New Courses and Career Majors:
Hospitality Human Resources Management & Supervision
Hyperbaric Medical Technician
Plumbing Apprentice Technician
Web Design Technician
Clases en Español
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**NEW COURSES & CAREER MAJORS**

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- Short-term Adult & Career Development
- Enrollment Form

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**BOARD OF EDUCATION**
- James A. Huff
- Sarah McKinney
- Patricia Means
- Ron Perry
- Elizabeth A. Richards, 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

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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 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
Metro Tech’s New Farmers Market

In partnership with:

VINYARD Fruit & Vegetable Co.

Fridays in
September & October
10 am – 2 pm

Located at: 1901 Springlake Drive
OKLAHOMA CITY, OK 73111
For more information call: (405) 595-4300 or
email Barbara.loudermilk@metrotech.edu or
(405) 595-4331 or email jona.squires@metrotech.edu

September & October
Fridays in
Sept-December 2014

ARCHITECTURE & CONSTRUCTION | PATHWAY

Cabinetmaker
HS & A
$2,025
M-F
7:40-10:30A &/or 11:25A-2:15P
810
SBC
NEW

Electrician’s Assistant Unlimited Complete
HS & A
$3,225
M-F
7:40-10:30A &/or 11:25A-2:15P
1290
SBC
NEW

Frame Carpenter
HS & A
$1,688
M-F
7:40-10:30A &/or 11:25A-2:15P
675
SBC
NEW

Residential Carpentry
HS & A
$2,700
M-F
7:40-10:30A &/or 11:25A-2:15P
1080
SBC
NEW

Residential Electrician’s Assistant
HS & A
$1,950
M-F
7:40-10:30A &/or 11:25A-2:15P
780
SBC
NEW

Residential HVAC Installer
HS & A
$1,163
M-F
7:40-10:30A &/or 11:25A-2:15P
465
SBC
NEW

Evening Residential HVAC Installer
A
$1,163
M-Th
4-10P
465
SBC
NEW

 Evenings

Boiler Operations-Low Pressure
Learn the basic properties of low-pressure steam boilers, as well as related equipment and controls. Prepares you to take the boiler operator exam for OKC second class. Metro Tech has been approved by the Oklahoma Department of Labor to provide training and to administer the examination for the State Boiler Operator license. ET. BOOK: $105 TUITION: $295 HOURS: 72

MW 9/8-11/12 6:30-9:30P SBC 17596

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 ET. BOOK: $138 TUITION: $315 HOURS: 72

TTH 9/9-12/4 6:30-9:30P SBC 17743

Cabinet and Furniture Making
Learn the shop safety and construction techniques to build beautiful cabinets and furniture to add your unique signature to your home. Subjects covered include project selection and design, joinery techniques, wood selection, finish considerations and project preparation for durable finishes. ET. TUITION: $315 HOURS: 72

TTH 9/9-12/4 6:30-9:30P SBC 17743

AutoCAD 2014-Intro
Discover AutoCad 2014’s new ribbon feature to understand essential 2D functions. Sessions include interactive files that apply real-life applications. This hands-on class provides solid competency-based skills. PREREQUISITE: Basic computer and keyboarding skills. ET.

BOOK: $100 TUITION: $285 HOURS: 72

TTH 9/9-12/4 6:30-9:30P SBC 17598

EXAMPLE OF HOW TO READ COURSES:

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

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

Enjoy sewing clothes from custom-designed to fitted garments. Learn to create your own patterns and make your dreams of fashion and interior design a reality! Safety and maintenance on sewing machines, sergers, pressing equipment and cutting tools will be covered. Sewing machines are provided. Students will supply materials needed for projects. If you prefer sergers to sewing machines, you must bring your own. Books may be purchased the first night of course. ET. BOOK: $75 TUITION: $185 HOURS: 72

TTH 9/9-12/4 6:30-9:30P SBC 17597

Secrets of Better Photography 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 HOURS: 24

metrotech.edu/online 9/17-10/29

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

Instruction delivered in Spanish & English

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

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Increase employee knowledge while reducing accident claims!

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TTH 9/9-12/4 6:30-9:30P SBC 17597
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.

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 are subject to change

ARTS, A/V TECHNOLOGY & COMMUNICATION

VIDEO PROFESSIONALS

After Effects CC-I
10/06-10/08  $995

After Effects CC-II
10/09-10/10 $695
Units I & II $1,500

Final Cut Pro X 101
10/08-10/10  $995
11/05-11/07
12/15-12/17

Premiere CC-I
11/03-11/05  $995

Premiere CC-II
11/06-11/07  $695
Units I & II $1,500

GRAPHIC DESIGNERS

Acrobat Pro XI
09/03-09/05  $995

Illustrator CC-I
09/15-09/17  $995
10/20-10/22
12/15-12/17

Illustrator CC-II
09/18-09/19  $695
10/23-10/24
12/18-12/19

Units I & II $1,500

InDesign CC-I
09/22-09/24  $995
10/27-10/29

InDesign CC-II
09/25-09/26  $695
10/30-10/31

Units I & II $1,500

Photoshop CC-I
10/13-10/15  $995
11/17-11/19

Photoshop CC-II
10/16-10/17  $695
11/20-11/21

Units I & II $1,500

SOUND PROFESSIONALS

Logic Pro X
10/15-10/17  $995

APPLE CERTIFICATION EXAMS

9/16  $150
10/21
11/18
12/16

IT PROS

ACMT Express (Apple Certified Macintosh Tech)
09/15-09/19  $4,100
09/22-09/23
10/11-10/14
11/17-11/18

* breaks for weekend

Mavericks 101: Mac OS X v10.9 Support Essentials
10/01-10/03  $1,500

Mavericks 101 & 201: Mac OS X Apple Certified Technical Coordinator Bootcamp
10/27-10/31  $3,000

Mavericks 201: Mac OS X v10.9 Server Essentials
09/3-09/05  $2,000
12/10-12/12

WEB DEVELOPERS

Captivate CC-I
12/01-12/03  $995

Captivate CC-II
12/04-12/05  $695
Units I & II $1,500

Dreamweaver CC-I
12/08-12/10  $995

Dreamweaver CC-II
12/11-12/12  $695
Units I & II $1,500

Flash CC I (Rich Content Development)
09/08-09/10  $995
11/10-11/12

Flash CC II (Intro to ActionScript 3.0)
09/11-09/12  $695
11/13-11/14

Creative Cloud is HERE!

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

Career Majors | HS &/or Adult | Tuition | Days | Time | Hrs | Site
--- | --- | --- | --- | --- | --- | ---
Administrative Assistant | HS & A | $1,688 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 675 | ITC
Electronic Health Records Specialist | HS & A | $3,425 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 1370 | ITCC
Legal Office Assistant | HS & A | $2,975 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 1190 | ITCC
Legal Receptionist | HS & A | $1,625 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 650 | ITCC
Medical Insurance Coder | HS & A | $2,825 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 1130 | ITCC
Medical Office Assistant | HS & A | $2,325 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 930 | ITCC

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 HOURS: 12
MW 9/8-9/17 6-9P EDC 17877
TTH 10/7-10/9 9A-4P EDC 17880
TTH 10/12/12/11 9A-4P EDC 17879
TTH 12/9-12/18 6-9P EDC 17878

**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 HOURS: 12
MW 9/29-10/8 6-9P EDC 17881
TTH 10/28-10/30 9A-4P EDC 17882

**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 HOURS: 12
MW 10/13-10/22 6-9P EDC 17884
TTH 11/11-11/13 9A-4P EDC 17883

**Certified Supply Chain Professional (CSCP)**
Effective supply chain management enhances productivity and performance with the strategic combination of people, systems and technology to successfully compete in the global marketplace. The CSCP course helps you demonstrate your knowledge and organizational skills for developing more streamlined operations. You will be prepared for the APICS CSCP exam. LS. TUITION: $1,850 ($1,650 for APICS members) HOURS: 40
SA 9/6-10/4 9A-5P EDC 18194

**Excel 2010-I**
Learn to create, edit and format complex worksheets. JG. BOOK: $20 TUITION: $80
S 9/6-9/13 9A-4P EDC 17950
MW 9/29-10/8 6-9P EDC 17952
S 11/1-11/8 9A-4P EDC 17951

**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 basic, including how to create, edit and format basic worksheets. JG. BOOK: $20 TUITION: $80 HOURS: 12
TTH 9/9-9/11 9A-4P EDC 17886
TTH 10/7-10/16 6-9P EDC 17888
TTH 11/18-11/20 9A-4P EDC 17887
MW 12/8-12/17 6-9P EDC 17889

**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
HOURS: 12
TTH 11/4-11/6 9A-4P EDC 17892
TTH 11/4-11/13 6-9P EDC 17893

**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 HOURS: 12
S 9/6-9/13 9A-4P EDC 17950
MW 9/29-10/8 6-9P EDC 17952
S 11/1-11/8 9A-4P EDC 17951

**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 HOURS: 6
S 9/20-9/20 9A-4P EDC 17953
MW 10/13-10/15 6-9P EDC 17955
S 11/15 9A-4P EDC 17954

**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 HOURS: 4
T 9/9 8A-12P EDC 17931

**Making the Most of American FactFinder**
This dynamic resource on the census website will help you locate 2010 Census data quickly. It's the primary tool for retrieving reports, creating tables and generating thematic maps from 2010 Census & American Community Survey (ACS). JG. TUITION: $25 HOURS: 4
T 9/9 1-5P EDC 17932

**Using Census Data in Grant Writing**
Learn the importance of 2010 census data and the American Community Survey (ACS) for grant writing. JG. TUITION: $25 HOURS: 4
T 11/4 8A-5P EDC 17934

**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 HOURS: 4
T 11/4 1-5P EDC 17933

**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
HOURS: 12
TTH 11/4-11/6 9A-4P EDC 17892
TTH 11/4-11/13 6-9P EDC 17893

**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 HOURS: 6
S 9/20-9/20 9A-4P EDC 17953
MW 10/13-10/15 6-9P EDC 17955
S 11/15 9A-4P EDC 17954

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T 11/4 1-5P EDC 17933
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 HOURS: 6
S  9/27  9A-4P EDC  17956
MW 10/20-10/22  6-9P EDC  17958
S  11/22  9A-4P EDC  17957

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 HOURS: 6
W  9/24  9A-4P EDC  17894
T  12/2-12/9  6-9P EDC  17895

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 HOURS: 6
W  11/19  9A-4P EDC  17896

Social Media-I
Discover the six major social media platforms and how they can help build your brand awareness. While exploring platforms, practice tips and techniques to improve the effectiveness of these marketing tools. Learn to set up accounts on the various platforms, the do’s and don’ts of social media, and how to implement social media into your existing marketing plan. JG. TUITION: $75 HOURS: 6
S  9/20  9A-4P EDC  17946
S  11/8  9A-4P EDC  17947

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 HOURS: 6
S  9/27  9A-4P EDC  17948
S  11/15  9A-4P EDC  17949

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 HOURS: 2
T  9/23  6-8P EDC  17961
M  11/17  6-8P EDC  17962

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 HOURS: 2
T  9/23  8-10P EDC  17963
M  11/17  8-10P EDC  17964

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 HOURS: 2
TH 9/25  6-8P EDC  17965
T 11/25  6-8P EDC  17966

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. HOURS: 2
TH 9/25  8-10P EDC  17967
W 11/19  8-10P EDC  17968

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 HOURS: 1
T  9/23  5-6P EDC  17969
M  11/17  5-6P EDC  17970

Small Business Training
Are you thinking about starting a business or expanding your existing business? The Small Business Training course will help you evaluate your business ideas and establish a plan to turn those ideas into reality! This course includes training and assistance on topics such as 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 232-0199. LS. TUITION: $25 HOURS: 16
TTH 10/7-10/30  6-8P EDC  16867

Enroll at (405) 595-4678
For more information call (405) 595-4791 or email james.guerrero@metrotech.edu
### Business, Management & Administration

#### 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 HOURS: 6

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#### 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 HOURS: 6

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#### 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 HOURS: 12

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#### 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 HOURS: 12

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### 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 elena.troya@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. ET. TUITION: $35 per month HOURS: 44

MTWTH 9/2-9/30 3-5P SBC 17760
MTWTH 9/2-9/30 5-7P SBC 17759
MTWTH 9/2-9/30 7-9P SBC 17758

MTWTH 10/1-10/31 3-5P SBC 17763
MTWTH 10/1-10/31 5-7P SBC 17762
MTWTH 11/1-11/21 3-5P SBC 17766
MTWTH 11/1-11/21 5-7P SBC 17765
MTWTH 11/1-11/21 7-9P SBC 17764
MTWTH 12/1-12/19 3-5P SBC 17769
MTWTH 12/1-12/19 5-7P SBC 17768
MTWTH 12/1-12/19 7-9P SBC 17767

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. ET. TUITION: $35 per month HOURS: 86

MTWTH 9/2-9/30 8A-12:30P SBC 17747
MTWTH 9/2-9/30 12:30-5P SBC 17748
MTWTH 9/2-9/30 5-9:30P SBC 17749
MTWTH 9/2-9/30 9:30-12P SBC 17750

Spanish-I
Learn basic vocabulary, phrases, expressions and grammar to speak Spanish at home, work or while traveling. JG. BOOK: $25 TUITION: $75 HOURS: 25

TTH 9/2-10/2 6-8:30P EDC 17935

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 HOURS: 25

TTH 10/7-11/6 6-8:30P EDC 17936

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 HOURS: 25

TTH 11/11-12/18 6-8:30P EDC 17937

FINANCE
FULL-TIME CAREER MAJORS
Banking & Related Services | PATHWAY
Career Majors | HS &/or Adult | Tuition | Days | Time | Hrs | Site
Financial Services Representative | HS & A | $1,500 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 600 ITC | CC

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

Expanding your business?
Thinking about starting a business? Turn those ideas into reality!
Receive one-on-one 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 at (405) 595-4221 or email: reinaldo.diaz@metrotech.edu
Services provided by appointment only!
HEALTH SCIENCE | FULL-TIME CAREER MAJORS

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<td>Radiologic Technologist</td>
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HEALTH SCIENCE | SHORT-TERM COURSES

| PREREQUISITE: | All Health Science courses require basic English language skills. Certification exams by the Oklahoma State Department of Health are offered in English only. |

Advanced Unlicensed Assistant (AUA)

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. HOUR: 1

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<td></td>
<td>CNA-Home Health Deeming</td>
<td></td>
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<td></td>
<td>STEP 2</td>
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</tr>
<tr>
<td></td>
<td>CNA-Certified Nurse Aide</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STEP 1</td>
<td></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.
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: $230 HOURS: 66 TTH 9/16-12/4 6-9P HCC 17136

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: $230 HOURS: 66 TTH 9/2-11/13 6-9P HCC 17137

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 IAHCSSM 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: $175 HOURS: 36 S 9/20-10/25 8A-2:30P EDC 17422 MW 10/6-11/12 6-9P HCC 17423

Certified Medication Aide (CMA)
This course is for employees working in long-term care facilities. 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: You must attend orientation to enroll in this course. Bring required documents listed under orientation. LW. TUITION: $385 HOURS: 60 MTHW 9/8-10/9 5-6:30P HCC 17793 MTWTHF 9/22-10/3 8A-2:30P HCC 17794 MTWTHF 11/17-12/5 8A-2:30P HCC 17795

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. REQUIREMENT: Bring proof of social security number, photo ID, current CNA and CMA card. PREREQUISITE: Current an Oklahoma Certified Nurse Aide and Medication Aide listed on the state Nurse Aide Registry with no abuse notations. LW. TUITION: $100 HOURS: 16 MT 9/15-9/16 8A-4:30P HCC 17788

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 photo ID. PREREQUISITE: Current CNA and CMA in Oklahoma. VW. TUITION: $55 HOURS: 8 F 9/12 8A-4:30P HCC 17130 F 9/19 8A-4:30P HCC 17146 F 9/26 8A-4:30P HCC 17129 F 10/10 8A-4:30P HCC 17147 F 10/17 8A-4:30P HCC 17132 F 10/31 8A-4:30P HCC 17131 F 11/7 8A-4:30P HCC 17148 F 11/14 8A-4:30P HCC 17135 F 12/5 8A-4:30P HCC 17134 F 12/12 8A-4:30P HCC 17133

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 Social Security number to the first class. LW. TUITION: $125 HOURS: 16 MT 9/8-9/9 8A-4:30P HCC 17789

Coding ICD-9
Learn how to correctly assign ICD-9 diagnostic and procedural codes in medical and health records to ensure accurate and complete reimbursements. PREREQUISITE: Medical Terminology course. VW. BOOK: $200 TUITION: $275 HOURS: 72 MTH 9/22-12/8 6-9P HCC 17555

Coding-The Certification Step
Focus on applications of coding principles learned in CPT and ICD-9 Coding. You will analyze and synthesize documents and apply ICD-9, CPT and HCPC codes based on documentation. This course will help prepare you for the certification exam. Bring your ICD-9 and CPT Coding manuals to class. An additional textbook is required. PREREQUISITE: ICD-9 and CPT Coding. VW. BOOK: $80 TUITION: $200 HOURS: 48 MTH 10/13-12/11 6-9P HCC 16498

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. Course 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. REQUIREMENT: You must attend orientation to enroll in this course. Bring required documents listed under orientation. LW. TUITION: $505 HOURS: 108 MTH 9/2-11/10 5A-9P HCC 17797 MTWTHF 10/13-11/12 8A-2:30P HCC 17798

Certified Nurse Aide (CNA)-Home Health Deeming
CNA Orientation is required for ALL students, regardless if they are self-pay or sponsored by another organization. Orientation is held the Monday prior to each class at HCC in room 141. REQUIREMENT: Proof of Social Security number, government issued photo ID, current CNA and CMA card. 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 Social Security number to the first class. LW. TUITION: $125 HOURS: 16 MT 9/8-9/9 8A-4:30P HCC 17789

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.
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 care providers. LW. TUITION: $45 HOURS: 4.5
T 9/9 5-9:30P HCC 17781
T 9/23 5-9:30P HCC 17782
T 10/7 5-9:30P HCC 17783
T 10/28 5-9:30P HCC 17784
T 11/4 5-9:30P HCC 17785
T 11/18 5-9:30P HCC 17786
T 12/9 5-9:30P HCC 17787

Electronic Health Records-II
Receive more knowledge and skills to achieve accreditation as a Certified Electronic Health Records Specialist (CEHRS). This is the second of two courses needed to prepare for the certification test. Meet in the HCC Library the first night to receive book and login information for the course. PREREQUISITE: Medical Terminology and Electronic Health Records-I. VW. TUITION: $395 HOURS: 120
MTWTHF 1/7-4/8 6-9P HCC 17590

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 HOURS: 6
TH 9/23-9/25 6-9P EDC 17493
TH 11/4-11/6 6-9P EDC 17494

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. VW. BOOK: $80 TUITION: $255 HOURS: 60
MTH 9/29-12/15 5:30-8:30P HCC 17141

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.
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 rotations.
- For information, contact OU College of Nursing website: http://nursing.ouhsc.edu
- Enrollment Information:
  - Canadian Valley Tech - Chickasha: Contact: Doreen Henderson at 405.277.3303, e-mail: dhenderson@cvtech.org
  - High Plains Tech - Woodward: Contact: Linda Miller at 580.718.6300, e-mail: lmiller@hptc.net
  - Meridian Tech - Stillwater: Contact: Brenda Plymell at 405.222.7505, e-mail: bplymell@meridian-tech.edu
  - Metro Tech - Texas City: Contact: Vicki Walden at 405.595.4770, e-mail: vwalden@metrotech.edu
  - Pioneer Tech - Ponca City: Contact: Vicki Walden at 405.595.4770, e-mail: vwalden@metrotech.edu

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

See below for class times and description

Restorative Care Aide

Focus on restorative care for residents with neurological, musculoskeletal or degenerative diseases. Review care, exercises and documentation. Wear comfortable shoes for lab. Wednesdays are clinical days.

REQUIREMENTS: Negative TB tests and OSBI screen to include violent/sexual offenders within one year of ending date of class.

PREREQUISITE: Current Certified Nurse Aide in Oklahoma. VW. BOOK: $90 TUITION: $115 HOURS: 28

MTWTHF 10/20-10/24 8A-3:30P HCC 16666

Spanish for Health Care Employees

This course is for doctors, nurses, dentists, medical assistants, chiropractors, lab employees, phlebotomists and front office employees needing skills to communicate better with Spanish-speaking clients. Learn vocabulary for assessment, admissions, discharges and emergency care.

VW. BOOK: $43 TUITION: $149 HOURS: 42

MW 9/3-10/20 6-9P HCC 17121

MW 11/3-12/17 6-9P HCC 17119

Phlebotomy

This course consists of lecture and lab that provides knowledge of equipment, OSHA’s bloodborne pathogens and mechanics involved in the collection of specimens. Practice and learn how to do all areas of venipuncture safely and properly. Study complications in phlebotomy and special collection procedures. After successfully completing all aspects of the phlebotomy course, you are eligible for a day-time internship. Information on the internship will be provided the first day of the phlebotomy course. There is an additional fee of $129 for the internship. Immunizations and background check are required. VW. BOOK: $70 TUITION: $315 HOURS: 78

TTH 9/9-12/18 6-9P HCC 17142

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.

24 Sept-December 2014 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426

HOSPITALITY & TOURISM

NEW

HOSPITALITY & TOURISM | FULL-TIME CAREER MAJORS

RESTAURANT FOOD & BEVERAGE SERVICES | PATHWAY

Career Majors HS &/or Adult Tuition Days Time Hrs Site

Baker Assistant HS & A $1,650 M-F 7-40-10:30A & 11:25A 2-1:3P 660 SBC

Banquet Caterer HS & A $1,650 M-F 7-40-10:30A & 11:25A 2-1:3P 660 SBC

Culinary Arts Assistant HS & A $1,650 M-F 7-40-10:30A & 11:25A 2-1:3P 660 SBC

Food Service Attendant HS & A $900 M-F 7-40-10:30A & 11:25A 2-1:3P 360 SBC

Restaurant Manager HS & A $1,650 M-F 7-40-10:30A & 11:25A 2-1:3P 660 SBC

Garde Manager HS $0 M-F 7-40-10:30A & 11:25A 2-1:3P 345 MCA

Hospitality Steward HS $0 M-F 7-40-10:30A & 11:25A 2-1:3P 345 MCA

Line Cook HS $0 M-F 7-40-10:30A & 11:25A 2-1:3P 615 MCA

Prep Cook HS $0 M-F 7-40-10:30A & 11:25A 2-1:3P 300 MCA

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

HOSPITALITY & TOURISM | SHORT-TERM COURSES

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. VW. BOOK: $100 TUITION: $100 HOURS: 15

TTH 9/2-9/16 6-9P EDC 17938

TTH 12/2-12/16 6-9P EDC 17939

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. VW. BOOK: $100 TUITION: $75 HOURS: 6

TTH 11/4-11/6 6-9P EDC 17940
### HUMAN SERVICES | FULL-TIME CAREER MAJORS

#### EARLY CHILDHOOD DEVELOPMENT & SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
<td>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>
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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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#### 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 | 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  |
| Evening Esthetician | A          | $1500   | M-Th | 3-9:30P or 5:30-9:30P | 600 | SBC  |
| Nail Technician-High School | HS | $0 | M-F | 7:40-10:30A &/or 11:25A-2:15P | 600 | SBC  |
| Evening Nail Technician | A       | $1500   | M-Th | 3-9:30P or 5:30-9:30P | 600 | SBC  |

### HUMAN SERVICES | SHORT-TERM COURSES

#### CHILD DEVELOPMENT ASSOCIATE (CDA) PREPARATION

**Thursdays @ 6:30-9P**  
Health Careers Center (HCC)

#### Unit Course Dates Tuition Hours Course Code
1  Providing for Children's Safety  9/2-9/11  $40  10 hrs  17777
2  Providing for Children's Health  9/16-9/25  $40  10 hrs  17778
3  Providing an Environment for Learning  9/30-10/16  $65  15 hrs  17779
4  Child Growth and Development Concepts  10/28-12/11  $130  30 hrs  17780

*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 | SHORT-TERM COURSES

#### A+ Certification

Learn basic support and repair of PC hardware and operating systems. Prepare for the CompTIA A+ IT 801 and 802 exams. **REQUIREMENT:** Must be able to lift large objects weighing up to 35 pounds and use hand tools in a confined space. Must pass a personal safety orientation for electrical devices. **PREREQUISITE:** Computer Literacy, Windows and IT Fundamentals or equivalent. **JG. BOOK:** $100  
**TUITION:** $500  
**HOURS:** 60  
**Unit Course Dates  Tuition Hours Course Code**

<table>
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<tr>
<th>Unit</th>
<th>Course</th>
<th>Dates</th>
<th>Tuition</th>
<th>Hours</th>
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<tr>
<td>1</td>
<td>Providing for Children's Safety</td>
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<td>$40</td>
<td>10 hrs</td>
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<tr>
<td>2</td>
<td>Providing for Children's Health</td>
<td>9/16-9/25</td>
<td>$40</td>
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<td>3</td>
<td>Providing an Environment for Learning</td>
<td>9/30-10/16</td>
<td>$65</td>
<td>15 hrs</td>
<td>17779</td>
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<tr>
<td>4</td>
<td>Child Growth and Development Concepts</td>
<td>10/28-12/11</td>
<td>$130</td>
<td>30 hrs</td>
<td>17780</td>
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Java Programming-Introduction  
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  
**HOURS:** 24  
**Unit Course Dates  Tuition Hours Course Code**

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<tr>
<th>Unit</th>
<th>Course</th>
<th>Dates</th>
<th>Tuition</th>
<th>Hours</th>
<th>Code</th>
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<td>1</td>
<td>Java Programming-Introduction</td>
<td>9/17-10/29</td>
<td>$79</td>
<td>24</td>
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*Intro To Java*

To apply for Career Majors see page 37. College Credit and Financial Aid may be available.
## LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | FULL-TIME CAREER MAJORS

### LAW ENFORCEMENT SERVICES

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &amp;/or Adult</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>720</td>
<td>PSA</td>
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<tr>
<td>Law Enforcement Officer Prep</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>759</td>
<td>PSA</td>
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</table>

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

### LAW ENFORCEMENT SERVICES | 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.

#### Phase I - Unarmed Security

**PHASE I** 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:** $55 HOURS: 20

| MTW | 9/8-9/10 | 8A-5P | EDC 17914 |
| MTWTHF | 9/29-10/3 | 5:30-9:30P | EDC 17916 |
| MTW | 11/3-11/5 | 8A-5P | EDC 17915 |

#### Phase II - Unarmed Security

**PHASE II** 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 HOURS: 20

| WTHF | 9/10-9/12 | 8A-5P | EDC 17917 |
| MTWTHF | 10/6-10/10 | 5:30-9:30P | EDC 17918 |
| WTHF | 11/5-11/7 | 8A-5P | EDC 17919 |

#### Phase III - Private Investigator

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

**TUITION:** $100 HOURS: 35

| MTWTH | 9/15-9/18 | 8A-5P | EDC 17920 |
| MTWTHF | 10/13-10/23 | 5:30-9:30P | EDC 17921 |
| MTWTH | 11/10-11/13 | 8A-5P | EDC 17922 |

#### Phase IV - Firearms

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

**TUITION:** $135 HOURS: 32

| MTWTHF | 9/29-10/2 | 9A-6P | 0C 17923 |
| MTWTH | 10/27-10/30 | 9A-6P | 0C 17924 |
| MTWTHF | 12/1-12/4 | 9A-6P | 0C 17925 |

#### Phase IV - Shotgun

This optional course is for armed private security guards who must use a tactical shotgun while on duty. Learn the proper method of handling and securing the shotgun and how to place the shotgun in cruiser-safe condition. **REQUIREMENT:** Must supply their own pump-action 12 gauge shotgun, similar to a Remington 870. Ammunition must be purchased at the range. No other ammunition is allowed. **PREREQUISITE:** Currently enrolled in or has completed CLEET Phase IV - Firearms course in the past 6 months, have an unexpired Oklahoma Armed Security Guard license or Military background. JG. BOOK: $10

**TUITION:** $40 HOURS: 8

| F | 10/3 | 9A-6P | 0C 17926 |
| F | 10/31 | 9A-6P | 0C 17927 |
| F | 12/5 | 9A-6P | 0C 17928 |

### CLEET REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Training Required</th>
<th>Hours</th>
<th>State Exam Required</th>
<th>Continuing Education Requirement</th>
</tr>
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<tbody>
<tr>
<td>Unarmed Security Guard</td>
<td>Phase-I, Phase-II</td>
<td>20</td>
<td>Phase-I &amp; II</td>
<td>8 hrs</td>
</tr>
<tr>
<td>Unarmed Private Investigator</td>
<td>Phase-I</td>
<td>20</td>
<td>Phase-III</td>
<td>16 hrs</td>
</tr>
<tr>
<td>Armed Security Guard</td>
<td>Phase-I</td>
<td>20</td>
<td>Phase-I &amp; II</td>
<td>8 hrs</td>
</tr>
<tr>
<td>Armed Private Investigator</td>
<td>Phase-I</td>
<td>20</td>
<td>Phase-I &amp; II</td>
<td>16 hrs</td>
</tr>
<tr>
<td>Combination License - Armed Security Guard and Private Investigator</td>
<td>Phase-I</td>
<td>20</td>
<td>Phase-I &amp; II</td>
<td>16 hrs</td>
</tr>
</tbody>
</table>

Private Security and SDA enrollments must be made in person. Proof of citizenship, photo ID, passport or lawful presence is required. For proof of proper documentation required visit: http://1.usa.gov/kSCkUE

### 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 HOURS: 8

| F | 9/26 | 8A-5P | EDC 17907 |
| TH | 11/20 | 8A-5P | EDC 17908 |

### 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. This will help you be more aware of actual events. JG. **TUITION:** $50 HOURS: 4

| TH | 9/25 | 9A-6P | EDC 17911 |
| TH | 10/23 | 9A-6P | EDC 17912 |
| TH | 12/11 | 9A-6P | EDC 17913 |

### 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. Students must 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 HOURS: 8

| TH | 9/25 | 9A-6P | EDC 17911 |
| TH | 10/23 | 9A-6P | EDC 17912 |
| TH | 12/11 | 9A-6P | EDC 17913 |

### 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 HOURS: 4

| TH | 9/25 | 1A-5P | EDC 17930 |
| F | 11/21 | 1A-5P | EDC 17929 |
Looking for a Job in Security?

You are guaranteed an interview with Elite Protection Security when you complete Phases I, II and IV Security Officer courses (listed on page 29) with Metro Technology Centers.

So far, over 50 completers of these courses have been hired by Elite Protection Services. Phase 3 is not required to be hired.

ELITE PROTECTION SERVICES

JOB POSTINGS ONLINE

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

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

www.collegecentral.com/metrotech

For more information call (405) 595-4804 or email: aaron.walker@metrotech.edu

Basic Welding-3G and 6G Certification

Receive basic instruction and participate in hands-on experiences using oxyfuel welding and cutting, shielding metal arc welding and gas metal arc welding (MIG). Multiple classes maybe required to obtain full competency for 3G & 6G certification. The certification test are available on site. Test fee is not included in tuition. ET. BOOK: $100 TUITION: $385 HOURS: 72

MW 9/8-12/3 6:30-9:30P SBC 17600
TTH 9/9-12/4 6:30-9:30P SBC 17599

For more information call: (405) 823-0525 or (405) 595-4792, email: larry.chadwick@cox.net or lynda.speller@metrotech.edu

Price includes course materials and online access to class exercises, practice exams and exams.

Certified Production and Inventory Management (CPIM)

Basics of Supply Chain Management (BSCM)

Learn the basics of planning and controlling the flow of materials into, through and out of an organization. Review the types of manufacturing systems, master planning and material requirements. LS. TUITION: $900 ($700 for APICS members) HOURS: 30.

Price includes course materials and online access to class exercises, practice exams and exams.

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.

For more information call: (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>HS/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/Adult</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>720</td>
<td>MCA</td>
</tr>
<tr>
<td>Small Business Entrepreneur</td>
<td>HS/Adult</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.

### SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS | FULL-TIME CAREER MAJORS

**ENGINEERING & TECHNOLOGY | PATHWAY**

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS/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/Adult</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/Adult</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>
</tbody>
</table>

**SCIENCE & MATHEMATICS | PATHWAY**

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS/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/Adult</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/Adult</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:25A-2:15P</td>
<td>1440</td>
<td>HCC</td>
</tr>
</tbody>
</table>

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

---

**Oklahoma Real Estate Pre-licensing Training**

Prepare for the Oklahoma Real Estate licensing exam. All new rules and regulations are included. A portion of this course is taught online. JG.

TUITION: $375 HOURS: 90
T-TH 9/9-10/30 EDC 18372

---

**CUSTOMIZED TRAINING FOR BUSINESS!**

Call Metro Tech for help with your business. A Metro Tech business coordinator will evaluate your business ideas and establish a plan to turn those ideas into reality!

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

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**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!**

<table>
<thead>
<tr>
<th>Accounting Clerk</th>
<th>Drafting &amp; Design Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Early Care Teacher</td>
</tr>
<tr>
<td>Aerospace Maintenance Technician</td>
<td>Electrician</td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>Engineer</td>
</tr>
<tr>
<td>Biomedical Scientist</td>
<td>Entrepreneur</td>
</tr>
<tr>
<td>Carpenter</td>
<td>Financial Services Officer</td>
</tr>
<tr>
<td>Computer &amp; Network Technician</td>
<td>Heating &amp; Air Technician</td>
</tr>
<tr>
<td>Cosmetologist</td>
<td>Horticulture Technician</td>
</tr>
<tr>
<td>Culinary Chef</td>
<td>Law Enforcement Officer</td>
</tr>
<tr>
<td>Digital Video Specialist</td>
<td>Legal Office Assistant</td>
</tr>
</tbody>
</table>

Look for more information under Full-time Career Majors (see top of page)
TRANSPORTATION, DISTRIBUTION & LOGISTICS | FULL-TIME CAREER MAJORS

### Aerospace Maintenance | Pathway

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &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 ACC C</td>
<td></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 ACC</td>
<td></td>
</tr>
<tr>
<td>Evening Airframe Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>1275 ACC</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 ACC</td>
<td></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 ACC</td>
<td></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 ACC</td>
<td></td>
</tr>
<tr>
<td>Power Plant Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>7A-2:30P</td>
<td>1275 ACC</td>
<td></td>
</tr>
<tr>
<td>Evening Power Plant Mechanic</td>
<td>A</td>
<td>$4,144</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>1275 ACC</td>
<td></td>
</tr>
</tbody>
</table>

### Automotive Collision Repair | Pathway

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &amp; A</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 SBC C</td>
<td></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 SBC C</td>
<td></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 SBC C</td>
<td></td>
</tr>
</tbody>
</table>

### Automotive Service | Pathway

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &amp; A</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair (NATEF aligned)</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 SBC C</td>
<td></td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>HS &amp; A</td>
<td>$2,488</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>995 SBC C</td>
<td></td>
</tr>
</tbody>
</table>

**AUTOMOTIVE COLLISION REPAIR | PATHWAY**

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &amp; A</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 SBC C</td>
<td></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 SBC C</td>
<td></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 SBC C</td>
<td></td>
</tr>
</tbody>
</table>

**AUTOMOTIVE SERVICE | PATHWAY**

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>HS &amp; A</th>
<th>Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
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<td>HS &amp; A</td>
<td>$1,575</td>
<td>M-F</td>
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<td>630 SBC C</td>
<td></td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>HS &amp; A</td>
<td>$2,488</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>995 SBC C</td>
<td></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

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. **ET. BOOK:** $138 **TUITION:** $285 **HOURS:** 72  
**TTH 9/9-12/4 6:30-9:30P SBC 17602**

### 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. **ET. TUITION:** $285 **HOURS:** 72  
**TTH 9/9-12/4 6:30-9:30P SBC 17601**

### Natural Gas Vehicles (NGV) Introduction

Learn to fuel, operate and maintain Natural Gas Vehicles (NGV’s) operating on the roads today. Review the characteristics of operating an internal combustion engine on compressed natural gas (CNG), as compared to gasoline and diesel. The regulations and standards used in the NGV industry are discussed. Obtain information required to pass the state of Oklahoma CNG Technician certification test. **ET. TUITION:** $200 **HOURS:** 48  
**MW 9/8-10/29 6:30-9:30P SBC 17744**

### 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. Students provide their own supplies. **ET. BOOK:** $75 **TUITION:** $185 **HOURS:** 72  
**TTH 9/9-12/4 6:30-9:30P SBC 17603**
**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

When inclement weather occurs, please visit www.metrotech.edu or call (405) 595-4534 for updated hours of operation.

**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
- Oklahoma State University-IT (Oklahoma City)–OSU-IT
- Rose State College–RSC

**ONLINE CATEGORIES**

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.
Oklahoma City Public Schools tuition FREE: schools may attend Metro Tech High school juniors and seniors from the following not available at their local technology center. Metro Tech’s district to attend when a career major is Reciprocity agreements allow students outside of College credit High school credits education at Metro Tech after graduating high school. waiver may be available for students continuing their in the form of a tuition What's Next Scholarships allow students outside of Metro Tech's district to attend when a career major is not available at their local technology center.

ADULT STUDENTS

Adults may attend on a full-time or half-time basis. Most career majors are self-paced and may require more or less time to complete. A 600-hour career major takes approximately seven months to complete on a full-time basis. College credit is available for most career majors at $8 per college hour. Books, supplies and related fees may cost extra.

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

ADDITIONAL SERVICES

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

HIGH SCHOOL STUDENTS

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

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

What’s Next Scholarships in the form of a tuition waiver 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.

How To Enroll

High school students

Online: www.metrotech.edu/online

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

Additional Services

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

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

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

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

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.

PAYMENT

- Use VISA, MasterCard, Discover or American Express with card holder name, number and expiration date.
- Payments are due at the time of enrollment.
- No children allowed in classrooms.

Refund Guidelines

- Refunds cannot be issued for non-attendance.
- No refunds will be given for 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.

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.
- 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.

What’s Next Scholarships

- In the form of a tuition waiver 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.
**ADULT AND CAREER DEVELOPMENT REGISTRATION FORM**

**CTISSE ID:**

**Last Name:**
**First Name:**
**M.I.:**
**Suffix:**
**Gender:**
**Male**
**Female**
**D.O.B.:**
**Mailing Address:**
**City:**
**State:**
**Zip:**
**Home Phone:**
**Cell Phone:**
**E-Mail Address:**

**RESIDENT STATUS**

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

1. U.S. Citizen
   - Yes (if yes, skip to number 4)
   - No
2. U.S. Resident
   - Yes
   - No If country or residency
3. Resident Alien?
   - Yes
   - No
   - A#______________________________
   - Temporary
   - Permanent
   - Expiration Date_________________
4. Some courses may require a background check through OSBI, FBI, or other agencies.

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<th>Course Code</th>
<th>Tuition</th>
<th>Book Fee</th>
<th>Total</th>
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**Method of Payment**

Full payment for tuition, books, & supplies due at the time of enrollment.
- Check/Money Order
- Cash
- Visa
- MasterCard
- Amex
- Discover
- Send Bill to Company (Must attach authorization letter or purchase order.)

**Company Name:**
**Phone:**

**Authorizing Person:**
**Signature:**
**Date:**

For special accommodations in a course, please contact: Denise North (405) 595-4418

**Metro Technology Centers**
**Attn: Enrollment Services**
**1900 Springlake Dr.**
**Oklahoma City, OK 73111**
**FAX (405) 424 – 7809**
**Enrollment.ACD@MetroTech.edu**

**Signature:**
**Date:**
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