust and functional database for your users. JG. BOOK: $25 TUITION: $100 HOURS: 12

- **MW 5/23-5/25**  9A-4P  EDC  21663

**Certified Supply Chain Professional (CSCP)**
Effective supply chain management enhances productivity and performance with the strategic combination of people, systems and technology to successfully compete in the global marketplace. The CSCP course helps you demonstrate your knowledge and organizational skills for developing more streamlined operations. You will be prepared for the APICS CSCP exam. LS. Tuition: non-members $2,813 members $2,588 HOURS: 40

- **SA 1/16-3/12**  8A-5P  EDC  21800

**Excel 2010-I**
In this version of MS Excel, you will learn to create and navigate workbooks, move and copy data, format various workbook elements and use simple formulas and functions. JG. BOOK: $25 TUITION: $100 HOURS: 12

- **TTH 3/8-3/10**  9A-4P  EDC  21610
- **TTH 5/10-5/12**  9A-4P  EDC  21611
Microsoft for Executives

Excel • Access • PowerPoint • Project


Release the power of Microsoft applications. Learn what you need to know... To do what you need to do.

Individual classes complete in one day, concentrating on the tools and features that will help maximize your proficiency.

Classes begin in February • 9 am – 4 pm
Other dates available.

For more information email: lori.lyons@metrotech.edu
MetroTech.edu/DBC

Excel 2010-II
Learn to calculate data with advanced formulas, organize worksheet and table data, present data using charts, analyze data using pivot tables and customize/enhance workbooks.
PREREQUISITE: Knowledge of Excel basics, including how to create, edit, format and print basic worksheets. JG. BOOK: $25 TUITION: $100
HOURS: 12
TTH 2/16-2/18 9A-4P EDC 21612
TTH 4/5-4/7 9A-4P EDC 21613
TTH 5/24-5/26 9A-4P EDC 21614

Excel 2016-I
The breadth of business, educational and organizational information today is absolutely staggering. Organizations, the world over, rely on this information to make sound decisions regarding all affairs. The ability to make sense of all that data is becoming more and more challenging. Who has the time? Excel® 2016 can help you organize data more effectively for better analysis. JG. BOOK: $25
TUITION: $100 HOURS: 12
MW 3/7-3/9 9A-4P EDC 21601
TTH 3/22-3/31 6-9P EDC 21640
TTH 6/7-6/16 6-9P EDC 21645

Excel 2010-III
Gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.
PREREQUISITE: Knowledge of Excel-II, including how to create, edit and format complex worksheets. JG. BOOK: $25 TUITION: $100
HOURS: 12
TTH 4/26-4/28 9A-4P EDC 21615

Excel 2016-II
Build upon the foundational knowledge presented in the Excel® 2016-I course to create advanced workbooks that will deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization. JG. BOOK: $25 TUITION: $100 HOURS: 12
TTH 4/5-4/14 6-9P EDC 21641
MW 5/2-5/4 9A-4P EDC 21602
How To Use Your Apple Device

 iPhones, iPods and iPads are taking over our personal computing space. This course helps you find the right “app” to do the job. Start with basic setup for email and web, and the apps that come with iOS. Then discover many free and low-cost apps to replace traditional desktop software tools. REQUIREMENT: Apple iOS device & dock cable. Not for Androids. JG. TUITION: $75 HOURS: 12

| TTH  | 3/29-3/31 6-9P | EDC 21649 |
| TTH  | 6/7-6/9 9-4P | EDC 21650 |

PowerPoint 2010-I

Transform your presentations into powerful means of communication. Use the new and enhanced features to create dynamic and visually appealing presentations. JG. BOOK: $25 TUITION: $100 HOURS: 6

| W   | 4/20 9A-4P | EDC 21617 |

PowerPoint 2010-II

Enhance your presentations with features to transform slides into a powerful means of communication that is visually appealing. Customize the PowerPoint interface to suit your requirements. PREREQUISITE: PowerPoint 2010-I or equivalent. JG. BOOK: $25 TUITION: $100 HOURS: 6

| W   | 5/18 9A-4P | EDC 21618 |

PowerPoint 2016-I

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today’s audiences are tech-savvy, accustomed to high-impact multimedia content and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, you can organize your content, enhance it with high-impact visuals and deliver it with a punch. Use PowerPoint 2016 to create engaging and dynamic multimedia presentations. JG. BOOK: $25 TUITION: $100 HOURS: 6

| MW  | 4/18-4/20 6-9P | EDC 21642 |

Your Class Cancelled? Enroll Early

Excellent courses with wonderful instructors may be cancelled if you wait too long to enroll. Each class requires a minimum number of students to maintain low costs.
Small Business Training
Are you thinking about starting a business or expanding your existing business? The Small Business Training course helps you evaluate your business ideas and establish a plan to turn those ideas into reality! Small business experts present topics on marketing and advertising, writing a business plan, financial management, social media, legal issues, strategic planning, tax information and insurance. To enroll please call the Community Action Agency at 232-0199.
LS. TUITION: $25 HOURS: 16
TTH 1/26-2/18 6-8P EDC 21681
TTH 4/12-5/5 6-8P EDC 21682

Social Media-I
Discover the six major social media platforms and how they can help build your brand awareness. While exploring platforms, practice tips and techniques to improve the effectiveness of these marketing tools. Learn to set up accounts on the various platforms, the do’s and don’ts of social media and how to implement social media into your existing marketing plan. JG. TUITION: $75 HOURS: 6
TTH 3/1-3/3 6-9P EDC 21653
TTH 5/24-5/26 6-9P EDC 21654

Social Media-II
Social Media is an important component in today’s marketing world. Learn the basic techniques of measuring ROI (Return On Investment), as well as reputation management within the various social media platforms. With the tools introduced, you can use time-saving techniques for distributing messages, as well as monitoring the engagement with your customers. JG. TUITION: $75 HOURS: 6
TTH 3/8-3/10 6-9P EDC 21655
TTH 6/7-6/9 6-9P EDC 21656

Word 2010-I
Topics covered in this version of MS Word include inserting symbols and characters, text alignment, headers, footers, borders, bullets and numbered lists. JG. BOOK: $25 TUITION: $100 HOURS: 12
TTH 1/26-1/28 9A-4P EDC 21621
TTH 3/1-3/3 9A-4P EDC 21622

Word 2010-II
Build proficiency in this application by learning how to manage lists, customize tables and charts, perform mail merges and create customized graphic elements. PREREQUISITE: Ability to create, edit, format, save and print basic documents that contain text, tables and simple graphics. JG. BOOK: $25 TUITION: $100 HOURS: 12
TTH 3/29-3/31 9A-4P EDC 21623

Word 2016-I
Create professional-looking documents with Word® 2016. Its rich features and powerful tools can make your work easy and even fun. Learn how to create, edit, format and proof documents. Also add tables, lists, design elements and layout options. JG. BOOK: $25 TUITION: $100 HOURS: 12
MW 2/15-2/17 9A-4P EDC 21624
MW 4/25-5/4 6-9P EDC 21643

Word 2016-II
Word® 2016-II can be used to create documents that are as complex as desktop publishing applications. You can control how the text flows between paragraphs and pages. Link a story from one page to the rest of the story, later in the document. Add graphics and specify how the text should appear with the graphics. JG. BOOK: $25 TUITION: $100 HOURS: 12
MW 5/16-5/25 6-9P EDC 21644

Computer Courses for Seniors 60+
BEGINNERS
Computer Basics
Email, Microsoft Word, Excel and PowerPoint
ADVANCED
Microsoft Applications
Metro Technology Centers
Economic Development Center
1700 Springlake Drive • Oklahoma City, OK 73111
To enroll call: (405) 524-3463
e-mail: Darhun1744@yahoo.com
or visit website: www.seniorsonthemoveinc.org

IN PARTNERSHIP WITH:
Capacitación básica de Administración de Negocio

Enero- Junio del 2016

<table>
<thead>
<tr>
<th>Clase</th>
<th>Descripción</th>
<th>Fecha</th>
</tr>
</thead>
<tbody>
<tr>
<td>Como Comenzar Su Propio Negocio</td>
<td>Aprenda lo que va a necesitar para tener un negocio o mantenerlo. Aprenda que licencias o seguros va a necesitar.</td>
<td>1-20-16</td>
</tr>
<tr>
<td>Pronostico de Gastos y Ventas</td>
<td>No deje que sus gastos sean más que sus ventas. Aprenda técnicas de control de gastos, y aumento de ventas.</td>
<td>2-10-16</td>
</tr>
<tr>
<td>Control de Inventario</td>
<td>El corazón de su negocio es su Inventario. Aprenda a mantenerlo activo y saludable.</td>
<td>3-9-16</td>
</tr>
<tr>
<td>Mercadeo</td>
<td>Quien es mi cliente, que hago para conseguir y aumentar clientes. Aprenda de su competencia, taller activo de recursos para aumentar clientes.</td>
<td>4-13-16</td>
</tr>
<tr>
<td>Alcance un Buen Crédito - Presupuesto</td>
<td>Como hacer un presupuesto y usos. Encuentre maneras de mejorar su crédito</td>
<td>5-18-15</td>
</tr>
<tr>
<td>Manejo de los Recursos Humanos</td>
<td>Incentivé a sus empleados. Cree metas y delegación de responsabilidades.</td>
<td>6-15-15</td>
</tr>
</tbody>
</table>

Horario: 6 – 8P  Costo por clase $10
Lugar: South Oklahoma City Chamber • 701 SW 74th, Oklahoma City, OK 73139
Para Inscripción contacte a: Elena: (405) 595-2243 o e-mail elena.troya@metrotech.edu

"Estas clases son una joya de sabiduría, Me inspiran a continuar con mi negocio."
Estudiante Norma Yáñez.
Academic Center Labs-GED

Improve your academic skills in reading, math, spelling and ESL (English as a Second Language). Students learn at their own pace through a variety of computer programs, videos and written materials. Training is also provided to prepare for the GED exam. Classes are open entry for your convenience. Multiple classes may be required to achieve full competency.

ET. TUITION: $45 per month
HOURS: 32

Clases Básicas de Preparación de GED en Español

Incorporamos temas tales como estudios sociales, matemáticas y ciencias a nuestro laboratorio de inglés, las materias son dadas en español, para que contribuyan al desarrollo completo del estudiante y aumenten el interés de completar los estudios en inglés. Nuestras clases son individuales y con horarios flexibles de acuerdo a la necesidad del estudiante.

COSTO $45.00 al mes
HORAS: 32

To apply for Career Majors see page 37. Financial Aid may be available.

PREPARE FOR THE GED TEST

Practice reading, math and spelling in our Computer Lab.

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MONDAY–THURSDAY
8A – 12P & 5 – 9P • $45 PER MONTH

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See this page for Academic Center Labs.
For more information call (405) 595-2243 or email elena.troya@metrotech.edu
ESL: Learn English in a Better Way!

Learn English at your own pace with subjects applied to your profession or studies. Classes are customized to your learning needs. New computer software is available in the upgraded computer lab and on your home computer. Instructors with 20 years of experience are available to help improve your communication in English. Only $45 a month with unlimited access Monday-Thursday, 8 am-noon and 5-9 pm. Call (405) 595-2300 for more information. ET. TUITION: $45 per month HOURS: 86

MTWTH 1/4-1/28 8A-12P SBC 21378
MTWTH 1/4-1/28 5-9P SBC 21381
MTWTH 2/1-2/29 8A-12P SBC 21541
MTWTH 2/1-2/29 5-9P SBC 21542
MTWTH 3/1-3/31 8A-12P SBC 21544
MTWTH 3/1-3/31 5-9P SBC 21545
MTWTH 4/4-4/28 8A-12P SBC 21547
MTWTH 4/4-4/28 5-9P SBC 21548
MTWTH 5/2-5/31 8A-12P SBC 21550
MTWTH 5/2-5/31 5-9P SBC 21551
MTWTH 6/1-6/30 8A-12P SBC 21553
MTWTH 6/1-6/30 5-9P SBC 21554

ESL: Aprenda Inglés de una mejor manera

Aprenda Inglés a su propio ritmo, con temas aplicados a su profesión o estudio. Las clases son diseñadas de acuerdo a su aprendizaje. Nuevo software disponible en nuestro laboratorio actualizado o en la comodidad del computador de su hogar. Instructores con 20 años de experiencia están disponibles para mejorar su comunicación en Inglés. Solo $40 al mes con acceso ilimitado. Instructores disponibles de Lunes–Jueves. 8 am-12 pm and 5-9 pm. Matrícula. Para más información llamar al (405) 595-2300. $45 por mes.

Spanish-I

Learn basic vocabulary, phrases, expressions and grammar to speak Spanish at home, work or while traveling. JG. BOOK: $25 TUITION: $100 HOURS: 25

TTH 2/9-3/10 6-8:30P EDC 21646

Spanish-II

Continue your exploration of Spanish through basic vocabulary, phrases, expressions, grammar and conversation practice. REQUIREMENT: If you purchased a book in Spanish-I, no need to purchase another book. PREREQUISITE: Spanish-I or equivalent speaking skills. JG. BOOK: $25 TUITION: $100 HOURS: 25

TTH 3/22-4/21 6-8:30P EDC 21647

Spanish-III

Build your confidence and learn techniques to see through any linguistic roadblocks. Gain a better understanding of Spanish grammar as a means to deeper conversations. PREREQUISITE: Spanish-II or equivalent speaking skills. JG. BOOK: $25 TUITION: $100 HOURS: 25

TTH 5/3-6/2 6-8:30P EDC 21648

Spanish-Immersion

This exciting course offers a unique opportunity to practice your Spanish in an immersive environment. Learn key vocabulary and phrases to help you in various areas of everyday life. Practice your speaking and listening skills with each other and the instructor in a relaxed and supportive atmosphere. PREREQUISITE: A good working knowledge of Spanish. JG. TUITION: $80 HOURS: 10

TTH 3/1-3/10 6-8:30P EDC 21818
TTH 6/7-6/16 6-8:30P EDC 21819

Singing 101

Are you a shower singer? Do you secretly desire to sing on stage? Then this course is for you! Absolutely no experience is necessary! Even if you know a lot about singing, you are going to have a great time exploring your talented voice. ET. TUITION: $95 HOURS: 16

TTH 1/26-2/18 6-8P SBC 21664

16 Jan–June 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
FINANCE | FULL-TIME CAREER MAJORS

BANKING & RELATED SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Services Representative</td>
<td>HS &amp; A</td>
<td>$1,500</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>600</td>
<td>ITC</td>
</tr>
</tbody>
</table>

BUSINESS FINANCIAL MANAGEMENT & ACCOUNTING | PATHWAY

| Accounts Payable/Receivable Clerk   | HS & A                 | $1,913  | M-F    | 7:40-10:30A &/or 11:25A-2:15P | 765 | ITC  |
| Financial Clerk                     | HS & A                 | $1,313  | M-F    | 7:40-10:30A &/or 11:25A-2:15P | 525 | ITC  |
| Full Charge Bookkeeper              | HS & A                 | $2,513  | M-F    | 7:40-10:30A &/or 11:25A-2:15P | 1005| ITC  |
| Payroll Accounting Clerk            | HS & A                 | $2,213  | M-F    | 7:40-10:30A &/or 11:25A-2:15P | 885 | ITC  |

To apply for Career Majors see page 37. Financial Aid may be available.

High School Students Attend Metro Tech

Tuition Free!

CHOOSE A CAREER!

Accounting Clerk
Administrative Assistant
Aerospace Maintenance Technician
Automotive Service Technician
Biomedical Scientist
Carpenter
Computer & Network Technician
Cosmetologist
Culinary Chef
Cyber Security Professional
Digital Video Specialist
Drafting & Design Technician
Early Care Teacher

Choose from the following career options:

- Electrician
- Engineer
- Entrepreneur
- Financial Services Officer
- Heating & Air Technician
- Horticulture Technician
- Hotel Manager
- Law Enforcement Officer
- Legal Office Assistant
- Nurse Aide
- Pharmacy Technician
- Physical Therapy Aide
- Production Artist
- Teacher
- Web Development Specialist
- Welder

Bus transportation provided to and from your high school. Receive credits toward your high school diploma while attending Metro Tech. Talk to your high school counselor today!
IMMUNIZATIONS:

- Measles, Mumps, Rubella, (MMR)
  One of the following:
  A) Positive measles, mumps, rubella titer or;
  B) One (1) MMR AND positive (+) titer for
     rubella & mumps or;
  C) Two (2) MMR Vaccines

- T.B. Screening Tuberculin (PPD) Test
  One of the following:
  A) Two (2) negative TB skin tests, given within
     the last 12-month period prior to beginning
     clinicals. Student must stay current during
     their entire clinical stay. OR;
  B) If positive TB, student must present:
      • Documented proof of positive TB
      • A negative chest x-ray
      • Public health release
      • Current symptom survey

- Hepatitis B
  One of the following:
  A) Three (3) hepatitis vaccinations or;
  B) Positive hepatitis B surface antibody or;
  C) Hepatitis B waiver signed by student

- Varicella
  One of the following:
  A) Two (2) varicella vaccinations or;
  B) Positive Varicella titer

- Tdap within the last 5 years

- Flu Shot (in season)

CPR

- BLS for Healthcare Provider
  (American Heart Association)

DRUG TESTING:

Provided by Metro Technology Centers

BACKGROUND CHECK:

A) A background check by the Oklahoma
   State Bureau of Investigation (OSBI)*
   Must include a sexual and violent
   offender check.

B) The coordinator or instructor will
   notify students of any other specific
   background checks for participation in
   a clinical rotation.

- A Physical exam is required

*Each clinical facility may accept or
deny any student based on information
obtained from a background check. If
clinical placement is denied, the student
will be administratively withdrawn from
the course.

Clinical pre-requisites are subject to
change and will be reviewed in detail
during orientation session.

Courses showing a syringe require childhood
immunization records, including a current
TB test and Hepatitis B series or waiver form.
For some courses, you will also need MMR,
varicella records, and a background check
form. Requirements may vary.

Days and times of clinical rotations will vary because of facility availability. Clinical rotations may require weekends,
evening or night hours, including 8- or 12-hour shifts. Spaces in clinical rotation at clinical sites are limited and
students must adjust their schedules to attend the clinical rotations when they come available.
HEALTH SCIENCE | FULL-TIME CAREER MAJORS

DIAGNOSTIC SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiologic Technologist</td>
<td>A</td>
<td>$6,520</td>
<td>M-F</td>
<td>7:40A-2:15P*</td>
<td>2608 HCC</td>
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</tr>
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</table>

THERAPEUTIC SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Advanced Unlicensed Assistant (AUA)</th>
<th>HS Senior</th>
<th>$0</th>
<th>M-F</th>
<th>7:40-10:30A &amp;/or 11:25A-2:15P</th>
<th>765</th>
<th>HCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>A</td>
<td>$2,875</td>
<td>M-F</td>
<td>8A-2:30P*</td>
<td>1150</td>
<td>MCA</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>A</td>
<td>$2,788</td>
<td>M-F</td>
<td>7:40-2:15P*</td>
<td>1115</td>
<td>MCA</td>
</tr>
<tr>
<td>Nurse Aide</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>525</td>
<td>HCC</td>
</tr>
<tr>
<td>Pharmacy Clerk</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>525</td>
<td>HCC</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>720</td>
<td>HCC</td>
</tr>
<tr>
<td>Physical Therapy Aide</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>585</td>
<td>HCC</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>A</td>
<td>$3,660</td>
<td>M-F</td>
<td>8A-2:30P*</td>
<td>1464</td>
<td>HCC</td>
</tr>
<tr>
<td>1+1 Practical Nurse</td>
<td>A</td>
<td>$3,360</td>
<td>M-F</td>
<td>8A-2:30P*</td>
<td>1344</td>
<td>HCC</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>A</td>
<td>$3,075</td>
<td>M-F</td>
<td>7:40A-2:15P*</td>
<td>1230</td>
<td>HCC</td>
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</tbody>
</table>

SCIENCE & MATHEMATICS | PATHWAY

| Biomedical Sciences Academy          | HS | $0 | M-F | 7:30-10:30A &/or 11:30A-2:15P | 960 | HCC |
| Biomedical Sciences Academy-Advanced | HS | $0 | M-F | 7:30-10:30A &/or 11:30A-2:15P | 1440 | HCC |

SUPPORT SERVICES | PATHWAY

| Health Unit Clerk                    | HS | $0  | M-F | 7:40-10:30A &/or 11:25A-2:15P | 525  | HCC |

*Clinical and class times may vary throughout the year. To apply for Career Majors see page 37. Financial Aid may be available.

HEALTH SCIENCE | SHORT-TERM COURSES

Advanced Unlicensed Assistant (AUA) Orientation

Learn all the requirements needed to enroll in the Advanced Unlicensed Assistant (AUA) course. Bring these documents to orientation: Government ID, proof of Social Security number, negative TB skin test, OSBI with name, sexual and violent offender, proof of immunization. You may enroll in the AUA course once you complete orientation. NA. HOURS: 1.5

M 2/1 4-5:30P HCC 21481

Advanced Unlicensed Assistant (AUA)...

Learn advanced patient care including sterile asepsis, nasogastric tube feeding, blood glucose monitoring, catheterization and more. This course includes a clinical component. Clinical days are a full 8 hours from 7 am to 3 pm. Book and testing fees are not included in tuition. REQUIREMENT: You must attend orientation to enroll in this course. Bring required documents listed under AUA orientation. All permanent residents must submit evidence of their permanent resident card. PREREQUISITE: CNA or equivalent, and orientation. NA. BOOK: $85 TUITION: $1170 HOURS: 206

MTWTH 2/8-4/13 8A-2:30P HCC 21479

Courses showing a syringe require childhood immunization records, including a current TB test and Hepatitis B series or waiver form. For some courses, you will also need MMR, varicella records, and a background check form. Requirements may vary.
Anatomy & Physiology **CMC**

This course is necessary for employees performing medical coding, medical transcription, health information or medical records. Study anatomy of the human body, in-depth, to understand body systems and functions. You will cover all major body systems, planes, cavities and regions. Learn anatomical terms essential for understanding medical records.

This course is a prerequisite for Coding ICD-10. NA. BOOK: $60 TUITION: $295 HOURS: 66

| TTH | 1/12-3/31 | 6-9P | HCC | 21482 |

**CMA Update** **CEU**

CMA’s must update their CMA card annually. This course fulfills requirements of the Oklahoma State Department of Health.

REQUIREMENT: All permanent residents must submit evidence of their permanent resident card. Bring CNA and CMA card with a photo ID. PREREQUISITE: Current CNA and CMA in Oklahoma. LW. BOOK: $5 TUITION: $45 HOURS: 8

| TH | 1/7 | 8A-4:30P | HCC | 21497 |
| TH | 1/14 | 8A-4:30P | HCC | 21498 |
| TH | 1/28 | 8A-4:30P | HCC | 21499 |
| TH | 2/4 | 8A-4:30P | HCC | 21500 |
| TH | 2/11 | 8A-4:30P | HCC | 21501 |
| TH | 2/25 | 8A-4:30P | HCC | 21503 |
| TH | 3/3 | 8A-4:30P | HCC | 21504 |
| TH | 3/10 | 8A-4:30P | HCC | 21507 |
| TH | 3/24 | 8A-4:30P | HCC | 21508 |
| TH | 3/31 | 8A-4:30P | HCC | 21510 |
| TH | 4/7 | 8A-4:30P | HCC | 21511 |
| TH | 4/14 | 8A-4:30P | HCC | 21513 |
| TH | 4/21 | 8A-4:30P | HCC | 21515 |
| TH | 4/28 | 8A-4:30P | HCC | 21516 |
| TH | 5/5 | 8A-4:30P | HCC | 21518 |
| TH | 5/12 | 8A-4:30P | HCC | 21520 |
| TH | 5/19 | 8A-4:30P | HCC | 21531 |
| TH | 6/2 | 8A-4:30P | HCC | 21534 |
| TH | 6/9 | 8A-4:30P | HCC | 21539 |

**CMA (Certified Medication Aide) Orientation**

Every student must attend the CMA Orientation before attending the CMA (Certified Medication Aide) course. REQUIREMENT: Bring original proof of social security number, valid government issued photo ID, and current CNA card. All permanent residents must submit evidence of their permanent resident card. PREREQUISITE: Must be 18 years of age with a high school diploma or equivalent. Also must be able to read, write and speak English. You must hold a valid Oklahoma CNA certification with 6 months work experience and be listed on the Nurse Aide registry. Must possess the physical and mental capability to safely perform duties. LW. BOOK: $30 TUITION: $385 HOURS: 1.5

| M | 1/11 | 4-5:30P | HCC | 21452 |
| M | 2/15 | 10-11:30A | HCC | 21454 |
| M | 4/18 | 4-5:30P | HCC | 21453 |
| M | 5/2 | 10-11:30A | HCC | 21455 |

**CMA (Certified Medication Aide)**

The state of Oklahoma requires persons administering medications in nursing facilities to be certified. Learn to administer medications and how medications affect systems of the body. Become eligible to take the CMA exam. Book and testing fees are NOT included in tuition.

REQUIREMENT: You must attend orientation to enroll in this course. Bring required documents listed under orientation.LW. BOOK: $30 TUITION: $385 HOURS: 60

| MTH | 1/19-2/22 | 5-9P | HCC | 21456 |
| MTWTH | 2/22-3/8 | 8A-2:30P | HCC | 21458 |
| MTH | 4/25-5/26 | 5-9P | HCC | 21457 |
| MTWTH | 5/9-5/24 | 8A-2:30P | HCC | 21459 |

**CMA-Advanced: Nasogastric/Gastrostomy/Respiratory**

Receive a combination of advanced training in the administration of medications and nutrition via nasogastric and gastrostomy tubes, along with administration of oral inhalers and nebulizers. Studies consist of class time and skills lab. All skill demonstrations require 100% proficiency. REQUIREMENT: Must bring proof of social security number, photo ID and current CNA and CMA cards. All permanent residents must submit evidence of their permanent resident card. PREREQUISITE: Currently an Oklahoma Certified Nurse Aide and Medication Aide listed on the state Nurse Aide Registry with no abuse notations. LW. BOOK: $10 TUITION: $115 HOURS: 16

| MT | 1/4-1/5 | 8A-4:30P | HCC | 21460 |
| MT | 4/4-4/5 | 8A-4:30P | HCC | 21461 |
CLIMB THE HEALTH CAREER LADDER

Health Certifications
- CMA-Advanced
- Advanced Unlicensed Assistant (AUA)
- CMA/CMA Update
- CNA
- Coding-The Certification Step
- Coding ICD-10
- Coding CPT
- CPR/BLS Health Care Provider
- CNA
- Home Health Deeming
- Phlebotomy

Health Career Ladder

STEP 1
CNA-Certified Nursing Assistant

STEP 2
CNA-Home Health Deeming

STEP 3
CMA Advanced

STEP 4
Certified Medication Aide (CMA)

STEP 5
Advanced Unlicensed Assistant (AUA)

STEP 6
Practical Nurse

Additional Health Courses
- IV Therapy
- Medical Billing
- Anatomy & Physiology
- MAT/MAT Update
- Medical Terminology
- Nurse Refresher
CNA-(Certified Nurse Aide) Orientation

CNA Orientation is required for ALL students, regardless if they are self-pay or sponsored by another organization. REQUIREMENT: Proof of Social Security number, government issued photo ID, OSBI background check with name base, sexual and violent offender within the last three months, negative TB skin test within the last six months, immunizations, flu shot (in season) physical exam and a current CPR/ BLS card. All permanent residents must submit evidence of their permanent resident card. LW.

HOURS: 1.5

- M 1/4 10-11:30A HCC 21444
- M 1/11 4-5:30P HCC 21446
- M 3/21 10-11:30A HCC 21445
- M 4/4 4-5:30P HCC 21447

CNA-(Certified Nurse Aide) LTC (Long Term Care)

Enter the health care field as a Nurse Aide in nursing care centers. Prepare for the LTC Nurse Aide state certification exam. Course consists of lecture, lab and clinical hours. Book and testing fees are NOT included in tuition. Early enrollment is encouraged as classes fill quickly. REQUIREMENT: You must attend orientation to enroll in this course. Bring required documents listed under orientation. PREREQUISITE: CPR/BLS. LW. BOOK: $20 TUITION: $505 HOURS: 108

- MTWTH 1/11-2/10 8A-2:30P HCC 21450
- MTWTH 1/19-3/3 5-9P HCC 21448
- MTWTH 3/28-4/26 8A-2:30P HCC 21451
- MTWTH 4/11-5/25 5-9P HCC 21449

Your Class Cancelled? Enroll Early

Excellent courses with wonderful instructors may be cancelled if you wait too long to enroll. Each class requires a minimum number of students to maintain low costs.

CNA-Home Health Deeming

Prepare to take the home health state certification exam. The exam fee is not included in the tuition. Those that were CNA’s prior to March 1, 2012 will have a separate testing fee for the State clinical skills portion. REQUIREMENT: Students must bring to the first class a valid Oklahoma LTCNA card, a government issued photo ID and proof of a Social Security number. All permanent residents must submit evidence of their permanent resident card. PREREQUISITE: CNA Certification.

LW. TUITION: $125 HOURS: 16

- MT 1/11-1/12 8A-4:30P HCC 21505
- TW 4/19-4/20 8A-4:30P HCC 21506

Coding CPT

Learn to assign codes for the reporting of medical services and procedures by physicians. Accurately describe surgical, medical and diagnostic services to provide effective means of nationwide communication among doctors, patients and insurance companies. Primary emphasis is on outpatient services. PREREQUISITE: Medical Terminology. NA. BOOK: $110 TUITION: $373 HOURS: 66

- MTH 2/8-4/11 6-9P HCC 21477

Coding-The Certification Step

Focus on applications of coding principles learned in CPT and ICD-10 Coding. You will analyze and synthesize documents and apply ICD-10, CPT and HCPC codes based on documentation. This course will help prepare you for the certification exam. Bring your ICD-10 and CPT Coding manuals to class. PREREQUISITE: CPT and ICD-10 or 2 year’s experience in coding. NA. BOOK: $114 TUITION: $166 HOURS: 48

- MTH 5/2-7/21 6-9P HCC 21666
HEALTH SCIENCE

Coding ICD-10

Beginning October 2014, coders will need to understand ICD-10. Enroll for this class now to be prepared for the transition from ICD-9 to ICD-10. Learn how to correctly assign ICD-10 diagnostic and procedural codes in medical and health records to ensure accurate and complete reimbursements. PREREQUISITES: Medical Terminology and Body Structure and Function.

TUITION: $315 BOOK: $316 HOURS: 48
MTH 4/18-6/30 6-9P HCC 21827

Coding ICD-10-CM & ICD-10-PCS: Intro

Review ICD-10-CM guidelines to include hands-on coding practices from each section of the code sets. ICD-10-PCS covers root operations and documentation required for code assignments. Three books are required.

PREREQUISITE: Medical Terminology and Anatomy & Physiology prior to enrolling. NA.
BOOK: $316 TUITION: $315 HOURS: 60
MTH 2/29-5/12 6-9P HCC 21480

CPR/BLS Health Care Provider

American Heart Association standard training in Basic Life Support (BLS) includes adult, child and infant CPR and obstructed airway modules. In addition, automatic external defibrillation (AED) and bag-valve-mask ventilation is taught. This course meets requirements for most health courses. LW. TUITION: $45 HOURS: 4.5

T 1/12 5-9:30P HCC 21525
T 1/26 5-9:30P HCC 21526
T 2/9 5-9:30P HCC 21527
T 2/23 5-9:30P HCC 21528
T 3/8 5-9:30P HCC 21529
T 3/29 5-9:30P HCC 21530
T 4/12 5-9:30P HCC 21532
T 4/26 5-9:30P HCC 21533
T 5/10 5-9:30P HCC 21535
T 5/24 5-9:30P HCC 21536
T 6/7 5-9:30P HCC 21537
T 6/21 5-9:30P HCC 21538

Heart Saver/CPR & First Aid

American Heart Association standard training is provided for Heart Saver/CPR and First Aid. AED training and the Heimlich maneuver are taught along with basic first aid skills. LW. TUITION: $55 HOURS: 8
MT 2/29/3/1 5-9P HCC 21523
MT 4/18-4/19 5-9P HCC 21524

Medical Terminology

The groundwork for all health care careers is medical terminology. Learn how the words used in the medical language fit together. Chapters covered include the systems of skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, nervous, integumentary, endocrine and reproductive. Also covers special senses including the eyes and ears, diagnostic procedures and pharmacology. This is a good preparatory course for those planning a career in coding or any health career major at Metro Tech. NA. BOOK: $90 TUITION: $335 HOURS: 60

M 2/1-4/18 6-9P HCC 21490
M 6/6-8/15 6-9P HCC 21491

Medical Terminology

Work on-line at home or at Metro Tech. Learn how the words used in the medical language fit together. Chapters covered include the systems of skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, nervous, integumentary, endocrine and reproductive. Also covers special senses including the eyes and ears, diagnostic procedures and pharmacology. This is a good preparatory course for those planning a career in coding or any health career major at Metro Tech.

REQUIREMENT: Please call (405) 595-4678 to enroll and include your email address with your enrollment. MUST ATTEND ORIENTATION THE FIRST NIGHT AT 6:00 PM. NA. BOOK: $90 TUITION: $335 HOURS: 60
M 2/1-4/18 6-9P HCC 21484
M 6/6-8/15 6-9P HCC 21486
Oklahoma Statewide Nurse Refresher Course

Are you an LPN or RN in need of an update in the world of professional nursing? The University of Oklahoma College of Nursing and participating technology centers in Oklahoma’s CareerTech system are now accepting enrollments for a Nurse Refresher course.

This course offers three components:

• A self-paced, online nursing theoretical course
• A nursing skills lab
• A clinical rotation module

This course can be completed within six months.

NURSE REFRESHER COURSE FACTS

1. Meets requirements of the Oklahoma Board of Nursing as an approved Nurse Refresher course.
2. Operates as self-paced, online nursing review with instructor support and faculty supervision for all lab skills and clinical rotation.
3. For more information contact OU College of Nursing’s website: http://nursing.ouhsc.edu/
4. Enrollment information:
   
   **Canadian Valley Tech**  
   Yukon — Sharon Mitchell: (405) 422-2342 or smitchell@cvtech.edu  
   Chickasha — Janie Harris: (405) 224-7220 or iharris@cvtech.edu

   **Meridian Tech**  
   Stillwater — Rena Hines: (405) 377-3333 or renah@meridiantech.edu

   **Metro Tech**  
   Oklahoma City — Nail Alvarado-Timms: (405) 595-4770 or nail.alvarado-timms@metrotech.edu

   **Pioneer Tech**  
   Ponca City — Jan Cherry: (580) 762-8336 or janc@pioneertech.edu

   **Pontotoc**  
   Ada — Andrea Pogue: (580) 310-2236 or apogue@pontotoctech.edu

   **Tulsa Tech**  
   Tulsa — Sherry Conder: (918) 828-1280 or sherry.conder@tulsatech.edu

5. Total course cost: $2,599 (nonrefundable)

THIS COURSE IS RECOMMENDED FOR THE FOLLOWING PERSONS:

• Applicants for registered nurse or practical nurse licensure by endorsement, reinstatement, or return to active status who need to complete a Nurse Refresher Course to meet Board of Nursing requirements.
• Graduates of nursing programs who have not taken and/or passed the NCLEX within two years of completion of their nursing education program.
• Nurses who hold a current license but who have been before the Board for disciplinary action. (Must present a copy of their Board order.)
• Currently licensed Oklahoma nurses who would like an update of nursing knowledge are welcome in this course. These students have the option of taking only the didactic portion of the course.

This course was developed in a partnership between the University of Oklahoma College of Nursing and participating technology centers in Oklahoma’s CareerTech system. Both the University of Oklahoma and the CareerTech system provide equal opportunities.
MAT (Medication Administration Technician)
To administer medications in a residential care facility or group home, you must have medication administration training. Includes administration of medications, measuring and charting, vital signs and legal aspects. NA. BOOK: $10 TUITION: $100 HOURS: 24 & 16
MT 1/4-1/5 8A-4:30P HCC 20340
MT 5/2-5/3 8A-4:30P HCC 21472

MAT Update
Every year Medication Administration Technicians must renew their skills with an eight-hour update. In this session, review legal and ethical issues, medication administration and how to avoid medication errors. REQUIREMENT: Must provide proof of current MAT certificate of completion. NA. BOOK: $10 TUITION: $55 HOURS: 8
F 2/26 8A-4:30P HCC 21464
F 4/22 8A-4:30P HCC 21467
F 6/3 8A-4:30P HCC 21470

Nurse Refresher Orientation
This orientation provides details for the Oklahoma Statewide Nurse Refresher course. You will learn about theory, lab and clinical components of the program. The Nurse Refresher program is a non-refundable program and it does not offer discounts. The $40 drug screen and $20 clinical hub are included in the tuition. OU may require additional fees. REQUIREMENT: You must bring the following documents:
- CPR/BLS
- Immunizations (2 MMR, 2 Varicellas, 1 Tdap within the last five years, 2 negative TB)
- Hepatitis B/ waiver
- Flu shot (in season),
- Group One and OSBI background check.
- Drug Screen will be required
- License or proof of completion of nursing program,
- If LPN, proof of IV therapy training or IV course
- Physical exam (MT form)
PREREQUISITE: All permanent residents must submit evidence of their permanent resident card. NA. HOURS: 1.5
M 1/4 4-5:30P HCC 21483
M 2/22 4-5:30P HCC 21485
M 3/21 4-5:30P HCC 21487
M 4/18 4-5:30P HCC 21488
M 5/16 4-5:30P HCC 21489

Phlebotomy
This course consists of lecture and lab that provides knowledge of equipment, OSHA’s bloodborne pathogens and mechanics involved in the collection of specimens. Practice and learn how to do all areas of venipuncture safely and properly. Study complications in phlebotomy and special collection procedures. After successfully completing all aspects of the phlebotomy course, you are eligible for a day-time internship. Information on the internship will be provided the first day of the phlebotomy course. There is an additional fee of $149 for the internship. REQUIREMENT: Immunizations and background check. PREREQUISITE: CPR/BLS if attending internship. NA. BOOK: $67 TUITION: $2599 HOURS: 160. (see ad on page 24)
MTWTHF 1/5-3/30 8A-5P HCC 21492
MTWTHF 2/23-3/17 8A-5P HCC 21493
MTWTHF 3/22-6/20 8A-5P HCC 21494
MTWTHF 4/19-7/19 8A-5P HCC 21495
MTWTHF 5/17-8/17 8A-5P HCC 21496

Veterinary Aide
Review common veterinary office etiquette, procedures and techniques. Then learn more about the veterinary office such as client interaction, medical terminology, vaccinations and common diseases including endoparasites, ectoparasites and zoonosis. Practice general functions of the front office, receptionist, kennel, barn/ stalls and examination techniques for both large and small animals. LW. TUITION: $145 HOURS: 20
TTH 1/5-2/4 7-9P HCC 21521
TTH 3/22-4/21 7-9P HCC 21522

Courses showing a syringe require childhood immunization records, including a current TB test and Hepatitis B series or waiver form. For some courses, you will also need MMR, varicella records, and a background check form. Requirements may vary.
HOSPITALITY & TOURISM

Jan-June 2016 Course Schedule
(405) 595-4678
www.metrotech.edu
Hablamos Español (405) 595-4426

CEU CONTINUING EDUCATION UNITS
ONLINE COURSES
NEW COURSES
CLEET APPROVED
CAREER MAJOR COURSE

HOSPITALITY & TOURISM | FULL-TIME CAREER MAJORS

RESTAURANT FOOD & BEVERAGE SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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<tbody>
<tr>
<td>Baker Assistant</td>
<td>HS &amp; A</td>
<td>$1,650</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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<td>Banquet Caterer</td>
<td>HS &amp; A</td>
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<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>660</td>
<td>SBC</td>
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<tr>
<td>Culinary Arts Assistant</td>
<td>HS &amp; A</td>
<td>$1,650</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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<tr>
<td>Food Service Attendant</td>
<td>HS &amp; A</td>
<td>$900</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>360</td>
<td>SBC</td>
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<tr>
<td>Restaurant Manager</td>
<td>HS &amp; A</td>
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<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>660</td>
<td>SBC</td>
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<tr>
<td>Garde Manager</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>345</td>
<td>MCA</td>
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<td>Hospitality Steward</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>345</td>
<td>MCA</td>
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<tr>
<td>Hotel &amp; Lodging Manager</td>
<td>HS &amp; A</td>
<td>$2,550</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1020</td>
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<td>Line Cook</td>
<td>HS</td>
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<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>615</td>
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<tr>
<td>Prep Cook</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>300</td>
<td>MCA</td>
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</table>

To apply for Career Majors see page 37. Financial Aid may be available.

HOSPITALITY & TOURISM | SHORT-TERM COURSES

Cociendo Para Principiantes NEW
Disfrutar de ropa de costura personalizada. Aprende a crear tus propios patrones y hacer realidad tus sueños en la moda y diseño de interiores. Te enseñamos seguridad, mantenimiento de máquinas de coser, herramientas de corte y prensado de prendas todos estos temas serán cubiertos en esta clase. REQUIREMENT: Los estudiantes traerán los materiales necesarios para los proyectos. (Telas, Cierres, hilo y tijeras, alfileres, botones) ET. BOOK: $75 TUITION: $185 HOURS: 30
W 2/3-4/13 6-9P SBC 21597

MetroTech now offers training in

Hotel & Lodging Management
For High School Juniors, seniors and adults:

Job Postings Online
The primary job posting service for Metro Technology Centers is College Central Network

- Students, search for that perfect job!
- Business owners, look for quality employees!

www.collegecentral.com/metrotech

www.collegecentral.com/metrotech

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26 Jan-June 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
HUMAN SERVICES | FULL-TIME CAREER MAJORS

EARLY CHILDHOOD DEVELOPMENT & SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
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<tbody>
<tr>
<td>Early Care Director</td>
<td>$3,600</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1440</td>
<td>CCC</td>
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<tr>
<td>Early Care Infant &amp; Toddler Care</td>
<td>$2,975</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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<td>Early Care Master Teacher</td>
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<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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<td>Early Care Teacher Assistant</td>
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<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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PERSONAL CARE SERVICES | PATHWAY

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<th>Days</th>
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<th>Hrs</th>
<th>Site</th>
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<tbody>
<tr>
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<td>$3,750</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>1500</td>
<td>SBC</td>
</tr>
<tr>
<td>Cosmetologist-High School</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1000</td>
<td>SBC</td>
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<tr>
<td>Evening Master Cosmetologist</td>
<td>$1250-2500</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>500-1000</td>
<td>SBC</td>
</tr>
<tr>
<td>Esthetician-High School</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>600</td>
<td>SBC</td>
</tr>
<tr>
<td>Evening Esthetician</td>
<td>$1500</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>600</td>
<td>SBC</td>
</tr>
<tr>
<td>Nail Technician-High School</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>600</td>
<td>SBC</td>
</tr>
<tr>
<td>Evening Nail Technician</td>
<td>$1500</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>600</td>
<td>SBC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available. *500 hours if two or more years of experience

HUMAN SERVICES | SHORT-TERM COURSES

Child Development Associate (CDA) Preparation

All Courses held Tuesday & Thursday • 6:30-9P • Health Careers Center (HCC)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Course</th>
<th>Dates</th>
<th>Tuition</th>
<th>Hours</th>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>Guiding Children</td>
<td>1/5-1/21</td>
<td>$65</td>
<td>15</td>
<td>21509</td>
</tr>
<tr>
<td>7</td>
<td>Involving Families and the Community</td>
<td>1/26-2/4</td>
<td>$40</td>
<td>10</td>
<td>21512</td>
</tr>
<tr>
<td>8</td>
<td>Program Planning and Record Keeping</td>
<td>2/9-2/18</td>
<td>$40</td>
<td>10</td>
<td>21514</td>
</tr>
<tr>
<td>9</td>
<td>Developing as an Early Educational Professional</td>
<td>2/23-3/3</td>
<td>$40</td>
<td>10</td>
<td>21517</td>
</tr>
<tr>
<td>10</td>
<td>Putting It All Together</td>
<td>3/22-4/7</td>
<td>$65</td>
<td>15</td>
<td>21519</td>
</tr>
</tbody>
</table>

Book: $35 (One-time charge due upon first enrollment) • Scholarships may be available! Call (405) 225-9396. Enrollment before course begins is required • For more information call (405) 395-4660 or e-mail: lou.wood@metrotech.edu.
INFORMATION TECHNOLOGY | FULL-TIME CAREER MAJORS

INFORMATION SUPPORT & SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Support Technician</td>
<td>HS &amp; A</td>
<td>$2,550</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1020</td>
<td>ITC</td>
</tr>
<tr>
<td>Network PC Support Specialist</td>
<td>HS &amp; A</td>
<td>$1,950</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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<td>ITC</td>
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<tr>
<td>PC Support Technician</td>
<td>HS &amp; A</td>
<td>$1,575</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>630</td>
<td>ITC</td>
</tr>
</tbody>
</table>

NETWORK SYSTEMS | PATHWAY


To apply for Career Majors see page 37. Financial Aid may be available.

INFORMATION TECHNOLOGY | SHORT-TERM COURSES

A+ Certification
Learn basic support and repair of PC hardware and operating systems. Prepare for the CompTIA A+ IT 801 and 802 exams. REQUIREMENT: Must be able to lift large objects weighing up to 35 pounds and use hand tools in a confined space. Must pass a personal safety orientation for electrical devices. PREREQUISITE: Computer Literacy, Windows and IT Fundamentals or equivalent. JG. BOOK: $100 TUITION: $500 HOURS: 60
TTH 3/22-5/26 6-9P EDC 21651

C++ Programming-I
Learn how to begin programming using the C++ language in a workshop setting. You will begin programming with no prior experience necessary! This basic course covers multiple areas, such as, data types, control structures, functions, arrays and standard streams. JG. TUITION: $75 HOURS: 6
MW 2/22-2/24 6-9P EDC 21658
MW 5/23-5/25 6-9P EDC 21659

C++ Programming-II
This intermediate C++ course will further your understanding of the following Object Oriented topics: Pointers, Memory Allocation, Classes, Operator Overloading and the Standard Template Library. JG. TUITION: $100 HOURS: 12
MW 2/29-3/9 6-9P EDC 21660
MW 6/6-6/15 6-9P EDC 21661

Network+ Certification
Learn the fundamentals of network theory and design, management and maintenance, troubleshooting, and installing and configuring basic network infrastructure. REQUIREMENT: Must be able to lift large objects weighing up to 35 pounds and use hand tools in a confined space. Must pass a personal safety orientation for electrical devices. PREREQUISITE: A+ Certification or equivalent. JG. BOOK: $100 TUITION: $400 HOURS: 30
TTH 2/9-3/10 6-9P EDC 21652

28 Jan-June 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | FULL-TIME CAREER MAJORS

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | SHORTH-TERM COURSES

Metro Tech offers many CLEET approved short-term courses to receive continuing education credit. Look for courses located in these areas: Business, Education and Law. To receive continuing education credit, present your class certificate to CLEET.

CLEET REQUIREMENTS

You must be 18 years of age or older to become a security officer, 21 to become armed.

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Training Required</th>
<th>Hours</th>
<th>State Exam Required</th>
<th>Continuing Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unarmed Security Guard</td>
<td>Phase-I &amp; II</td>
<td>20</td>
<td>Phase-I &amp; II</td>
<td>8 hrs</td>
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<tr>
<td>Unarmed Private Investigator</td>
<td>Phase-I</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-III</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armed Security Guard</td>
<td>Phase-I</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-II</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-IV</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armed Private Investigator</td>
<td>Phase-I</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-III</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-IV</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combination License- Armed Security Guard and Armed Investigator</td>
<td>Phase-I</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-II</td>
<td>20</td>
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<tr>
<td></td>
<td>Phase-III</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase-IV</td>
<td>32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Private Security and SDA enrollments must be made in person. Proof of citizenship, photo ID, passport or lawful presence is required. For proof of proper documentation required, visit: www.ok.gov/CLEET

Phase I-Unarmed Security
Includes interpreting security guard law, first-aid, fire extinguishers, writing field notes and reports, plus interpreting legal powers. PREREQUISITE: 18 years old, US citizen and Oklahoma resident. JG. BOOK: $10 TUITION: $100 HOURS: 20

MTW 2/8-2/10 8A-5P EDC 21625
MTW 3/28-3/30 8A-5P EDC 21626

Phase II-Unarmed Security
Includes public relations, fixed post duties, patrolling and investigating security incidents. PREREQUISITE: 18 years old, US citizen and Oklahoma resident. JG. BOOK: $10 TUITION: $100 HOURS: 20

WTHF 2/10-2/12 8A-5P EDC 21628
WTHF 3/30-4/1 8A-5P EDC 21629
WTHF 5/23-5/26 8A-5P EDC 21630

Phase III-Private Investigator
Review responsibilities to clients, private investigation laws, fair credit reporting laws, investigations and surveillance. PREREQUISITE: Phase I & II. JG. BOOK: $10 TUITION: $140 HOURS: 35

MTWTHF 4/11-4/14 8A-5P EDC 21631

Phase IV-Firearms
Qualify for the CLEET armed security guard license. You will learn Oklahoma’s laws regarding firearms, possession, transport, use of deadly force, handcuffing and arrest techniques. REQUIREMENT: Minimum 9mm caliber semi-auto pistol, duty style holster, belt and two magazines. For safety reasons students are required to purchase 400 rounds of ammunition at H&H firing range. PREREQUISITE: 21 years old, MMPI-2 test and Phase I & II. JG. BOOK: $10 TUITION: $150 HOURS: 32

MTWTH 2/22-2/25 9A-6P OC 21634
MTWTH 6/6-6/9 9A-6P OC 21635
Phase IV-Shotgun
This optional course is for armed private security guards who must use a tactical shotgun while on duty. Learn the proper method of handling and securing the shotgun and how to place the shotgun in cruiser-safe condition. REQUIREMENT: Students must supply their own pump-action 12 gauge shotgun, similar to a Remington 870. Ammunition must be purchased at the firing range. No outside ammunition is allowed. PREREQUISITE: Currently enrolled in or has completed CLEET Phase 4-Firearms course in the past 6 months, have an unexpired Oklahoma Armed Private Security Guard license or Military background. JG. BOOK: $10 TUITION: $90 HOURS: 8
F 2/26-2/26 9A-6P OC 21636
F 6/10-6/10 9A-6P OC 21637

CLEET STATE EXAMS
Private Security Guard & Private Investigator-Phases I, II, III, and IV
T & TH • 9A or 2P • $25 per exam
Call (405) 595-4678 to schedule a time.
Testing provided at:
Metro Technology Centers
1900 Springlake Drive
Oklahoma City, OK 73111

Phase V-Bail Enforcer
As a bail enforcer, you have the authority to execute the recovery of a defendant for failure to appear in court on an undertaking or a bail bond contract issued in Oklahoma, another state or the United States. Guidelines for the new bail enforcer laws are covered: www.ok.gov/cleet/About_Us/Rules/ PREREQUISITE: Unarmed bail enforcement officer: Phase I, II & III. Armed bail enforcement officer: Phase I, II, III & IV. JG. BOOK: $25 TUITION: $200 HOURS: 40
MTWTHF 3/7-3/11 8A-5P EDC 21632
MTWTHF 6/13-6/17 8A-5P EDC 21633

Looking for a Job in Security?
You are guaranteed an interview with Elite Protection Security when you complete Phases I, II and IV Security Officer courses (listed on pages 30 & 31) with Metro Technology Centers.
Call (405) 629-0004
Phase III is not required to be hired.
MANUFACTURING | FULL-TIME CAREER MAJORS

MANUFACTURING PRODUCTION PROCESS DEVELOPMENT | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing Technician</td>
<td>HS &amp; A</td>
<td>$2,438</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>975</td>
<td>SBC</td>
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</table>

WELDING & METAL FABRICATION | PATHWAY

<table>
<thead>
<tr>
<th>Welding Type</th>
<th>Fabrication</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMAW Structural Welder</td>
<td>HS &amp; A</td>
<td>$1,638</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>655</td>
<td>SBC</td>
</tr>
<tr>
<td>Structural Welder</td>
<td>HS &amp; A</td>
<td>$2,588</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1035</td>
<td>SBC</td>
</tr>
<tr>
<td>Combination Welder</td>
<td>HS &amp; A</td>
<td>$3,425</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1370</td>
<td>SBC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available.

MANUFACTURING | SHORT-TERM COURSES

Certified Production and Inventory Management (CPIM)

BSCM (Basics of Supply Chain Management)
Learn the basics of planning and controlling the flow of materials into, through, and out of an organization. Review the types of manufacturing systems, master planning and material requirements. (Tuition for members is $1,062.) LS. TUITION: $1180 HOURS: 30
M 1/25-3/28 6-9P EDC 21799
S 2/6-3/5 8A-5P EDC 21798

DSP (Detailed Scheduling and Planning)
Focus on material and capacity scheduling and planning. This includes material requirements planning (MRP), a technique used in job shops and material-dominated scheduling to process industries and other mature production environments. Learn about capacity requirements planning and processor-dominated scheduling. (Tuition for members is $1,012.) LS. TUITION: $1125 HOURS: 27
S 5/28-6/18 8A-5P EDC 21805

Price includes course materials and online access to class exercises, practice exams and exams. Visit http://apics-okc.org/meetinginfo.php

ECO (Execution and Control of Operations)
Learn techniques for scheduling and controlling production and process operations. Review quality initiatives and continuous improvement plans, as well as controlling and handling inventories. (Tuition for members is $955.) LS. TUITION: $1062 HOURS: 24
M 3/21-4/11 6-9P EDC 21808

MPR (Master Planning of Resources)
Explore processes used to develop sales and operations plans, and identify and assess internal and external demand and forecasting requirements. You will be prepared for the MPR exam. (Tuition for members is $955) LS. TUITION: $1062 HOURS: 24
S 4/2-4/30 8A-2P EDC 21811

SMR (Strategic Management of Resources)
Review three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. You will be prepared for the SMR exam. (Tuition for members is $955) LS. TUITION: $1062 HOURS: 24
W 1/20-3/9 6-9P EDC 21813

For more information call: (405) 595-6992 or (405) 823-0525

Pro Welding S-500
Experienced welders receive updates and are introduced to new welding machinery (S-500 Lincoln.) Some theory is included. The course content is predominantly hands-on. PREREQUISITE: Certification on 3G-6G and welding experience. ET. SUPPLIES: $30
TUITION: $150 HOURS: 16
MW 2/8-3/2 4-6P SBC 21586
MTWTHF 3/21-3/31 4-6P SBC 21587
MTWTHF 4/18-4/28 4-6P SBC 21588

Welding Basics-3G and 6G Certification
Receive basic instruction and participate in hands-on experiences using oxyfuel welding and cutting, shielding metal arc welding and gas metal arc welding (MIG). Multiple classes maybe required to obtain full competency for 3G & 6G certification. The certification tests are available on site. Test fees are not included in tuition. ET.
BOOK: $100 TUITION: $390 HOURS: 72
MW 2/1-4/25 6-9P SBC 21582
TTH 2/2-4/28 6-9P SBC 21583
MW 5/2-7/25 6-9P SBC 21584
MARKETING, SALES & SERVICE | FULL-TIME CAREER MAJORS

MANAGEMENT & ENTREPRENEURSHIP | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurship-Introduction</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>720</td>
<td>MCA</td>
</tr>
<tr>
<td>Small Business Entrepreneur</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>1080</td>
<td>MCA</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available.

CUSTOMIZED TRAINING FOR BUSINESS!

Call Metro Tech for help with your business.

A Metro Tech business coordinator will evaluate your business ideas and establish a plan to **turn those ideas into reality!**

**Services Available:**

- Characteristics of successful business owners
- How to conduct market research and develop strategies
- Profiling a business model or business assessment
- Existing Industry Training
- Evaluating the feasibility of a business idea
- Training For Industry Program (TIP)
- Safety Solutions

Bilingual Training Available in Spanish or English!
For more information call (405) 595-2243 or email elena.troya@metrotech.edu
### SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS | **FULL-TIME CAREER MAJORS**

#### ENGINEERING & TECHNOLOGY | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
<td>Electronics Technician A</td>
<td>$2,625</td>
<td>M-Th</td>
<td>4:30-10:30P</td>
<td>1050</td>
<td>ACC</td>
</tr>
<tr>
<td>PLTW Pre-Engineering HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:15P</td>
<td>960</td>
<td>STEM</td>
</tr>
<tr>
<td>PLTW Pre-Engineering-Advanced HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:15P</td>
<td>1440</td>
<td>STEM</td>
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#### SCIENCE & MATHEMATICS | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Sciences Academy HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:15P</td>
<td>960</td>
<td>HCC</td>
</tr>
<tr>
<td>Biomedical Sciences Academy-Advanced</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1440</td>
<td>HCC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. Financial Aid may be available.

---

### Conference Center Services

For small groups or large conferences/events

Call (405) 595-4495 or 595-4496

Business Conference Center
1900 Springlake Drive
Oklahoma City, OK 73111

www.metrotech.edu/conference-center

Catering Available
### TRANSPORTATION, DISTRIBUTION & LOGISTICS | FULL-TIME CAREER MAJORS

#### AEROSPACE MAINTENANCE | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace Maintenance Foundations</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7-40-10:30A or 11:25A-2:15P</td>
<td>906</td>
<td>ACC</td>
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<tr>
<td>Airframe Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>7A-2:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
<tr>
<td>Evening Airframe Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
<tr>
<td>Aviation Maintenance Technician</td>
<td>A</td>
<td>$6,679</td>
<td>M-Th</td>
<td>7A-2:30P</td>
<td>2055</td>
<td>ACC</td>
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<tr>
<td>Evening Aviation Maintenance Technician</td>
<td>A</td>
<td>$6,679</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>2055</td>
<td>ACC</td>
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<tr>
<td>Avionics Technician</td>
<td>A</td>
<td>$3,657</td>
<td>M-Th</td>
<td>4:30-10:30P</td>
<td>1463</td>
<td>ACC</td>
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<tr>
<td>Powerplant Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>7A-2:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
<tr>
<td>Evening Powerplant Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
</tbody>
</table>

#### AUTOMOBILE COLLISION REPAIR | PATHWAY

| Combination Collision Repair Technician             | HS & A                  | $2,600   | M-F        | 7-40-10:30A &/or 11:25A-2:15P | 1040 | SBC   |
| Non-Structural Repair Technician                     | HS & A                  | $1,575   | M-F        | 7-40-10:30A &/or 11:25A-2:15P | 630  | SBC   |

#### AUTOMOBILE SERVICE | PATHWAY

| Automotive Maintenance & Light Repair (MLR) Technician (NATEF aligned)* | HS & A | $1,575 | M-F | 7-40-10:30A &/or 11:25A-2:15P | 630 | SBC |
| Automotive Service Technician (NATEF compliant)                     | HS & A                  | $2,488   | M-F        | 7-40-10:30A &/or 11:25A-2:15P | 995  | SBC   |

*National Automotive Technicians Education Foundation.
To apply for Career Majors see page 37. Financial Aid may be available.

### TRANSPORTATION, DISTRIBUTION & LOGISTICS | SHORT-TERM COURSES

**Auto Service Technology**

Start with the fundamentals and work toward becoming a qualified auto service technician. Explore the latest technology in automobiles. Learn how to use high-tech diagnostic tools and how to service and repair today’s automobiles. **As an option, with the instructor’s approval, you can save money on repairs by working on your own vehicle as a class project.** You must satisfactorily complete all units of the curriculum to receive a certificate of completion. Book can be purchased the first night of class. Multiple classes maybe required to obtain full competency of Auto Service Technology. **REQUIREMENT:** Safety glasses. **ET. BOOK:** $140 **TUITION:** $300 **HOURS:** 72

| TTH | 2/2-4/28 | 6-9P | SBC | 21581 |

**Automotive Collision Repair and Paint Refinishing**

Learn to repair damaged vehicles. Explore beginning and advanced techniques of metal work, such as spot repair, fiberglass, panel alignment, bumper repair and MIG welding basics to a finished painted product. Multiple classes may be required to gain full competency of collision repair and paint refinishing. **REQUIREMENT:** Safety glasses. **ET. SUPPLIES:** $140 **TUITION:** $290 **HOURS:** 72

| MW | 4/4-6/27 | 6-9P | SBC | 21585 |
NGV (Natural Gas Vehicles)-Intro
Learn to fuel, operate and maintain Natural Gas Vehicles (NGVs) operating on the roads today. Review the characteristics of operating an internal combustion engine on compressed natural gas (CNG), as compared to gasoline and diesel. The regulations and standards used in the NGV industry are discussed. Obtain information required to pass the state of Oklahoma CNG Technician certification test. ET. BOOK: $140 TUITION: $290 HOURS: 48
MW 3/21-5/11 6-9P SBC 21589

Servicio Auto Mecanico NEW
Practique los conceptos básicos de servicio de su vehículo y el mantenimiento necesarios para la máxima eficiencia de combustible. Un poco de cuidado para su coche le ayudará a extender la vida de su vehículo. REQUIREMENT: Estudiantes tienen que traer sus propios materiales para proyectos personales. ET. BOOK: $140 TUITION: $290 HOURS: 72
MW 4/4-6/27 6-9P SBC 21591

Small Engine Maintenance
Homeowners and lawn service personnel save money! Learn the skills to work on lawn and garden equipment yourself with what you have at home. This basic class covers all areas of safety, tools, engine theory, electrical theory, fasteners, special tools and testing equipment. 85% of all repairs are maintenance or fuel related. REQUIREMENT: Students provide their own supplies. ET. TUITION: $190 HOURS: 72
TTH 2/2-4/28 6-9P SBC 21580

Thinking about starting a business?
Expanding your business?

Receive one-on-one assistance on topics such as:
• Marketing and advertising
• Writing a business plan
• Taxes and your business
• Strategic planning

Se Habla Español
www.metrotech.edu/business
Call Reinaldo Diaz at (405) 595-4221 or email: reinaldo.diaz@metrotech.edu
Services provided by appointment only!
HUNDREDS OF ONLINE COURSES!
Enroll online: www.metrotech.edu/online

Starting at: 24 hours  $79 tuition

ONLINE Courses do NOT offer Financial Aid. See full-time career majors for these.

Enroll online: www.metrotech.edu/online
For more information call (405) 595-4791 or email: james.guerrero@metrotech.edu
ENROLLMENT: FULL-TIME CAREER MAJORS
CALL (405) 595-4678 or visit www.metrotech.edu

STEPS TO ENROLL:
1. Application and assessment testing: photo ID is required.
2. Meet with career tech advisor.
3. Payment or financial aid
4. Meet with a site counselor (additional documentation may be required.)

WHERE TO ENROLL:
Springlake Campus
Business Conference Center
1900 Springlake Dr.
Monday - Thursday • 7:30A - 6:30P
Friday • 7:30A - 4P

Services available:
- Full-time career majors enrollment
- Short-term course enrollment
- Assessment testing
- Financial aid
- Job placement services

FINANCIAL AID
Financial aid, scholarships, grants, veteran’s benefits, loans and tuition waiver programs are available for qualified persons enrolled in most full-time career majors. Students may apply for grants and loans online by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

For more information call (405) 595-4446, 595-4436 or (405) 595-4457.

CAREER MAJOR TIMES:
Times may vary by campus. Adults may attend half-days or full-days. High school students attend either morning or afternoon sessions. Monday-Friday

<table>
<thead>
<tr>
<th>Morning</th>
<th>Lunch</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
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<td></td>
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<td></td>
<td>(Adults only)</td>
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</tbody>
</table>

Most career training offered is designed to lead to “gainful employment” in a particular occupation. To help you make an informed decision visit www.metrotech.edu/gedisclosure.
HOW TO ENROLL

HIGH SCHOOL STUDENTS

High school juniors and seniors from the following schools may attend Metro Tech tuition FREE:
- Oklahoma City Public Schools
- Crooked Oak Public Schools
- Private
- Home-schooling
- Alternative
- Charter

Free bus transportation is provided to and from participating high schools.

High school credits may be earned for completing a full-time career major.

Reciprocity agreements allow students outside of Metro Tech’s district to attend when a career major is not available at their local technology center.

It is not too late for high school seniors to enroll tuition free!

What’s Next or 13-year Scholarships, in the form of a tuition waiver, may be available for students continuing their education at Metro Tech after graduating high school. For more information call (405) 595-4678.

ADULT STUDENTS

Adults may attend on a full-time or half-time basis. Most career majors are self-paced and may require more or less time to complete. A 600-hour career major takes approximately seven months to complete on a full-time basis.

LICENSES & CERTIFICATIONS

Some licenses and/or certifications obtained at Metro Technology Centers may be applicable towards an associate’s degree from a community college in Oklahoma.

ADDITIONAL SERVICES

- Career Advisement
- Academic Center Computer Labs
- English as a Second Language (ESL)
- Child Care Services
- High School Dropout/Recovery
- TANF Program (BEST)

STUDENTS WITH DISABILITIES

Metro Tech provides reasonable accommodations and support for students with disabilities covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have concerns or need an accommodation, please call (405) 595-4678.

Metro Career Academy (MCA)

Get a high school diploma and career training!

A Full-Service Community School

MCA CAMPUS FEATURES
- Medical clinic
- Sports court
- Roof-top gardens
- Food court
- Counseling
- Courtside Cafe

CAREER PROGRAMS
- Entrepreneur
- Horticulture
- Culinary Arts

1901 Springlake Drive
(405) 595-4348
HOW TO ENROLL

5 EASY WAYS TO ENROLL

1. ONLINE ENROLLMENT
   Applications online at metrotech.edu

2. PHONE
   English (405) 595-4678
   Hablamos Español (405) 595-4426
   7:30A-6:30P (M-Th) • 7:30A-4P (F)

3. WALK IN
   Business Conference Center
   1900 Springlake Drive
   7:30A-6:30P (M-Th)
   7:30A-4P (F)

4. FAX
   Use registration form on next page.
   FAX to (405) 424-7809.

5. MAIL IN
   Use registration form on next page.
   Mail to:
   Metro Technology Centers Enrollment
   Business Conference Center
   1900 Springlake Drive
   Oklahoma City, OK
   73111-5240

PAYMENT

- Use VISA, MasterCard, Discover or American Express with card holder name, number and expiration date.
- Payments are to be made to the Office of the Bursar, 7:30A-6:30P:
  Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK 73111.
  Purchase orders may be sent to bursar@metrotech.edu or FAX to (405) 424-7809.
- Company paid enrollments must include a letter of authorization or credit card information.

CAMPUS CONDUCT

Metro Technology Centers reserves the right to remove any individual who disrupts the educational process.

ENROLLMENT GUIDELINES

- Metro Tech reserves the right to cancel courses, alter time schedules and make any other changes necessary to facilitate the instructional process.
- Prerequisites are required for some courses.
- Students who are unable to attend a course must notify Enrollment Services at (405) 595-4678 three business days prior to the first meeting of the course.
- A minimum age of 16 years is required for enrollment in Adult & Career Development courses unless otherwise specified.
- Only enrolled students may attend courses.
- No children allowed in classrooms.

TUITION GUIDELINES

- Payment in full is required at the time of enrollment.
- Books, supplies, uniforms, internships, paperwork and testing fees may cost extra.
- There is a $25 fee for returned checks.
- Fee waivers do not apply to books and supplies.
- Tuition, fees and book costs are subject to change.
- Half-priced tuition on ACD courses is offered, on a space-available basis, to district residents 65 years of age or older. All employees and eligible students of Crooked Oak and Oklahoma City public school districts also receive 50% off tuition. Some courses may not apply.

REFUND GUIDELINES

- Refunds will be given if a written, emailed, faxed or in-person request is made to the Bursar in the Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK 73111.
- Please allow at least 10 business days for processing refunds.
- Refunds must be requested a minimum of three business days prior to the first meeting of the course to qualify for a full refund.
- Refunds requested less than three business days before course begins will be subject to a $10 processing fee.
- No refunds will be issued after the second course meeting.
- Courses cancelled by Metro Tech will qualify for a full refund.
- No refunds will be given for books, supplies, or any other non-tuition items.
- Refunds cannot be issued for non-attendance.
### ADULT AND CAREER DEVELOPMENT REGISTRATION FORM

CTISID: _______________________
PROCESSED: ____________________

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>M.I:</th>
<th>Suffix:</th>
</tr>
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<tbody>
<tr>
<td>Gender:</td>
<td>Male ☐</td>
<td>Female ☐</td>
<td>SS#:</td>
</tr>
</tbody>
</table>

Mailing Address:

City: ____________________ State: ___________ Zip: ___________

Home Phone: ____________ Cell Phone: ____________

E-Mail Address: ____________________________

### RESIDENT STATUS

To enroll for courses that gain certification, licensure, or have legal requirements, you must answer the following:

1. U.S. Citizen ☐ Yes (If yes, skip to number 4) ☐ No
   2. U.S. Resident: ☐ Yes ☐ No If no, Country or residency
      Visa Type: ☐ F-1 ☐ M-1
   3. Resident Alien?: ☐ Yes ☐ No ☐ A#___________________________ ☐ Temporary ☐ Permanent
      Expiration Date_________________________

4. Some courses may require a background check through OSBI, FBI, or other agencies.

### Course Title | Course Code | Tuition | Book Fee | Total

| Method of Payment

Full payment for tuition, books, & supplies due at the time of enrollment.

☐ Check/Money Order ☐ Cash ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover
☐ Send Bill to Company (Must attach authorization letter or purchase order.)

Company Name: ____________________________ Phone: ____________________________

Authorizing Person: ____________________________

Refunds must be requested in writing a minimum of three business days prior to start of class for full refund.

For full tuition & refund policy, please visit: www.MetroTech.edu

Mail, Fax, or E-mail completed form to:
Metro Technology Centers
Attn: Enrollment Services
1900 Springlake Dr.
Oklahoma City, OK 73111
FAX (405) 424 – 7809
Enrollment.ACD@MetroTech.edu

Signature: ____________________________ Date: ____________________________
A

A & P (Airframe & Power Plant): 34
Airframe Mechanical: 34
Anatomy & Physiology: 20, 21
APICS (American Production & Inventory Control Society): 31
Apple/Macintosh: 8, 9, 12, 42
Arboretum Pro: 9
Administrative Assistant: 10, 17, 36
Adobe Software: 8, 9, 12, 42
Advertising: 13, 35
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Aerospace Maintenance: 17, 34
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Anatomy & Physiology: 20, 21
APICS (American Production & Inventory Control Society): 31
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CDL (Commercial Driver’s License): 7
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M

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Strategic Planning: 13, 35
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T

TANF (Temporary Assistance for Needy Families): 38
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W

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Y

Yosemite 101 & 201: 8
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