CNA Certified Nurse Aide

Secrets of Photography pg 7
JAVA Programming pg 27
Marketing Your Business Online pg 32
Clases en Español pgs 6, 15-17, 32

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Secrets of Better Photography
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Census Data
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Excel 2010
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PowerPoint 2010
Social Media
Small Business Training
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Word 2010

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ESL and TOEFL Lab (Español)
Spanish

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Financial Management & Accounting

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Full-time Career Pathways
Diagnostic Services
Therapeutic Services
Science & Mathematics
Support Services
Short-term Courses
AUA (Advanced Unlicensed Assistant)
Body Structure and Function
Central Service Technician
Certified Medication Aide (CMA)
Certified Nurse Aide (CNA)
Coding CPT, ICD-9 & ICD-10
CPR/BLS Health Care Provider
Emotional Freedom Technique (EFT)
IV Therapy
Medical Billing
Medical Terminology
Medication Administration Technician-MAT
Nurse Refresher Course
Pharmacy Tech
Phlebotomy

Hospitality & Tourism
Full-time Career Pathway
Restaurant Food & Beverage Services
Short-term Courses
Hospitality & Restaurant Management
ServSafe

Human Services
Full-time Career Pathways
Early Childhood Development
Personal Care Services
Short-term Courses
Child Care Director
Child Development Associate (CDA)

Information Technology
Full-time Career Pathways
Information Support & Services
Network Systems
Administrative & Information Support
Short-term Courses
A+ Certification
Java Programming

Law, Public Safety, Corrections & Security
Full-time Career Pathway
Law Enforcement Services
Short-term Courses
CLEET: Phases 1-4
Criminal Procedures
Observation, Perceptions and Intuition
Oklahoma Self Defense Act (SDA)
Report Writing

Manufacturing
Full-time Career Pathways
Manufacturing Production
Welding & Metal Fabrication
Short-term Courses
Certified Production & Inventory Management (CPIM)

Marketing, Sales & Service
Full-time Career Pathway
Management & Entrepreneurship
Short-term Courses
Marketing Your Business Online

Science, Technology, Engineering & Mathematics
Full-time Career Pathways
Engineering & Technology
Science & Mathematics

Transportation, Distribution & Logistics
Full-time Career Pathways
Aerospace Maintenance
Automotive Collision Repair
Automotive Service
Short-term Courses
Auto Service Technology-Heating & Air Conditioning
Automotive Collision Repair and Paint Refinishing
Small Engine Maintenance

Online Courses
Full-time Career Majors
Short-term Adult & Career Development
Enrollment Form
# NEW COURSES

## ARTS, A/V TECHNOLOGY & COMMUNICATION
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- Adobe Creative Cloud Courses ............................. 8 & 9

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## MARKETING, SALES & SERVICE
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## TRANSPORTATION, DISTRIBUTION & LOGISTICS
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---

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- Sarah McKinney
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- 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 critical partner in economic development by preparing a high-quality workforce.

# OUR COMMITMENT
To be the very best we can be at serving our students and stakeholders and to find joy in doing so.

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

---

Metro Technology Centers is the recipient of the Oklahoma Quality Award of Excellence and Twelve 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 Cotter Tower
   100 N Broadway, 3rd Floor
   Oklahoma City, OK 73102

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 believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. 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. For special accommodations, call: (405) 595-4418, or e-mail: denise.north@metrotech.edu
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. CCC - Child Care Training 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 Staton Drive
9. AMP - Amphitheater
10. SVC - Service Center
    1520 Staton Drive
11. TM - Transportation/Maintenance
    1500 Staton Drive
12. WH - Warehouse
    1524 Staton Drive
AGRICULTURE, FOOD & NATURAL RESOURCES | FULL-TIME CAREER MAJORS

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</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>1025</td>
<td>MCA</td>
</tr>
<tr>
<td>Horticulture 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>675</td>
<td>MCA</td>
</tr>
<tr>
<td>Horticulture Technician</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>525</td>
<td>MCA</td>
</tr>
</tbody>
</table>

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

High School Students Attend Metro Tech
Tuition Free!

Bus transportation provided to and from your high school. Most career majors offer college credit while in high school. Talk to your high school counselor today!

CHOOSE A CAREER!

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

Look for more information under Full-time Career Majors (see top of page)
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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Carpenter’s Helper</td>
<td>HS &amp; A</td>
<td>$1,350</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>540</td>
<td>SBC</td>
</tr>
<tr>
<td>Commercial/Industrial Electrician Technician</td>
<td>HS &amp; A</td>
<td>$2,925</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1170</td>
<td>SBC</td>
</tr>
<tr>
<td>Electrician’s Assistant Unlimited Complete</td>
<td>HS &amp; A</td>
<td>$3,525</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1410</td>
<td>SBC</td>
</tr>
<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>
<td>SBC</td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
</tbody>
</table>

DESIGN PRE-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>
</tr>
</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>
<td>840</td>
<td>SBC</td>
</tr>
<tr>
<td>Architectural Technician</td>
<td>HS &amp; A</td>
<td>$2,138</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>855</td>
<td>SBC</td>
</tr>
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</table>

MAINTENANCE/OPERATIONS | 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>Building Maintenance Technician</td>
<td>HS &amp; A</td>
<td>$1,613</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>645</td>
<td>SBC</td>
</tr>
<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>Refrigeration Service 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 Refrigeration Service 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. College Credit and Financial Aid may be available.

ARCHITECTURE & CONSTRUCTION | SHORT-TERM COURSES

HVAC and Refrigeration
Learn the basics in heating, air conditioning and refrigeration. Use hands-on applications in safety, electricity fundamentals, HVAC theory, welding, brazing tools, test equipment, controls, motors, relays, capacitors, compression accessories, local codes, licensing and more. Multiple classes may be required to obtain full competency of HVAC-R. CP.
BOOK: $138 TUITION: $285
MTW 6/2-8/12 6:30-9:30P 96 HRS SBC 16604

EXAMPLE OF HOW TO READ COURSES:

<table>
<thead>
<tr>
<th>DAYS</th>
<th>DATES</th>
<th>TIME</th>
<th>HOURS</th>
<th>SITE</th>
<th>COURSE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>2/20</td>
<td>8-10A</td>
<td>2 HRS</td>
<td>BCC</td>
<td>11457</td>
</tr>
</tbody>
</table>

SBC-South Bryant Campus
DBC-Downtown Business Campus
CCC-Child Care Center
EDC-Economic Development Center
STEM-Science Technology, Engineering & Math
HCC-Health Careers Center
Oil & Gas
Safety Awareness

Increase employee knowledge while reducing accident claims!

Instruction delivered in Spanish & English

Safeland USA Orientation for Oil & Gas professionals includes:
- Safety awareness
- Accident prevention
- Hydrogen sulfide
- OSHA
- First Aid/CPR/AED

Tuition: $99 per person.
Customized courses are taught in fun & interactive sessions to help workers retain information.
Group rates available. Ask about funding assistance through CareerTech.
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 or michelle.peterson@metrotech.edu
ARTS, A/V TECHNOLOGY & COMMUNICATION | FULL-TIME CAREER MAJORS

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 Specialist</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>
</tr>
<tr>
<td>Print Development Specialist</td>
<td>HS &amp; A</td>
<td>$3,188</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1275</td>
<td>SBC</td>
</tr>
<tr>
<td>Production Artist</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>Web Development Specialist</td>
<td>HS &amp; A</td>
<td>$3,338</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1335</td>
<td>SBC</td>
</tr>
</tbody>
</table>

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

Secrets of Better Photography [NEW OL]

Whether you have a digital SLR or a point-and-shoot camera, you can improve your photo-taking skills. Learn how to select the best photographic equipment for your needs and to compose images with style. Exposure topics like aperture, shutter speed, metering and ISO settings will begin to make more sense. Also explore natural and artificial lighting, freezing, blurring, portraiture, digital editing and working with pets and children. JG.

TUITION: $79
metrotech.edu/online  5/21-6/25  24 HRS

Schedule Your Next Event at Metro Tech’s Business Conference Center

Conference Rooms for 3 to 500 people

Room Reservations:  (405) 595-4495
Catering:  (405) 595-4496

Business Conference Center
1900 Springlake Drive • Oklahoma City, OK 73111
www.metrotech.edu/conferencecenter
## VIDEO PROFESSIONALS

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Dates</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>After Effects CC-I</td>
<td>6/2-6/4, 7/28-7/30</td>
<td>$995</td>
</tr>
<tr>
<td>After Effects CC-II</td>
<td>6/5-6/6, 7/31-8/1</td>
<td>$695</td>
</tr>
<tr>
<td>Final Cut Pro X 101</td>
<td>6/16-6/18</td>
<td>$995</td>
</tr>
<tr>
<td>Final Cut Pro X 300</td>
<td>7/14-7/16</td>
<td>$995</td>
</tr>
<tr>
<td>Premiere CC-I</td>
<td>6/9-6/11</td>
<td>$995</td>
</tr>
<tr>
<td>Premiere CC-II</td>
<td>6/12-6/13</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td></td>
<td>$1,500</td>
</tr>
</tbody>
</table>

## GRAPHIC DESIGNERS

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrobat XI Pro</td>
<td>5/7-5/9</td>
<td>$995</td>
</tr>
<tr>
<td>Illustrator CC-II</td>
<td>5/22-5/23, 6/26-6/27, 8/14-8/15, Units I &amp; II</td>
<td>$1,500</td>
</tr>
<tr>
<td>InDesign CC-I</td>
<td>7/14-7/16, 8/18-8/20</td>
<td>$995</td>
</tr>
<tr>
<td>InDesign CC-II</td>
<td>7/17-7/18, 8/21-8/22, Units I &amp; II</td>
<td>$1,500</td>
</tr>
<tr>
<td>Photoshop CC-II</td>
<td>5/15-5/16, 6/19-6/20, 7/24-7/25, 8/28-8/29, Units I &amp; II</td>
<td>$1,500</td>
</tr>
<tr>
<td>Photoshop Lightroom 5</td>
<td>5/5-5/6</td>
<td>$695</td>
</tr>
</tbody>
</table>

## SOUND PROFESSIONALS

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logic Pro X</td>
<td>7/21-7/23, 8/4-8/6</td>
<td>$995</td>
</tr>
<tr>
<td>Final Cut Pro X 101</td>
<td>6/16-6/18</td>
<td>$995</td>
</tr>
<tr>
<td>Final Cut Pro X 300</td>
<td>7/14-7/16</td>
<td>$995</td>
</tr>
<tr>
<td>Premiere CC-I</td>
<td>6/9-6/11</td>
<td>$995</td>
</tr>
<tr>
<td>Premiere CC-II</td>
<td>6/12-6/13</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td></td>
<td>$1,500</td>
</tr>
</tbody>
</table>
Enroll online: aatc.metrotech.edu

Class Hours: 9A-4:30P unless otherwise indicated

NEW CAMPUS! Metro Tech’s
Downtown Business Campus (DBC)
Chase Cotter Tower
100 N Broadway, 3rd Floor
Oklahoma City, OK 73102
Registration includes: Book, project files and parking.

IT PROS

ACMT (Apple Certified Macintosh Tech)
6/2-6/6 $2,700
6/23-6/27
7/28-8/1

OS for Technicians
5/31-6/1 $1,200
6/28-6/29
7/26-7/27

Mac OS X Support Essentials 101
5/28-5/30 $1,500

Mac OS X Support & Server Essentials Bootcamp
6/9-6/13 $3,000

Mac OS X Server Essentials 201
6/30-7/2 $2,000

ACMT AND OS MUST BE TAKEN TOGETHER

WEB DEVELOPERS

Captivate CC-I
8/4-8/6 $995

Captivate CC-II
8/7-8/8 $695
Units I & II $1,500

Flash CC (Rich Content Development)
7/7-7/9 $995

Flash CC (Game Development Essentials)
7/10-7/11 $695

APPLE CERTIFICATION EXAMS

5/19
6/24
7/22
8/26

Enroll Now!
aatc.metrotech.edu

Visit regularly to see the most up-to date training courses available to you

For customized courses or on-site training, call (405) 595-4092 or e-mail lori.lyons@metrotech.edu.

Tuition is subject to change

Creative Cloud is HERE!
**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>
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</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>
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<tr>
<td>Medical Office Assistant</td>
<td>HS &amp; A</td>
<td>$2,325</td>
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<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>930</td>
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</table>

To apply for Career Majors see page 37. College Credit and 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: $20 TUITION: $80

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<td>12 HRS</td>
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<td>12 HRS</td>
<td>EDC 16677</td>
</tr>
<tr>
<td>TTH</td>
<td>8/5-8/14 6-9P</td>
<td>12 HRS</td>
<td>EDC 16676</td>
</tr>
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</table>

### 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: $20 TUITION: $80

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<th>Days</th>
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<th>Site</th>
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</thead>
<tbody>
<tr>
<td>MW</td>
<td>6/2-6/11 6-9P</td>
<td>12 HRS</td>
<td>EDC 16678</td>
</tr>
<tr>
<td>TTH</td>
<td>7/15-7/17 9A-4P</td>
<td>12 HRS</td>
<td>EDC 16716</td>
</tr>
<tr>
<td>TTH</td>
<td>8/19-8/28 6-9P</td>
<td>12 HRS</td>
<td>EDC 16679</td>
</tr>
</tbody>
</table>

### 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: $20 TUITION: $80

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<th>Site</th>
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<tbody>
<tr>
<td>MW</td>
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</tr>
<tr>
<td>TTH</td>
<td>8/19-8/21 9A-4P</td>
<td>12 HRS</td>
<td>EDC 16717</td>
</tr>
</tbody>
</table>

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**Computer Literacy**

If your computer experience is limited or nonexistent, this is the class for you! Learn the basics of computers, the terminology and how to create files. Explore software in the Windows operating system in a friendly, low-pressure environment. Good classes to follow Computer Literacy are File and Folder Management and Internet Introduction. JG. TUITION: $80

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>S</td>
<td>5/3-5/10 9A-4P</td>
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<tr>
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<tr>
<td>MW</td>
<td>8/4-8/13 6-9P</td>
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</table>

### 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: $20 TUITION: $80

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<thead>
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<th>Site</th>
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<tbody>
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</table>

### 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: $20 TUITION: $80

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>TTH</td>
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<tr>
<td>TTH</td>
<td>6/17-6/26 6-9P</td>
<td>12 HRS</td>
<td>EDC 16711</td>
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<tr>
<td>MW</td>
<td>8/18-8/27 6-9P</td>
<td>12 HRS</td>
<td>EDC 16710</td>
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</tbody>
</table>
**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: $20 TUITION: $80
- TTH 7/8-7/17 6-9P 12 HRS EDC 16712
- TTH 7/29-7/31 9A-4P 12 HRS EDC 16718

**File and Folder Management**
Take charge of your computer by learning how to sort, copy, move, rename and delete files. Then get organized by creating a directory to store your files in a meaningful manner. This is a great course to follow Computer Literacy. PREREQUISITE: Computer Literacy or equivalent. JG. TUITION: $40
- S 5/17 9A-4P 6 HRS EDC 16671
- MW 6/16-6/18 6-9P 6 HRS EDC 16672
- S 7/26 9A-4P 6 HRS EDC 16673
- MW 8/18-8/20 6-9P 6 HRS EDC 16674

---

**GETTING THE MOST FROM CENSUS DATA**
Learn how to gather and analyze census data to help your business, through these workshops.

**Community/Neighborhood Analysis Workshop**
This program is for those interested in small or sub-city areas, such as tracts, block groups, blocks, etc. Analyze census geography, locate data for small areas and prepare demographic profiles. JG. TUITION: $25
- T 5/13 8A-12P 4 HRS EDC 16618

**Making the Most of American FactFinder**
This dynamic resource on the census website will help you locate 2010 Census data quickly. It is the primary tool for retrieving reports, creating tables and generating thematic maps form 2010 Census and the American Community Survey (ACS). JG. TUITION: $25
- T 5/13 1-5P 4 HRS EDC 16619

**Using Census Data in Grant Writing**
Learn the importance of 2010 census data and the American Community Survey (ACS). JG. TUITION: $25
- T 7/29 8A-12P 4 HRS EDC 16620

**How Small Business Can Profit from Census Data**
Data from the Census Bureau provides indispensable information to the owner of a small business. This seminar covers a variety of topics to help small businesses understand their customers, their competitors, and the changing market place. JG. TUITION: $25
- T 7/29 1-5P 4 HRS EDC 16621
Internet-Introduction
The Internet is a worldwide web of computer networks. Using the Internet, you can send electronic mail, chat with colleagues around the world and obtain information on a wide variety of subjects. REQUIREMENT: Computer Literacy or equivalent. JG. TUITION: $40

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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: $20 TUITION: $80

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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: $20 TUITION: $80

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</tbody>
</table>

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

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</table>

Social Media-II
Social Media is an important component in today's marketing world. Learn to measure the ROI (Return On Investment), as well as reputation management within the various social media platforms. With tools introduced in this course, learn time-saving techniques for distributing messages, as well as monitoring the engagement with your customers. JG. TUITION: $75

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<th>6/21</th>
<th>9A-4P</th>
<th>6 HRS</th>
<th>EDC</th>
<th>16688</th>
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</tbody>
</table>

Baby Boomers 65+
Receive 50% OFF Tuition!

Learn computer skills: Tuition 50% Discount
- Computer Literacy (Basics) $80 $40
- Internet-Introduction $40 $20
- File and Folder Management $40 $20

Half-priced tuition is available for ACD courses on a space-available basis.
Android-I
Learn the basic uses of an Android tablet including preinstalled apps such as the web browser, mail, Google Play Store, maps and many more. JG.
TUITION: $30
T 6/17 6-8P 2 HRS EDC 16702
T 8/5 6-8P 2 HRS EDC 16703

Android-II
Use more advanced skills on an Android tablet. Course includes recommended apps for productivity, Google Docs, reading, music, movies and much more. JG. TUITION: $30
T 6/17 8-10P 2 HRS EDC 16704
T 8/5 8-10P 2 HRS EDC 16705

Google Apps & Drive-I
Discover basic uses of Google Apps, including Gmail, Google+, Contacts and Calendars. Also discuss Google Drive, docs, spreadsheets, presentations and forms. JG. TUITION: $30
TH 6/19 6-8P 2 HRS EDC 16696
TH 8/7 6-8P 2 HRS EDC 16697

Google Apps & Drive-II
Explore even more uses for Google Apps & Drive. Includes collaborating on documents in real time and video conferencing using Google Hangouts. Share a calendar with someone, make a Google document, develop a web site and much more. JG. TUITION: $30
TH 6/19 8-10P 2 HRS EDC 16698
TH 8/7 8-10P 2 HRS EDC 16699

Tablets-I
View various options of tablets on the market today from Apple iPad to Android based tablets, as well as others. JG. TUITION: $25
T 6/17 5-6P 1 HRS EDC 16700
T 8/5 5-6P 1 HRS EDC 16701

Enroll at
(405) 595-4678
For more information call (405) 595-4791 or email james.guerrero@metrotech.edu
There is an App for That

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: $80
MW 5/12-5/21 6-9P 12 HRS EDC 16694
MW 7/21-7/30 6-9P 12 HRS EDC 16695

Windows 8

Experience the feature of TOUCH SCREEN! Windows 8 replaces both XP and 7. Learn tips and shortcuts for this operating system. JG. BOOK: $20 TUITION: $80

MW 5/19-5/21 6-9P 6 HRS EDC 16690
W 6/25 9A-4P 6 HRS EDC 16691
TTH 7/22-7/24 6-9P 6 HRS EDC 16692
M 8/11 9A-4P 6 HRS EDC 16693

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! Topics include marketing and advertising, writing a business plan, financial management, social media, legal issues, strategic planning, tax information and e-commerce.

To enroll please call the Community Action Agency at (405) 232-0199. LS. TUITION: $25

TTH 7/15-8/7 6-8P 16 HRS EDC 16866
TTH 10/7-10/30 6-8P 16 HRS EDC 16867

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: $20 TUITION: $80
TTH 5/6-5/15 6-9P 12 HRS EDC 16683
TTH 5/20-5/22 9A-4P 12 HRS EDC 16682
MW 7/7-7/16 6-9P 12 HRS EDC 16681

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: $20 TUITION: $80
TTH 5/20-5/29 6-9P 12 HRS EDC 16684
TTH 7/8-7/10 9A-4P 12 HRS EDC 16715
MW 7/14-7/23 6-9P 12 HRS EDC 16685
Horario de Clases

Venga y aprenda Técnicas esenciales que necesita para manejar su negocio.

Clases en Español y gratis para toda la comunidad
Mayo – Agosto de 2014

<table>
<thead>
<tr>
<th>Unidad</th>
<th>Cursos</th>
<th>Course</th>
<th>Miécoles</th>
<th>Horario</th>
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<tbody>
<tr>
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<td>Mercadeo</td>
<td>Marketing</td>
<td>5/14</td>
<td>6:30-8:30P</td>
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<tr>
<td>10</td>
<td>Alcance un buen crédito/Presupuesto</td>
<td>Get Good Credit &amp; Budget</td>
<td>5/28</td>
<td>6:30-8:30P</td>
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<tr>
<td>11</td>
<td>Análisis Estratégico</td>
<td>Strategic Analysis</td>
<td>6/4</td>
<td>6:30-8:30P</td>
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<tr>
<td>12</td>
<td>Control del Tiempo y Graduación</td>
<td>Time Management &amp; Graduation</td>
<td>6/11</td>
<td>6:00-9:30P</td>
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<tr>
<td>1</td>
<td>10 Pasos para Comenzar su Negocio</td>
<td>Ten Steps to Open Your Business</td>
<td>7/9</td>
<td>6:30-8:30P</td>
</tr>
<tr>
<td>2</td>
<td>Manejo del Flujo de Caja</td>
<td>Cash Flow</td>
<td>7/23</td>
<td>6:30-8:30P</td>
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<tr>
<td>3</td>
<td>Pronóstico de Ventas y Gastos</td>
<td>Sales &amp; Expense Forecast</td>
<td>8/6</td>
<td>6:30-8:30P</td>
</tr>
<tr>
<td>4</td>
<td>Los Impuestos en su Negocio</td>
<td>Taxes and Your Business</td>
<td>8/20</td>
<td>6:30-8:30P</td>
</tr>
<tr>
<td>5</td>
<td>Manejo de los Recursos Humanos</td>
<td>Human Resources</td>
<td>9/3</td>
<td>6:30-8:30P</td>
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<tr>
<td>6</td>
<td>Control de Inventario</td>
<td>Inventory Control</td>
<td>9/17</td>
<td>6:30-8:30P</td>
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<tr>
<td>7</td>
<td>Como Crear un Plan de Negocio</td>
<td>Business Plan</td>
<td>10/8</td>
<td>6:30-8:30P</td>
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<tr>
<td>8</td>
<td>Manejo y Control de su Negocio</td>
<td>Management &amp; Control Your Business</td>
<td>10/22</td>
<td>6:30-8:30P</td>
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</tbody>
</table>

These courses taught in Spanish only.

Para Inscripción contacte a Reinaldo Diaz 405-595-4221 o e-mail reinaldo.diaz@metrotech.edu
Academic Center Labs

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, ACT and SAT exams. Classes are open entry for your convenience. CP. TUITION: $35 per month

- M/W/Th 5/1-5/30: 3-5P, 44 HRS, SBC, 16588
- M/W/Th 5/1-5/29: 5-7P, 44 HRS, SBC, 16589
- M/W/Th 5/1-5/29: 7-9P, 44 HRS, SBC, 16590
- M/W/Th 6/2-6/27: 3-5P, 44 HRS, SBC, 16591
- M/W/Th 6/2-6/30: 5-7P, 44 HRS, SBC, 16592
- M/W/Th 6/2-6/30: 7-9P, 44 HRS, SBC, 16593
- M/W/Th 7/1-7/31: 3-5P, 44 HRS, SBC, 16594
- M/W/Th 7/1-7/31: 5-7P, 44 HRS, SBC, 16595
- M/W/Th 7/1-7/31: 7-9P, 44 HRS, SBC, 16596
- M/W/Th 8/1-8/29: 3-5P, 44 HRS, SBC, 16597
- M/W/Th 8/4-8/28: 5-7P, 44 HRS, SBC, 16598
- M/W/Th 8/4-8/28: 7-9P, 44 HRS, SBC, 16599

ESL and TOEFL Lab

Metro Tech has computerized ESL (English as a Second Language) classes coupled with daily conversational classes. Students practice speaking, reading and writing in English. Computerized programs are also available to prepare for the GED (General Educational Development) or TOEFL (Test of English as a Foreign Language) exams. Tuition is $35 per month regardless of whether you take ESL, GED, TOEFL or all three. Learning English can help prepare you for technology training programs. Call (405) 595-2300 for more information. A bilingual instructor is available for non-English speaking clients. Multiple classes will be needed to establish full competency of the English language. Rates may vary during school breaks. CP. TUITION: $35 per month

- M/W/Th 5/1-5/30: 8A-12:30P, 86 HRS, SBC, 16546
- M/W/Th 5/1-5/30: 12:30-5P, 86 HRS, SBC, 16547
- M/W/Th 5/1-5/29: 5-9:30P, 86 HRS, SBC, 16548
- M/W/Th 6/2-6/30: 8A-12:30P, 86 HRS, SBC, 16549
- M/W/Th 6/2-6/30: 12:30-5P, 86 HRS, SBC, 16552
- M/W/Th 6/2-6/30: 5-9:30P, 86 HRS, SBC, 16551
- M/W/Th 7/1-7/31: 8A-12:30P, 86 HRS, SBC, 16582
- M/W/Th 7/1-7/31: 12:30-5P, 86 HRS, SBC, 16583
- M/W/Th 7/1-7/31: 5-9:30P, 86 HRS, SBC, 16584
- M/W/Th 8/1-8/29: 8A-12:30P, 86 HRS, SBC, 16585
- M/W/Th 8/1-8/29: 12:30-5P, 86 HRS, SBC, 16586
- M/W/Th 8/1-8/28: 5-9:30P, 86 HRS, SBC, 16587

Spanish-I

Learn basic vocabulary, phrases, expressions and grammar to speak Spanish at home, work or while traveling. JG. BOOK: $25 TUITION: $75
TTH 5/20-6/19 6-8:30P 25 HRS EDC 16607

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: $75
TTH 7/8-8/7 6-8:30P 25 HRS EDC 16608

Spanish-III

Build your confidence and learn techniques to see you 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: $75
TTH 8/11-9/4 6-9P 25 HRS EDC 16609
FINANCE | FULL-TIME CAREER MAJORS

BANKING & RELATED SERVICES | 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>Financial Services Officer</td>
<td>HS &amp; A $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>
<tr>
<td>Financial Services Representative</td>
<td>HS &amp; A $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>
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</table>

BUSINESS FINANCIAL MANAGEMENT & ACCOUNTING | 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>
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<tbody>
<tr>
<td>Accounts Payable/Receiveable Clerk</td>
<td>HS &amp; A $1,913</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>765</td>
<td>ITC</td>
</tr>
<tr>
<td>Financial Clerk</td>
<td>HS &amp; A $1,313</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>525</td>
<td>ITC</td>
</tr>
<tr>
<td>Full Charge Bookkeeper</td>
<td>HS &amp; A $2,513</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1005</td>
<td>ITC</td>
</tr>
<tr>
<td>Payroll Accounting Clerk</td>
<td>HS &amp; A $2,213</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>885</td>
<td>ITC</td>
</tr>
</tbody>
</table>

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

Thinking about starting a business? Expanding your business?

Turn those ideas into reality!
Receive assistance on topics such as:
- Marketing and advertising
- Writing a business plan
- Taxes and your business
- Strategic planning

www.metrotech.edu/business

Se Habla Español

Call Reinaldo Diaz
Se Habla Español
(405) 595-4221
reinaldo.diaz@metrotech.edu

Call Elena Troya
Se Habla Español
(405) 595-4813
elena.troya@metrotech.edu
### 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</td>
<td>HCC</td>
</tr>
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</table>

**THERAPEUTIC 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>Advanced Unlicensed Assistant (AUA)</td>
<td>HS Sr</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>765</td>
<td>HCC</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>A</td>
<td>$2,875</td>
<td>M-F</td>
<td>8A-2:30P*</td>
<td>1115</td>
<td>MCA</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>A</td>
<td>$2,788</td>
<td>M-F</td>
<td>7:40A-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>525</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>525</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>
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<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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**SCIENCE & MATHMATICS | PATHWAY**

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<th>Career Majors</th>
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<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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<tbody>
<tr>
<td>Biomedical Sciences Academy</td>
<td>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>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>HCC</td>
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**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>
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</thead>
<tbody>
<tr>
<td>Health Unit 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>
</tbody>
</table>

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

*Clinical and class times may vary throughout the year.

### HEALTH SCIENCE | SHORT-TERM COURSES

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 and varicella records, and a background check form.

**Advanced Unlicensed Assistant (AUA) Orientation**
Learn all the requirements needed to enroll in the Advanced Unlicensed Assistant (AUA) course. During orientation receive a list of items needed for the clinical portion of the course. You may enroll in the AUA course once you complete orientation. VW. TUITION: $0

| M  | 7/7 | 8-9A | 1 HRS | HCC | 16483 |

**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. You must attend orientation before enrolling. REQUIREMENT: Immunization records, background check and drug screening. PREREQUISITE: CNA and orientation. VW. BOOK: $90 SUPPLIES: $85

TUITION: $860

| MT | TH | F | 7/14 | 8/26 | 8A-2:30P | 200 HRS | HCC | 16482 |
Body Structure and Function
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 ICD-10. VW. BOOK: $65 TUITION: $210
TTH 5/6-7/31 6-9P 66 HRS HCC 16485

Body Structure and Function [OL]
An online course 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. Orientation is required. It is held the first night of class at 6:00 pm. Most coursework is completed online. This course is a prerequisite for ICD-10. VW. BOOK: $65 TUITION: $210
TTH 5/6-7/31 6-9P 66 HRS HCC 16485
TTH 6/3-8/28 6-9P 66 HRS HCC 16486
TTH 7/1-9/23 6-9P 66 HRS HCC 16487
TTH 8/5-10/30 6-9P 66 HRS HCC 16488

Central Service Technician
Central Service Technicians work in hospitals and other health care settings. They prepare instruments for surgery and help to make sure that the patient’s stay is safe and infection-free. Prepare to take your IAHCSMM test for Central Service Technician. Learn about regulatory guidelines (OSHA, FDA, AAMI & AORN), infection prevention, tools for cleaning, decontamination, disinfection and classification of surgical instruments. REQUIREMENT: Immunization records and background check due two weeks before clinical. A list of requirements will be provided at time of enrollment. VW. BOOK: $125 TUITION: $160
MW 8/4-9/15 6-9P 36 HRS HCC 16499

Certified Medication Aide (CMA) 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, OSBI background check with Name Base, Sexual Offender and Violent Offender within the last three months, negative TB skin test within the last 6 months. PREREQUISITE: Must be 18 years of age with a high school diploma or GED. Also must be read, write, and speak English. You must hold a valid Oklahoma CNA license with 6 months work experience and be listed on the Nurse Aide registry. A current CPR/BLS card is also required. Must possess the physical and mental capability to safely perform duties. LW. TUITION: $0
M 4/28 6-7:30P 1.5 HRS HCC 16550
M 5/12 8-9:30A 1.5 HRS HCC 16553
M 7/14 6-7:30P 1.5 HRS HCC 16554

Certified Medication Aide (CMA)
The state of Oklahoma requires persons administering medications in nursing and health facilities to be certified. Learn to administer medications and how medications affect systems of the body. Become eligible to take the CMA exam. Certification exam fee and book are included in tuition. REQUIREMENT: Must be currently listed on the Oklahoma Nurse Aide Registry as a Home Health Care Aide, Long Term Care Aide or Developmentally Disabled Direct Care Aide, with no abuse notations, have six months CNA work experience and have a current CPR/BLS card. OSBI background within the last 90 days, with search results for: Criminal History, Sexual and Violent Offender also a current photo ID and proof of a Social Security number. PREREQUISITE: Must sign a Statement of Attestation confirming that you are at least 18, with a high school diploma or GED and are able to read, write and speak English. LW. TUITION: $335
MWTH 5/5-6/9 5:30-9:30P 60 HRS HCC 16555
MTWTH 5/19-6/2 8A-2:30P 60 HRS HCC 16556
MWTH 7/21-8/21 5:30-9:30P 60 HRS HCC 16557
CMA Update

CMA’s must update their CMA card annually. This course fulfills requirements of the Oklahoma State Department of Health. Lunch fee included with tuition. REQUIREMENT: Bring CNA and CMA card with a photo ID. PREREQUISITE: Current CNA and CMA in Oklahoma. VW. TUITION: $45

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 skill lab. All skill demonstrations require 100% proficiency. Written examination fee is included in tuition. PREREQUISITE: Currently an Oklahoma Certified Nurse Aide and Medication Aide listed on the state Nurse Aide Registry with no abuse notations. LW. TUITION: $100

Certified Nurse Aide (CNA) Orientation

Every student must attend the CNA Orientation before attending the CNA-LTC course. REQUIREMENT: Proof of a Social Security number, government issued photo ID, OSBI background check with Name Base, Sexual and Violent Offender within the last three months and negative TB skin test within the last six months. LW. TUITION: $0

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

Enter the health care field as a Nurse Aide in nursing care centers. Prepare for the CNA-LTC state certification exam. Class consists of lecture, lab and clinical hours. The book and state certification exam fees are included in tuition. Early enrollment is encouraged as classes fill quickly. Scholarships are available with a minimum of a Bronze level WorkKeys assessment. Assessment is provided once at no cost. REQUIREMENT: Every student MUST attend the CNA orientation the Monday preceding course. Scrubs are needed by the third day of the course. TB skin test or chest x-ray within the last six months. OSBI report with Name Base, Sexual and Violent Offender within the last 90 days, government issued photo ID and a Social Security card. LW. TUITION: $505

Certified Nurse Aide (CNA)-Home Health Deeming

Prepare to take the home health state certification exam. The exam fee is included in the tuition unless you were a CNA prior to March 1, 2012. Then there is a separate deeming fee for the skills assessment portion. REQUIREMENT: Students must bring a valid Oklahoma CNA card and a government issued photo ID and proof of a Social Security number to the first class. LW. TUITION: $125

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 and varicella records, and a background check form.
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. VW. BOOK: $227 TUITION: $255
MTH 6/23-9/8 9-6P 66 HRS HCC 16863

Coding Transition from ICD-9 to ICD-10
This class is to prepare current ICD-9 coders for the change to ICD-10. The class will include 4 sections of the Body Structure & Function course required to take ICD-10. The balance of the course will be learning the changes brought about with the switch to ICD-10. REQUIREMENT: You must be a current certified coder to take this course. PREREQUISITE: Medical Terminology, Current Coding Certification. VW. BOOK: $235 TUITION: $245
MTH 5/5-6/27 6-9P 48 HRS 14970
MTH 7/14-9/4 6-9P 48 HRS 16500

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. PREREQUISITE: Medical Terminology and Body Structure and Function. VW.
MTH 9/15-12/18 6-9P 78 HRS HCC 16520

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

Emotional Freedom Technique (EFT)

Acutapping
Energy Point Tapping can neutralize negative emotional barriers that are creating stress, worry, fear, frustration and anger in your everyday life. EFT can eliminate cravings and bad habits, as well as manage pain. Remove negative feelings by tapping to improve your self-esteem and help build self-confidence. Learn and practice powerful yet simple techniques that will put you on the fast track to better health, greater wealth, harmonious love relationships and enhanced self-expression. JG. TUITION: $20

PLEASE NOTE: Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.
IV Therapy
For nurses who wish to refresh their knowledge regarding IV's or nurses who have not had IV training. Learn to be successful at getting those difficult IV sticks. Review theory on IV fluids and administration. Work in a lab setting with personal instruction. VW.
TUITION: $65
TH 5/14/14-5/14 8:30A-1:30P 7 HRS HCC 16521
W 6/30-6/30 8:30A-1:30P 7 HRS HCC 16522

Medical Billing
Learn the basics of medical insurance billing. Gain skills for employment as a medical billing specialist in a doctor's office. Follow a claim from gathering proper data to accurate payment posting. Discover how to work with insurance carriers to expedite a claim payment. Develop reports to maximize productivity. VW.
BOOK: $155 TUITION: $225
MW 6/2-8/6 6-9P 60 HRS HCC 16600

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 full-time health career major at Metro Tech. Course meets the prerequisite for Practical Nursing, and Radiologic Technologist career majors. College credit is available for this online course.
REQUIREMENT: Please call (405) 595-4678 to enroll and include your email address with your enrollment.
MUST ATTEND ORIENTATION THE FIRST NIGHT AT 5:30 PM.
BOOK: $60 TUITION: $239
T 6/30-9/8 5:30-8:30P 60 HRS HCC 16613

Medication Administration Technician-MAT
To administer medications in a residential care facility or group home, you must have 15 hours of medication administration training. Includes administration of medications, measuring and charting, vital signs and legal aspects. VW.
BOOK: $12 TUITION: $53
THF 5/8-5/9 8A-4:30P 15 HRS EDC 16501
THF 5/22-5/23 8A-4:30P 15 HRS EDC 16507
THF 6/12-6/13 8A-4:30P 15 HRS EDC 16506
THF 6/26-6/27 8A-4:30P 15 HRS EDC 16505
THF 7/10-7/11 8A-4:30P 15 HRS EDC 16504
THF 7/31-8/1 8A-4:30P 15 HRS EDC 16503
THF 8/14-8/15 8A-4:30P 15 HRS EDC 16502

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. VW.
BOOK: $12 TUITION: $33
W 5/7 8-4:30P 8 HRS EDC 16508
W 6/11 8-4:30P 8 HRS EDC 16511
W 7/9 8-4:30P 8 HRS EDC 16510
W 8/6 8-4:30P 8 HRS EDC 16509
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, on-line nursing theoretical course
- a nursing skills lab
- a clinical rotation module
This course can be completed within six months.

Nurse Refresher Course Facts
- Meets requirements of the Oklahoma Board of Nursing as an approved Nurse Refresher course.
- Operates as self-paced, on-line nursing review with instructor support and faculty supervision for all lab skills and clinical rotation.
- For information, contact OU College of Nursing website: http://nursing.ouhsc.edu

Enrollment Information:
Canadian Valley Tech - Yukon  •  Contact: Sharon Mitchell at 405.422.2342, e-mail: smitchell@cvtech.org
Canadian Valley Tech - Chickasha  •  Contact: Janie Harris at 405.222.7525, e-mail: jharris@cvtech.org
High Plains Tech - Woodward  •  Contact: Sue Mitchell at 580.571.6159, e-mail: suemitchell@hptc.net
Meridian Tech - Stillwater  •  Contact: Rena Hines at 405.377.3333, e-mail: renah@meridian-technology.com
Metro Tech - Oklahoma City  •  Contact: Vicki Walden at 405.595.4770, e-mail: vicki.walden@metrotech.edu
Pioneer Tech - Ponca City  •  Contact: Jan Cherry at 580.718.4315, e-mail: janc@pioneertech.org
Pontotoc Tech - Ada  •  Contact: Joedda Brody at 580.310.2236, e-mail: jbrody@pontotoc.com
Southern Tech - Ardmore  •  Contact: Brooke Baxter at 580.223.2070, e-mail: bbaxter@sotc.org
Tulsa Tech - Tulsa  •  Contact: Connie Hatley at 918.828.1216, e-mail: connie.hatley@tulsatech.edu

- Total course cost: $2,599 (nonrefundable)

See below for class times and description

Nurse Refresher Course Orientation
This orientation provides details for the Oklahoma Statewide Nurse Refresher course. You will learn about theory, lab and clinical components of the program. After orientation, you may enroll for the program. VW.
TUITION: $0
M 5/13 7-8:30P 1.5 HRS HCC 16514
M 6/17 7-8:30P 1.5 HRS HCC 16517
M 7/15 7-8:30P 1.5 HRS HCC 16516
M 8/5 7-8:30P 1.5 HRS HCC 16515

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 daytime internship. Information on the internship will be provided the first day of the phlebotomy course. There is an additional fee of $129 for the internship. Immunizations and background check are required.
VW. BOOK: $70 TUITION: $295
THH 5/6-7/31 6-9P 78 HRS HCC 16518

Pharmacy Calculations
This class is a prerequisite to Pharmacy Technician. Review word problems involving decimals, ratios, percentages, exponents, metric measurements and cash transactions. Homework will be given each night. REQUIREMENT: Bring calculator each night to class. PREREQUISITE: Minimum of 10th grade math level. VW. BOOK: $54 TUITION: $170
MW 7/7-8/27 6-9P 48 HRS HCC 16519
### HOSPITALITY & TOURISM | FULL-TIME CAREER MAJORS

<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>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>
<td>660</td>
<td>SBC</td>
</tr>
<tr>
<td>Banquet Caterer</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>
<td>660</td>
<td>SBC</td>
</tr>
<tr>
<td>Culinary Arts Assistant</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>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>
</tr>
<tr>
<td>Restaurant Manager</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>
<td>660</td>
<td>SBC</td>
</tr>
<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>
</tr>
<tr>
<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>210</td>
<td>MCA</td>
</tr>
<tr>
<td>Line 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>615</td>
<td>MCA</td>
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<tr>
<td>Prep Cook</td>
<td>HS</td>
<td>$900</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>240</td>
<td>MCA</td>
</tr>
</tbody>
</table>

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

### HOSPITALITY & TOURISM | SHORT-TERM COURSES

**Hospitality and Restaurant Management**

Every successful restaurant and food-service operation has managers who possess leadership qualities and skills to support the organization’s vision and mission, setting the company on a course for achievement. Learn the skills necessary to lead a successful restaurant. Upon successful completion of the course and test, you will receive a certificate from the National Restaurant Association. JG. BOOK: $100 TUITION: $75

- **TTH** 6/3-6/12 6-9P 12 HRS EDC 16614
- **TTH** 8/12-8/21 6-9P 12 HRS EDC 16615

**ServSafe-Initial**

The ServSafe Training and Certification program provides you with the knowledge, skills and abilities needed to do your job. It leads the way in setting high standards in food safety. ServSafe Training and Certification is number one in the food service industry. Completing this course tells your employer that you are serious about your career. JG. BOOK: $100 TUITION: $100

- **TTH** 5/6-5/20 6-9P 15 HRS EDC 16611
- **TTH** 7/15-7/29 6-9P 15 HRS EDC 16612

**ServSafe Re-Certification**

The ServSafe Training and Re-Certification program provides you a refresher of the skills and abilities you already have. It leads the way in setting high standards in food safety. Re-certification of this course lets your employer know that you are serious about your career. PREREQUISITE: ServSafe-Initial certification. JG. BOOK: $100 TUITION: $75

- **TTH** 7/8-7/10 6-9P 6 HRS EDC 16613
HUMAN SERVICES | FULL-TIME CAREER MAJORS

EARLY CHILDHOOD DEVELOPMENT & 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>Early Care Director</td>
<td>HS &amp; A</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>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>CCC</td>
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<tr>
<td>Early Care Master Teacher</td>
<td>HS &amp; A</td>
<td>$2,625</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1050</td>
<td>CCC</td>
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<tr>
<td>Early Care Teacher Assistant</td>
<td>HS &amp; A</td>
<td>$1,313</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>525</td>
<td>CCC</td>
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</table>

PERSONAL CARE SERVICES | PATHWAY

| Evening Cosmetologist              | A                      | $3,750  | M-Th      | 3-9:30P or 5:30-9:30P | 1500 | SBC    |
| Cosmetologist-High School          | HS                     | $0      | M-F       | 7:40-10:30A &/or 11:25A-2:15P | 1000 | SBC    |
| Evening Master Cosmetologist Instructor* | A                  | $1250-2500 | M-Th | 3-9:30P or 5:30-9:30P | 500-1000 | SBC    |
| Esthetician-High School            | HS                     | $0      | M-F       | 7:40-10:30A &/or 11:25A-2:15P | 600  | SBC    |
| Nail Technician-High School        | HS                     | $0      | M-F       | 7:40-10:30A &/or 11:25A-2:15P | 600  | SBC    |

To apply for Career Majors see page 37. College Credit and Financial Aid may be available. *

500 hours if two or more years of experience.

HUMAN SERVICES | SHORT-TERM COURSES

Child Care

Director Training

This training meets the business and administration hours for the Oklahoma Director’s credential.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Tuition</th>
<th>Hours</th>
<th>Class</th>
<th>Bldg</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Developing Communication Skills for Business Success</td>
<td>TTh</td>
<td>5/20-6/26</td>
<td>6:30-9P</td>
<td>$50</td>
<td>35 hrs</td>
<td>16569</td>
<td>HCC</td>
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<tr>
<td>1</td>
<td>Director Responsibilities, Skills and Attributes</td>
<td>TTh</td>
<td>7/1-7/10</td>
<td>6:30-9P</td>
<td>$30</td>
<td>15 hrs</td>
<td>16570</td>
<td>HCC</td>
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<tr>
<td>2</td>
<td>Planning for Business Success</td>
<td>TTh</td>
<td>7/15-8/7</td>
<td>6:30-9P</td>
<td>$35</td>
<td>25 hrs</td>
<td>16571</td>
<td>HCC</td>
</tr>
<tr>
<td>3</td>
<td>Planning for Educational Practice</td>
<td>TTh</td>
<td>8/12-8/21</td>
<td>6:30-9P</td>
<td>$30</td>
<td>15 hrs</td>
<td>16572</td>
<td>HCC</td>
</tr>
<tr>
<td>4</td>
<td>Establishing a Record Keeping System</td>
<td>TTh</td>
<td>8/26-8/28</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10 hrs</td>
<td>16573</td>
<td>HCC</td>
</tr>
</tbody>
</table>

Book: $25 (One-time charge due upon enrollment) Includes 5 hours of clinicals. For more information call (405) 595-4660 or e-mail: lou.wood@metrotech.edu. Enrollment before class begins is required.
## Child Development Associate (CDA) Preparation

<table>
<thead>
<tr>
<th>Unit</th>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Tuition</th>
<th>Hours</th>
<th>Code</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Involving Families and the Community</td>
<td>MW</td>
<td>5/12-5/21</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>16574</td>
<td>HCC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TTH</td>
<td>5/13-5/22</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>16575</td>
<td>HCC</td>
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<tr>
<td>8</td>
<td>Program Planning and Record Keeping</td>
<td>TTH</td>
<td>5/27-6/5</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>15875</td>
<td>HCC</td>
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<tr>
<td></td>
<td></td>
<td>MW</td>
<td>5/28-6/9</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>15874</td>
<td>HCC</td>
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<tr>
<td>9</td>
<td>Developing as an Early Education Professional</td>
<td>TTH</td>
<td>6/10-6/19</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>15876</td>
<td>HCC</td>
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<tr>
<td></td>
<td></td>
<td>MW</td>
<td>6/11-6/23</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>15877</td>
<td>HCC</td>
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<tr>
<td>10</td>
<td>Putting It All Together</td>
<td>TTH</td>
<td>6/24-7/10</td>
<td>6:30-9P</td>
<td>$30</td>
<td>15</td>
<td>15879</td>
<td>HCC</td>
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<tr>
<td></td>
<td></td>
<td>MW</td>
<td>6/25-7/14</td>
<td>6:30-9P</td>
<td>$30</td>
<td>15</td>
<td>15878</td>
<td>HCC</td>
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<tr>
<td>1</td>
<td>Providing for Children’s Safety</td>
<td>TTH</td>
<td>7/15-7/24</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>16576</td>
<td>HCC</td>
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<tr>
<td></td>
<td></td>
<td>MW</td>
<td>7/16-7/28</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>16577</td>
<td>HCC</td>
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<tr>
<td>2</td>
<td>Providing for Children’s Health</td>
<td>TTH</td>
<td>7/29-8/7</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>16579</td>
<td>HCC</td>
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<tr>
<td></td>
<td></td>
<td>MW</td>
<td>7/30-8/11</td>
<td>6:30-9P</td>
<td>$25</td>
<td>10</td>
<td>16578</td>
<td>HCC</td>
</tr>
<tr>
<td>3</td>
<td>Providing an Environment for Learning</td>
<td>TTH</td>
<td>8/12-8/28</td>
<td>6:30-9P</td>
<td>$30</td>
<td>15</td>
<td>16580</td>
<td>HCC</td>
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<tr>
<td></td>
<td></td>
<td>MW</td>
<td>8/13-9/3</td>
<td>6:30-9P</td>
<td>$30</td>
<td>15</td>
<td>16581</td>
<td>HCC</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) 595-4660 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>Desktop 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>Evening Desktop Support Technician</td>
<td>A</td>
<td>$2,550</td>
<td>M-Th</td>
<td>3:30-9:30P</td>
<td>780</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>
<td>780</td>
<td>ITC</td>
</tr>
<tr>
<td>Evening Network PC Support Specialist</td>
<td>A</td>
<td>$1,950</td>
<td>M-Th</td>
<td>3:30-9:30P</td>
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<td>ITC</td>
</tr>
<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>
<tr>
<td>Evening PC Support Technician</td>
<td>A</td>
<td>$1,575</td>
<td>M-Th</td>
<td>3:30-9:30P</td>
<td>630</td>
<td>ITC</td>
</tr>
</tbody>
</table>

NETWORK SYSTEMS | PATHWAY


ADMINISTRATIVE & INFORMATION SUPPORT | PATHWAY

| Health Care IT Technician               | HS & A       | $4,025   | M-F | 7:40-10:30A &/or 11:25A-2:15P | 1610 | ITC |

To apply for Career Majors see page 37. College Credit and 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: $75
TUITION: $500
S 7/12-9/13 9A-4P 60 HRS ITC 16610

Java Programming-Introduction NEW OL
Learn computer programming through Java, one of the most widely used computer languages in the world. Write your own programs through easy-to-follow examples. This is great course to try out your skills in computer programming. JG. TUITION: $79
metrotech.edu/online 5/21-6/25 24 HRS

Intro To Java
DTH: 17px; POSITION: absolute; TOP: 30px
LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | FULL-TIME CAREER MAJORS

LAW ENFORCEMENT 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>Detention Officer</td>
<td>HS $0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>720</td>
<td>PSA</td>
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<tr>
<td>Law Enforcement Officer Prep</td>
<td>HS $0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>759</td>
<td>PSA</td>
<td></td>
</tr>
</tbody>
</table>

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

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | SHORT-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 STATE EXAMS

Private Security Guard & Private Investigator
Phase 1, 2, 3 & 4

Tuesdays & Thursdays
9 am or 2 pm • $25 per exam
Call (405) 595-4678 to schedule a time.

Testing provided at
Metro Technology Centers • Business Conference Center
1900 Springlake Drive • Oklahoma City, OK 73111

Looking for a Job in Security?

You are guaranteed an interview with Elite Protection Security when you complete Phases 1, 2 and 4 Security Officer courses (listed above) with Metro Technology Centers.

So far, over 30 completers of these courses have been hired by Elite Protection Services.

Phase 3 is not a requirement to be hired.
**CLEET REQUIREMENTS**

**YOU MUST BE 18 YEARS OF AGE OR OLDER TO BECOME A SECURITY OFFICER, 21 TO BECOME ARMED.**

**Area of Training»»» Requirements**

Private Investigator, Armed ............ Phases 1, 2, 3, MMPI, 4
Private Investigator, Unarmed ............ Phases 1, 2, 3
Security Officer, Armed ................ Phases 1, 2, MMPI, 4
Security Officer, Unarmed ............. Phases 1, 2

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:

http://1.usa.gov/kSCKuE

---

**Phase 1-Unarmed Security**

PHASE 1-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:** $40

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<td>MTW</td>
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<td>8A-5P</td>
<td>20 HRS</td>
<td>EDC</td>
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<tr>
<td>MTWTW</td>
<td>7/7-7/11</td>
<td>5:30-9:30P</td>
<td>20 HRS</td>
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<td>8/4-8/6</td>
<td>8A-5P</td>
<td>20 HRS</td>
<td>EDC</td>
<td>16625</td>
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</tbody>
</table>

**Phase 2-Unarmed Security**

PHASE 2-includes public relations, fixed post duties, patrolling and investigating security incidents. **PREREQUISITE:** 18 years old, US citizen and Oklahoma resident. JG. **BOOK:** $10 **TUITION:** $55

<table>
<thead>
<tr>
<th>MTWTF</th>
<th>5/12-5/16</th>
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<th>20 HRS</th>
<th>EDC</th>
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<tr>
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<td>6/4/6/6</td>
<td>8A-5P</td>
<td>20 HRS</td>
<td>EDC</td>
<td>16627</td>
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<tr>
<td>MTWTFW</td>
<td>7/7-7/11</td>
<td>5:30-9:30P</td>
<td>20 HRS</td>
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<td>16628</td>
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<tr>
<td>WTHF</td>
<td>8/6-8/8</td>
<td>8A-5P</td>
<td>20 HRS</td>
<td>EDC</td>
<td>16629</td>
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</tbody>
</table>

**Phase 3-Private Investigator**

Review responsibilities to clients, private investigation laws, fair credit reporting laws, investigations and surveillance. **PREREQUISITE:** Phase 1 & 2. JG. **BOOK:** $10 **TUITION:** $35

<table>
<thead>
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<th>MTWTF</th>
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<tbody>
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<td>8A-5P</td>
<td>35 HRS</td>
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<td>5:30-9:30P</td>
<td>35 HRS</td>
<td>EDC</td>
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<tr>
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<td>8A-5P</td>
<td>35 HRS</td>
<td>EDC</td>
<td>16633</td>
</tr>
</tbody>
</table>

**Phase 4-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 1 & 2. JG. **BOOK:** $10 **TUITION:** $135

<table>
<thead>
<tr>
<th>MTWT</th>
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<th>9A-6P</th>
<th>32 HRS</th>
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<tbody>
<tr>
<td>MTWTW</td>
<td>6/23-6/26</td>
<td>9A-6P</td>
<td>32 HRS</td>
<td>OC</td>
<td>16635</td>
</tr>
<tr>
<td>MTWTW</td>
<td>7/28-7/31</td>
<td>9A-6P</td>
<td>32 HRS</td>
<td>OC</td>
<td>16636</td>
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<tr>
<td>MTWTW</td>
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<td>9A-6P</td>
<td>32 HRS</td>
<td>OC</td>
<td>16637</td>
</tr>
</tbody>
</table>

**Phase 4-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 Remington 870. Ammunition must be purchased at the range. No outside ammunition is allowed. **PREREQUISITE:** Currently enrolled in or has completed CLEET Phase 4-Firearms course in the past 6 months or have an unexpired Oklahoma Armed Private Security Guard license. JG. **BOOK:** $10 **TUITION:** $40

| | 5/2 | 9A-6P | 8 HRS | OC | 15238 |
| | 5/30 | 9A-6P | 8 HRS | EDC | 16638 |
| | 6/27 | 9A-6P | 8 HRS | EDC | 16639 |
| | 8/1 | 9A-6P | 8 HRS | EDC | 16640 |
| | 8/29 | 9A-6P | 8 HRS | EDC | 16641 |
Criminal Procedures and Ethics Training

This course provides training in the criminal justice process for the state of Oklahoma. Explore common criminal statutes and their relationship to the private security industry. You will review laws of arrest and use of force, as well as deadly force. JG. TUITION: $75

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Hours</th>
<th>EDU Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>6/27</td>
<td>8A-5P</td>
<td>8 HRS</td>
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</tr>
<tr>
<td>F</td>
<td>8/28</td>
<td>8A-5P</td>
<td>8 HRS</td>
<td>16651</td>
</tr>
</tbody>
</table>

Observation, Perceptions and Intuition

In this CLEET approved continuing education course, you will learn techniques to improve your skills in observing people, judging people's perceptions and heightening your senses and intuition. These skills will help you be more aware of actual events. JG. TUITION: $50

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Hours</th>
<th>EDU Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>6/26</td>
<td>8A-12P</td>
<td>4 HRS</td>
<td>16646</td>
</tr>
<tr>
<td>TH</td>
<td>8/28</td>
<td>8A-12P</td>
<td>4 HRS</td>
<td>16647</td>
</tr>
</tbody>
</table>

Oklahoma Self Defense Act (SDA)

Learn the legal requirements to carry a concealed weapon. Review basic training in handgun safety and firearm qualifications needed to obtain an Oklahoma Concealed Weapon license. Students must be familiar with the safety and operation of their handgun. REQUIREMENT: Enrolled students may bring their pistol to the classroom. Weapon must be unloaded and in a secure case or bag. No ammunition is allowed on campus. Revolver or semi-automatic pistol in case or bag, should be .22 to .45 caliber only. 50 Rounds of Ammo is to be purchased at the “Gun Range” for qualification. PREREQUISITE: 21 years old, US citizen and Oklahoma resident. JG. TUITION: $60

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TH</td>
<td>5/22</td>
<td>9A-6P</td>
<td>8 HRS</td>
<td>16642</td>
</tr>
<tr>
<td>TH</td>
<td>6/19</td>
<td>9A-6P</td>
<td>8 HRS</td>
<td>16643</td>
</tr>
<tr>
<td>TH</td>
<td>7/24</td>
<td>9A-6P</td>
<td>8 HRS</td>
<td>16644</td>
</tr>
<tr>
<td>TH</td>
<td>8/21</td>
<td>9A-6P</td>
<td>8 HRS</td>
<td>16645</td>
</tr>
</tbody>
</table>

Report Writing

This course teaches key principles of proper, narrative report writing for emergency services, security and first-responder personnel. Concepts are clarified and demonstrated through guided discussion, group work, individual exercise and lecture. JG. TUITION: $50

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Hours</th>
<th>EDU Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>6/26</td>
<td>1-5P</td>
<td>4 HRS</td>
<td>16648</td>
</tr>
<tr>
<td>TH</td>
<td>8/28</td>
<td>1-5P</td>
<td>4 HRS</td>
<td>16649</td>
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</table>
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>Computer-Aided Drafting &amp; Design</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>
</tr>
<tr>
<td>Mechanical Technician</td>
<td>HS &amp; A</td>
<td>$1,388</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>555</td>
<td>SBC</td>
</tr>
<tr>
<td>Structural Welder</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>
<td>840</td>
<td>SBC</td>
</tr>
<tr>
<td>Structural and Pipe Welder</td>
<td>HS &amp; A</td>
<td>$3,563</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1425</td>
<td>SBC</td>
</tr>
</tbody>
</table>

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

MANUFACTURING | SHORT-TERM COURSES

CERTIFIED Production and Inventory Management (CPIM)

Earn the Leading Industry Certification and Accelerate Your Career!

Detailed Scheduling and Planning (DSP)
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. LS. TUITION: $800 ($600 for APICS members)

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>6/25-8/20</td>
<td>6-9P</td>
<td>EDC</td>
</tr>
<tr>
<td>W</td>
<td>9/17-11/5</td>
<td>6-9P</td>
<td>EDC</td>
</tr>
</tbody>
</table>

Execution and Control of Operations (ECO)
Focus on three main areas: 1. prioritizing and sequencing work, 2. executing work plans, implementing controls and reporting activity results, 3. evaluating and providing feedback on performance. Learn techniques for scheduling and controlling production and process operations. Review quality initiatives and continuous improvement plans, as well as controlling and handling inventories. Also learn techniques for evaluating performance and collecting data for effective feedback. LS. TUITION: $800 ($600 for APICS members)

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>6/25-8/20</td>
<td>6-9P</td>
<td>EDC</td>
</tr>
<tr>
<td>W</td>
<td>9/17-11/5</td>
<td>6-9P</td>
<td>EDC</td>
</tr>
</tbody>
</table>

Metro Technology Centers • Economic Development Center • 1700 Springlake Drive, Oklahoma City, Oklahoma 73111

For more information call: (405) 823-0525 or (405) 595-4792, email: larry.chadwick@cox.net or lynda.speller@metrotech.edu
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>
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<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. College Credit and Financial Aid may be available.

MARKETING, SALES & SERVICE | SHORT-TERM COURSES

Marketing Your Business Online

You can market your business on the Internet for little or no money. Discover proven methods for establishing an online presence with your brand identity. Learn to use search engine optimization (SEO) and track your results through Web Analytics. You'll understand how to use online advertising, email marketing and social media to drive business to your web site. Then you will know how to keep your visitors coming back again and again! JG.

TUITION: $79
metrotech.edu/online  5/21-6/25  24 HRS

CUSTOMIZED TRAINING FOR BUSINESS!

Bilingual Training Available in Spanish or English!

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!

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

For more information call (405) 595-4813 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</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Technician</td>
<td>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</td>
<td>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</td>
<td>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>
</tr>
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</table>

#### SCIENCE & MATHEMATICS | 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>Biomedical Sciences Academy</td>
<td>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>HS</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>
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</tbody>
</table>

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

---

### PREPARE FOR THE ACT, SAT AND GED TESTS

**Practice reading, math and spelling in our Computer Labs.**

**Also ACT, SAT and GED**

**OPEN**

**MONDAY—THURSDAY • 3—9P**

**FRIDAY • 3—5P**

**South Bryant Campus**

4901 S Bryant Avenue

See page 16 for Academic Center Labs. For more information call (405) 595-2243 or email chriss.phelps@metrotech.edu
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>919</td>
<td>ACC</td>
</tr>
<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>3-10:30P</td>
<td>1275 ACC</td>
<td></td>
<td></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>
</tr>
<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>
</tr>
<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>Power Plant 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 Power Plant Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>3-10:30P</td>
<td>1275 ACC</td>
<td></td>
<td></td>
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AUTOMOTIVE COLLISION REPAIR | PATHWAY

<table>
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<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>Combination Collision Repair Technician</td>
<td>HS &amp; A</td>
<td>$2,600</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1040</td>
<td>SBC</td>
</tr>
<tr>
<td>Non-Structural Repair 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>SBC</td>
</tr>
<tr>
<td>Refinishing Technician</td>
<td>HS &amp; A</td>
<td>$1,513</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>605</td>
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AUTOMOTIVE SERVICE | PATHWAY

<table>
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<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>Automotive Maintenance &amp; Light Repair (MLR) Technician</td>
<td>HS &amp; A</td>
<td>$1,313</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>525</td>
<td>SBC</td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>HS &amp; A</td>
<td>$2,288</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>915</td>
<td>SBC</td>
</tr>
</tbody>
</table>

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

TRANSPORTATION, DISTRIBUTION & LOGISTICS | SHORT-TERM COURSES

Auto Service Technology-Heating & Air Conditioning

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 may be required to obtain full competency of Auto Service Technology.

REQUIREMENT: Students provide materials for personal projects. CP. BOOK: $138 TUITION: $285

MTTH 6/2-7/28 6:30-9:30P 72 HRS SBC 16605
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. Students provide materials for personal projects. CP. TUITION: $285
MTTH 6/2-8/19 6:30-9:30P 96 HRS SBC 16603

Small Engine Maintenance

Homeowners and lawn service personnel save money! Learn the skills to work on lawn and garden equipment yourself. This basic class covers all areas of safety, tools, engine theory, electrical theory, fasteners, special tools and testing equipment. CP. BOOK: $75 TUITION: $185
MTTH 6/2-7/28 6:30-9:30P 72 HRS SBC 16606

For more information visit www.ncacasi.org
HUNDREDS OF ONLINE COURSES!
Enroll online: www.metrotech.edu/online

Accounting
Art, History, Psychology & Literature
Business Administration
Child Care & Parenting
Computer Applications
Digital Photography & Digital Video
Going Green at the Workplace
Grant Writing
Graphic Design
Health Care, Nutrition & Fitness
Languages
Law & Legal Careers
Math, Philosophy & Science
Nonprofit Management
PC Troubleshooting, Networking & Security
Personal Finance & Wealth Building
Sales & Marketing
Teaching Professionals
Test Prep
The Internet
Web Page Design
Writing & Publishing

Starting at:
• 24 hours
• $79 tuition

ONLINE Courses do NOT offer Financial Aid and College Credit. See Full-time career majors for these.
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
- College connection

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.

COLLEGE CREDIT
Metro Tech students may earn from 3 to 49 hours of college credit through cooperative agreements with the Oklahoma State Regents for Higher Education, Oklahoma Department of Career and Technology Education and area two-year colleges.

Visit www.metrotech.edu or call (405) 595-4459 to see how much college credit is available.

College Credit Available Through:
- Oklahoma City Community College–OCCC
- Oklahoma State University-Oklahoma City–OSU-OKC
- Oklahoma State University-IT (Okmulgee)–OSU-IT
- Rose State College–RSC

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: FULL-TIME CAREER MAJORS

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

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

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 five months to complete on a full-time basis. College credit is available for most career majors at $8 per college hour. Books, supplies and related fees may cost extra.

**Additional Services**

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

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

**What’s Next Scholarships** in the form of tuition waivers may be available for students continuing their education at Metro Tech after graduating high school.

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

**College credit** is available for most career majors at $8 per college hour. This fee is paid when enrolling at a college, following technology training.

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

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) 595-4418 or e-mail: denise.north@metrotech.edu.

Get a high school diploma and career training!

Metro Career Academy (MCA) - A Full-Service Community School

**THE MCA CAMPUS FEATURES**

- Health clinic
- Sports court
- Roof-top gardens
- Food court
- Counseling
- Courtside Cafe

**A LEED GOLD-CERTIFIED BUILDING**

(Leadership in Energy and Environmental Design)

**CAREER PROGRAMS**

- Entrepreneur
- Horticulture
- Culinary Arts

1901 Springlake Drive
(405) 595-4348
HOW TO ENROLL  SHORT-TERM ADULT & CAREER DEVELOPMENT (ACD) COURSES

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)
   South Bryant Campus
   4901 S. Bryant Avenue
   12:30-9P (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.
**ENROLL NOW:** Enrollment begins March 24, 2014

**REGISTRATION:** Adult & Career Development Courses (short-term)

For enrollment in Full-time Career Majors see page 37

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**PLEASE PRINT**

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<thead>
<tr>
<th>Last name</th>
<th>First name</th>
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<th>Soc. Sec.# (optional)</th>
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<th>Name(s) under which you have enrolled at Metro Technology Centers in the past</th>
<th>Approx what yr(s) enrolled?</th>
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**EMERGENCY CONTACT**

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<th>Name</th>
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**RESIDENT STATUS**

If you wish to enroll in a course that has certification, licensure or employment requirements under State or U.S. law, you must answer the following questions:

1. U.S. Citizen?  
   - Yes (If yes, skip to number 4)  
   - No

2. U.S. Resident:  
   - Yes  
   - No If no, country of 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.

<table>
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<th>Check or card number</th>
<th>Expiration date</th>
<th>Enrolled by</th>
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<td>Discover</td>
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*Include driver’s license # and date of birth on face of check.

**BILL TO COMPANY (MUST ATTACH LETTER OF AUTHORIZATION)**

<table>
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<th>Book/Supply cost</th>
<th>Total cost</th>
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For special accommodations or modifications in a course, please contact: Denise North at (405) 595-4418

Signature:_____________________________________________________________Date:_____________________

Mail, fax or email completed form to:  
Metro Technology Centers, Enrollment Services, 1900 Springlake Drive, Oklahoma City, OK 73111
Fax: (405) 424-7809 or email: enrollment.acd@metrotech.edu. For questions, please call (405) 595-4678
Customized Training for Business Professionals
We work with organizations of all sizes and all types

Oklahoma’s Only Authorized
Apple & Adobe
Training Center

Taught by Nationally Certified Instructors at our
NEW Downtown Campus see page 9
For more information on business services email: lori.lyons@metrotech.edu

Enroll Now (405) 595-4678 • www.metrotech.edu