Nurse Refresher
CPR, AUA
CNA, CMA
Phlebotomy
Medical Billing and Coding

Tuition reimbursements possible through the Oklahoma Health Authority see page 19
Agriculture, Food & Natural Resources
Full-time Career Pathway
Plant & Soil Science

Architecture & Construction
Full-time Career Pathways

Arts, A/V Technology & Communications
Full-time Career Pathway Visual Arts Short-term Courses Apple & Adobe Software

Business, Management & Administration
Full-time Career Pathway Administrative & Information Support Short-term Courses Formación Empresarial Small Business Training

Education & Training
Full-time Career Pathway Teacher/Training Short-term Courses Academic Center Labs ESL GED in Español Guitar Intro Singing for the Holidays Spanish

Finance
Full-time Career Pathways Banking & Related Services Financial Management & Accounting Short-term Courses Planning for Retirement

Health Science
Full-time Career Pathways Diagnostic Services Therapeutic Services Science & Mathematics Support Services Short-term Courses AUA (Advanced Unlicensed Assistant) Anatomy & Physiology CMA (Certified Medication Aide) CNA (Certified Nurse Aide) Coding CPT & ICD CPR & First Aid Medical Billing Medical Terminology Medication Administration Technician-MAT Nurse Refresher Phlebotomy Spanish for Healthcare Veterinary Aide

Hospitality & Tourism
Full-time Career Pathway Restaurant Food & Beverage Services Short-term Courses Cooking for the Holidays

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

Information Technology

Law, Public Safety, Corrections & Security

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

Marketing, Sales & Service
Full-time Career Pathway Management & Entrepreneurship

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 Auto Collision Repair and Paint Refinishing Forklift Certification Small Engine Maintenance

Online Courses
Enrollment
Full-time Career Majors Short-term Adult & Career Development

July-Dec 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
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- Singing for the Holidays ........................................... 14

**FINANCE**
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- ID Fraud: How to Spot Fake IDs ................................ 31
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- Forklift Certification .............................................. 35

**BOARD OF EDUCATION**
- Matt Latham
- Jimmy McKinney
- Sarah McKinney
- Patricia Means
- Ron Perry
- Elizabeth A. Richards, J.D.
- Elaine Stith, Ed.D., Superintendent/CEO

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

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

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

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

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

**METRO TECH IS THE RECIPIENT OF THE QUALITY AWARD OF EXCELLENCE BY THE OKLAHOMA QUALITY FOUNDATION**

**& FORTY FOURTEEN GOLD STAR AWARDS BY THE OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION**
Four Metro Tech Locations!

1. **Aviation Career Campus (ACC)**
   Will Rogers World Airport
   5600 S MacArthur Blvd
   Oklahoma City, OK 73179

2. **Downtown Business Campus (DBC)**
   Chase Tower
   100 N Broadway, 3rd Floor
   Oklahoma City, OK 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 does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

Metro Technology Centers no discrimina en base a color, nacionalidad, sexo, edad, estado civil o condicion de veterano, religion, embarazo, informacion hereditaria, o discapacidad en reclutamiento, contratacion, colocacion, asignacion a tareas de trabajo, horas de empleo, niveles de responsabilidad, y sueldo.
FOUR METRO LOCATIONS!

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

SPRINGLAKE CAMPUS

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

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

3. EDC - Economic Development Center
   1700 Springlake Drive

4. HCC - Health Careers Center
   1720 Springlake Drive

5. ITC - Information Technology Center
   1800 Springlake Drive

6. ITS - Information Technology Services
   1600 Springlake Drive

7. MCA - Metro Career Academy
   1901 Springlake Drive

8. STEM - Science, Technology, Engineering & Math Academy
   1700 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>
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<tbody>
<tr>
<td>Floral Design Entrepreneur</td>
<td>HS &amp; A</td>
<td>$2,563</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
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<td>Horticulture Entrepreneur</td>
<td>HS &amp; A</td>
<td>$1,688</td>
<td>M-F</td>
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<td>Horticulture Technician</td>
<td>HS &amp; A</td>
<td>$1,313</td>
<td>M-F</td>
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<td>525</td>
<td>MCA</td>
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<td>Landscape Designer</td>
<td>HS &amp; A</td>
<td>$1,725</td>
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<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>690</td>
<td>MCA</td>
</tr>
</tbody>
</table>

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

---

**Metro Tech Farmers Market**

**Fridays • September 9 – October 7 • 10 am – 2 pm**

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

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

Metro Career Academy • 1901 Springlake Drive • Oklahoma City, OK 73111

For more information call: (405) 595-4300 or email barbara.loudermilk@metrotech.edu or deborah.swafford@metrotech.edu

---

**EVER WANTED TO DRIVE ONE OF THESE?**

Learn Heavy Equipment Operation

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

Metro Technology Centers
Preparing for Life

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

---

To apply for Career Majors see page 37. Financial Aid may be available.
ARCHITECTURE & CONSTRUCTION | SHORT-TERM COURSES

2014 NEC Code Changes

Learn the most recent changes to the National Electrical Code (NEC) effective for the 2014 code cycle. Completion of the course meets the requirement for the Electrical Journeymen and Contractors’ license renewal. This course is beneficial to Electrical Apprentices seeking a better understanding of the Code in their pursuit of the Electrical Journeyman’s License. REQUIREMENT: Bring NFPA 70 NEC Code book. ET. BOOK: $59 TUITION: $45 HOURS: 6

S 7/16 8A-4P EDC 22872
S 8/13 8A-4P EDC 22871
S 9/17 8A-4P EDC 22870
S 10/8 8A-4P EDC 22869

John Drake teaches the Boiler Operations course at Metro Tech. He has worked in construction since he was 16-years old, and is a licensed HVAC and electrical contractor in two states. A former marine with a strong mechanical background, he has taken over 150 courses related to mechanical and building trades. See more at www.metrotech.edu/blog.

Boiler Operations—Low Pressure

Learn the basic properties of low-pressure steam and hot water 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: $120 TUITION: $310 HOURS: 60

MW 9/12-11/16 6-9P SBC 22868

EXAMPLE OF HOW TO READ SHORT-TERM COURSES:

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

John Drake teaches the Boiler Operations course at Metro Tech. He has worked in construction since he was 16-years old, and is a licensed HVAC and electrical contractor in two states. A former marine with a strong mechanical background, he has taken over 150 courses related to mechanical and building trades. See more at www.metrotech.edu/blog.

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EXAMPLE OF HOW TO READ SHORT-TERM COURSES:

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<th>TIME</th>
<th>SITE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>2/20</td>
<td>8-10A</td>
<td>BCC</td>
<td>11457</td>
</tr>
</tbody>
</table>
ARCHITECTURE & CONSTRUCTION

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

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 include project selection and design, joinery techniques, wood selection, finish considerations and project preparation for durable finishes. REQUIREMENT: Previous class that ran from January to April. PREREQUISITE: Basic carpentry knowledge. Talk with instructor before enrolling. ET. TUITION: $335 HOURS: 84
TTH 9/13-1/3 6:30-9:30P SBC 22426

Electrical Journeyman Contractor Preparation
Electrical apprentices prepare for the exam to become a licensed Electrical Journeymen. Learn the requirements set by the Oklahoma Construction Industries Licensing Board. Topics include electrical safety at home and on the job, arc fault/arc blast safety and techniques for mental, emotional and physical preparation for the exam. NOTE: The NASCLA business, law, and project management portion of the Electrical Contractor’s licensing exam is NOT covered in this course. REQUIREMENT: ESL participants are strongly encouraged to enroll in Metro Tech’s ESL lab prior to taking this course. ET. BOOK: $65 TUITION: $300 HOURS: 60
TTH 9/13-11/17 5:30-8:30P SBC 22874

Electrical Journeyman Contractor Preparation

Furniture Upholstery
Pursue a career or hobby using your own furniture! Produce a handcrafted article you will be proud to display. Advanced students learn tufting, channeling and pillow backs. Tools and sewing machines are provided. Book can be purchased the first night of class. REQUIREMENT: First time students need to purchase a book. ET. BOOK: $80 TUITION: $300 HOURS: 72
MW 9/12-12/7 6-9P SBC 22846

Heat & Air Techs PREPARE FOR EPA 608 TECHNICIAN CERTIFICATION

The U.S. Federal Government requires all individuals who install, service or maintain appliances containing refrigerants to be certified. This course will prepare the student for successful completion of the EPA’s Section 608 Universal technician certification of stationary equipment. Students will be given a test booklet to study outside of class time, and will have three opportunities to complete certification. Class will be taught in English, but Spanish versions of the booklet and test are available, with notification prior to class. EPA test will be an on-line test only. REQUIREMENT: HVAC Technician. ET. SUPPLIES: $25 TUITION: $75 HOURS: 8
F 8/19 8A-4P SBC 22935
F 9/16 8A-4P SBC 22934
F 10/14 8A-4P SBC 22933
F 11/11 8A-4P SBC 22932

Cabinet and Furniture Making

Electrical Journeyman Contractor Preparation

Furniture Upholstery

Heat & Air Techs

Preparation for EPA 608
Technician Certification

The U.S. Federal Government requires all individuals who install, service or maintain appliances containing refrigerants to be certified. This course will prepare the student for successful completion of the EPA’s Section 608 Universal technician certification of stationary equipment. Students will be given a test booklet to study outside of class time, and will have three opportunities to complete certification. Class will be taught in English, but Spanish versions of the booklet and test are available, with notification prior to class. EPA test will be an on-line test only. REQUIREMENT: HVAC Technician. ET. SUPPLIES: $25 TUITION: $75 HOURS: 8
F 8/19 8A-4P SBC 22935
F 9/16 8A-4P SBC 22934
F 10/14 8A-4P SBC 22933
F 11/11 8A-4P SBC 22932

6 July-Dec 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
Interior Paint and Drywall Repair
Identify the tools needed to paint interior ceilings and walls. Learn how to prepare rooms before painting, such as repairing drywall. Understand how to paint ceilings, walls and trim. Multiple classes may be taken to gain full competency. ET. TUITION: $60 HOURS: 3
TH 7/14 6:30-9:30P SBC 22937

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

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

For more information call (405) 595-4792 or email lynda.speller@metrotech.edu
Para registración Español: (405) 595-4426.
ARTS, A/V TECHNOLOGY & COMMUNICATION

ONLINE COURSES
NEW COURSES
CLET CLEET APPROVED
CAREER MAJOR COURSE

ARTS, A/V TECHNOLOGY & COMMUNICATION | FULL-TIME CAREER MAJORS

VISUAL ARTS | PATHWAY

Graphic Designers

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Dates</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>Acrobat DC-I</td>
<td>11/07–11/09</td>
<td>$995</td>
</tr>
<tr>
<td>Acrobat DC-II</td>
<td>11/10–11/11</td>
<td>$695</td>
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<tr>
<td>Units I &amp; II</td>
<td>11/07–11/11</td>
<td>$1,500</td>
</tr>
<tr>
<td>Illustrator CC-I</td>
<td>08/15–08/17</td>
<td>$995</td>
</tr>
<tr>
<td>Illustrator CC-II</td>
<td>08/08–08/19</td>
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<td>Units I &amp; II</td>
<td>08/15–08/19</td>
<td>$1,500</td>
</tr>
<tr>
<td>InDesign CC-I</td>
<td>07/25–07/27</td>
<td>$995</td>
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<tr>
<td>InDesign CC-II</td>
<td>07/28–07/29</td>
<td>$695</td>
</tr>
<tr>
<td>Units I &amp; II</td>
<td>07/25–07/29</td>
<td>$1,500</td>
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Photoshop CC-I

<table>
<thead>
<tr>
<th>Start Dates</th>
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<tbody>
<tr>
<td>07/18–07/20</td>
<td>10</td>
<td>SBC</td>
</tr>
<tr>
<td>08/22–08/24</td>
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<tr>
<td>09/26–09/28</td>
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Photoshop CC-II

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<td>09/29–09/30</td>
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Units I & II

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<tr>
<td>08/22–08/26</td>
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<tr>
<td>09/26–09/30</td>
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<td>SBC</td>
</tr>
<tr>
<td>11/14–11/18</td>
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<td>SBC</td>
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ITS Pros

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<th>Course</th>
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<tr>
<td>ACMT Complete (Apple Certified Mac Technician)</td>
<td>07/25–08/02</td>
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<td>10/10–10/18</td>
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<td>11/28–12/06</td>
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<tr>
<td>El Capitan 101: Mac OS X v10.11 Support Essentials</td>
<td>07/06–07/08</td>
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<td>09/26–09/28</td>
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<tr>
<td></td>
<td>11/02–11/04</td>
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<tr>
<td>El Capitan 201: Mac OS X v10.11 Server Essentials</td>
<td>08/15–08/17</td>
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<td>09/26–09/28</td>
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<tr>
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<td>11/14–11/16</td>
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<tr>
<td>El Capitan 101 &amp; 201: Mac OS X v10.11 Bootcamp</td>
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<td>Managing Apple Devices 3.0</td>
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<td>12/07–12/08</td>
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</tr>
</tbody>
</table>

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

Attention All Apple & Adobe Professionals

Register for Units I & II and save on tuition!

Authorized Training provided by Apple & Adobe Certified Instructors.
Sound Professionals
Logic Pro X
3/29-3/31 $995
6/14-6/16

Video Professionals
After Effects CC–I
09/12–09/14 $995
12/05–12/07

After Effects CC–II
09/15–09/16 $695
12/08–12/09

Units I & II
09/12–09/16 $1,500
12/05–12/09

Final Cut Pro X 101
07/19–07/21 $995
08/09–08/11
10/05–10/07
12/13–12/15

Premiere Pro CC–I
07/11–07/13 $995
12/12–12/14

Premiere Pro CC Comprehensive
07/11–07/15 $1,500
12/12–12/16

Web Developers
Animate CC–I
08/08–08/10 $995
10/10–10/12

Animate CC–II
08/11–08/12 $695
10/13–10/14

Units I & II
08/08–08/12 $1,500
10/10–10/14

Captivate 9–I
08/01–08/03 $995

Captivate 9–II
08/04–08/05 $695

Units I & II
08/01–08/05 $1,500

Dreamweaver CC–I
10/03–10/05 $995

Dreamweaver CC–II
10/06–10/07 $695

Units I & II
10/03–10/07 $1,500

Apple Certification Exams
Apple Exam Nights
07/19 $150
08/16
09/13
10/04
11/15
12/13

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For customized courses or on-site training visit www.metrotech.edu, call (405) 595-4092 or e-mail lori.lyons@metrotech.edu. Tuitions are subject to change.
Septiembre 14: Como Comenzar Su Propio Negocio
   Aprenda lo que va a necesitar para tener un negocio o mantenerlo. Aprenda qué licencias o seguros va a necesitar.

Septiembre 21: Pronóstico de Gastos y Ventas
   No deje que sus gastos sean más que sus ventas. Aprenda técnicas de control de gastos y aumento de ventas.

Octubre 12: Control de Inventario
   El corazón de su negocio es su inventario. Aprenda a mantenerlo activo y saludable.

Octubre 26: Mercadeo
   ¿Quién es mi cliente? ¿Qué hago para conseguir y aumentar clientes? Aprenda de su competencia, taller activo de recursos para aumentar clientes.

Noviembre 9: Alcance un Buen Crédito-Presupuesto
   Como hacer un presupuesto y usos. Encuentre maneras de mejorar su crédito.

Diciembre 7: Manejo de los Recursos Humanos
   Incentivé a sus empleados. Cree metas y delegación de responsabilidades. Que puedo preguntar en una entrevista.

Cursos los Miércoles, 6–8PM
   Costo por clase $10. Especial: Si paga $40 el primer día de clase, obtiene dos clases gratis.

Lugar: South Oklahoma City Chamber • 701 SW 74th, Oklahoma City, OK 73139
Para Inscripción contacte a: Elena: (405) 595-2243 o e-mail elena.troya@metrotech.edu

"Estas clases son una joya de sabiduría. Me inspiran a continuar con mi negocio.

Estudiante Norma Yáñez.

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

Are you thinking about starting a business or expanding your existing business? The Small Business Training course helps you evaluate your business ideas and establish a plan to turn those ideas into reality! Small business experts present topics on marketing and advertising, writing a business plan, financial management, social media, legal issues, strategic planning, tax information and insurance. L.S. TUITION: $30 HOURS: 16

<table>
<thead>
<tr>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Course Code</th>
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<td>EDC</td>
<td>23186</td>
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</table>

Metro Tech’s Event Center

Centrally Located. Personalized Services for You!

Services include:
- Catering
- AV Equipment
- On-site Security
- Video Conferencing
- WiFi Access

Book your next event now! (405) 595-4495 or (405) 595-4496

email david.moore@metrotech.edu or carmen.muinde@metrotech.edu
Academic Center Labs-GED

Improve your academic skills in reading, math, spelling and ESL (English as a Second Language). Students learn at their own pace through a variety of computer programs, videos and written materials. Training is also provided to prepare for the GED exam. Classes are open entry for your convenience. Multiple classes may be required to achieve full competency. Extended hours available Monday – Wednesday from 9 am–2 pm. ET. TUITION: $45 HOURS: 64

**Clases Básicas de Preparación de GED en Español**

Incorporamos temas tales como estudios sociales, matemáticas y ciencias a nuestro laboratorio de inglés, las materias son dadas en Español, para que contribuyan al desarrollo completo del estudiante y aumenten el interés de completar los estudios en Inglés. Nuestras clases son individuales y con horarios flexibles de acuerdo a la necesidad del estudiante. Lunes y Miercoles 9 am – 2 pm. COSTO $45 al mes
HORAS: 32

Extended hours available Mondays and Wednesdays, 12 Noon to 2 pm
Command Spanish for Industry
This is a comprehensive program that provides immediate access to functional language skills for non-Spanish-speaking supervisors. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions and phrases pertinent to daily interactions between supervisors and workers at industrial sites, manufacturing plants and warehouses. No prior knowledge of Spanish is necessary. ET. BOOK: $30 TUITION: $125 HOURS: 30
TTH 8/2-9/1 1-4P SBC 22975

ESL: Learn English in a Better Way!
Learn English at your own pace with subjects applied to your profession or studies. Classes are customized to your learning needs. New computer software is available in the upgraded computer lab and on your home computer. Instructors with 20 years of experience are available to help improve your communication in English. Only $45 a month. Come and go as needed. Call (405) 595-2300 for more information. ET. TUITION: $45 HOURS: 64

ESL: Aprenda Inglés de una mejor manera
Aprenda Inglés a su propio ritmo, con temas aplicados a su profesión o estudio. Las clases son diseñadas de acuerdo a su aprendizaje. Nuevo software disponible en nuestro laboratorio actualizado o en la comodidad del computador de su hogar. Instructores con 20 años de experiencia están disponibles para mejorar su comunicación en Inglés. Solo $40 al mes con acceso ilimitado. Para más información llamar al (405) 595-2300. $45 por mes.

TTH 7/1-7/29 8A-12P SBC 22405
MTWTH 7/1-7/29 8A-12P SBC 22405
MTWTH 7/1-7/29 5-9P SBC 22404
TTH 8/1-8/31 8A-12P SBC 22408
MTWTH 8/1-8/31 5-9P SBC 22407
TTH 9/1-9/30 8A-12P SBC 22411
MTWTH 9/1-9/30 5-9P SBC 22412
TTH 10/3-10/29 8A-12P SBC 22414
MTWTH 10/3-10/29 5-9P SBC 22413
MTWTH 11/1-11/30 8A-12P SBC 22422
MTWTH 11/1-11/30 5-9P SBC 22418
MW 12/1-12/16 8A-2P SBC 22419
TTH 12/1-12/16 8A-12P SBC 22420
MTWTH 12/1-12/16 5-9P SBC 22421

German-I
Begin studying the language of German through oral communication and then advance to the four communication skills of listening, speaking, reading and writing for everyday use. You will practice essential patterns, words and phrases needed to communicate with native speakers in Germany, Austria and other parts of Europe. No prior knowledge of German is needed; only a genuine interest in the German. ET. TUITION: $75 HOURS: 25
TTH 7/26-8/25 6-8:30P SBC 22399
TTH 9/1-10/4 6-8:30P SBC 22938
Spanish-I
Learn basic vocabulary, phrases, expressions and grammar to speak Spanish at home, work or while traveling. JG. BOOK: $25 TUITION: $100 HOURS: 25
TTH  9/9-9/8  6-8:30P  EDC  23030

Spanish-II
Continue your exploration of Spanish through basic vocabulary, phrases, expressions, grammar and conversation practice. REQUIREMENT: If you purchased a book in Spanish-I, no need to purchase another book. PREREQUISITE: Spanish-I or equivalent speaking skills. JG. BOOK: $25 TUITION: $100 HOURS: 25
TTH  9/13-10/13  6-8:30P  EDC  23031

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: $100 HOURS: 25
TTH  10/18-11/17  6-8:30P  EDC  23032

Spanish-Immersion
This exciting course offers a unique opportunity to practice your Spanish in an immerse environment. Learn key vocabulary and phrases to help you in various areas of everyday life. Practice your speaking and listening skills with each other and the instructor in a relaxed and supportive atmosphere. PREREQUISITE: A good working knowledge of Spanish. JG. TUITION: $80 HOURS: 10
TTH  7/26-8/4  6-8:30P  EDC  23029
TTH  11/29-12/8  6-8:30P  EDC  23028

Guitar-Intro
Do you have a guitar, but don’t know the first thing about it? If so, this is the perfect class for you! This 10-week course helps you build a foundation to become a great guitar player. Learn how to read tabs, play chords and basic music theory. REQUIREMENT: Guitar. JG. TUITION: $250 HOURS: 10
W  9/7-9/11  6-7P  EDC  23083

Singing for the Holidays
Be prepared for the holidays and sing to your family. Write your own music through basic chord progressions. Basic music theory training gives you the keys to expand your range and abilities as a musician. This course is much different than traditional theory training. Self-taught musicians can enhance their talents. ET. TUITION: $40 HOURS: 12
MW  10/17-10/26  6-9P  SBC  22974
FINANCE | FULL-TIME CAREER MAJORS

FINANCE | SHORT-TERM COURSES

Planning for Retirement

When approaching retirement, income planning becomes a necessity to ensure you will have sufficient income to cover expenses once paychecks stop coming. Learn how to coordinate and maximize all your sources of income to provide a lifetime of support. JG. TUITION: $20 HOURS: 2

<table>
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<th>Days</th>
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<tr>
<td>M 12/5</td>
<td>6-8P</td>
<td>EDC 23082</td>
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High School Students Attend Metro Tech
Tuition Free!

CHOOSE A CAREER!

Accounting Clerk
Administrative Assistant
Aerospace Maintenance Technician
Automotive Service Technician
Biomedical Scientist
Carpenter
Computer & Network Technician
Cosmetologist
Culinary Chef
Drafting & Design Technician
Early Care Teacher
Electrician
Engineer
Entrepreneur
Financial Services Officer
Heating & Air Technician
Horticulture Technician
Hotel Manager
Law Enforcement Officer
Legal Office Assistant
Nurse Aide
Pharmacy Technician
Physical Therapy Aide
Production Artist
Teacher
Video Specialist
Web Development Specialist
Welder

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

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

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

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

- Varicella
  One of the following:
  A) Two (2) varicella vaccinations or;
  B) Positive Varicella titer
  C) Varicella within the last 5 years
  D) Flu Shot (in season)

CPR

BLS for Healthcare Provider
(American Heart Association)

DRUG TESTING:

Provided by Metro Technology Centers

BACKGROUND CHECK:

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

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

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

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

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

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

**FULL-TIME CAREER MAJORS**

<table>
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<th>Career Majors</th>
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<th>Hrs</th>
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<td>A</td>
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**THERAPEUTIC SERVICES | PATHWAY**

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

**SCIENCE & MATHEMATICS | PATHWAY**

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

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

**HEALTH SCIENCE | SHORT-TERM COURSES**

**PREREQUISITE:**

All Health Science courses require basic English language skills. Certification exams by the Oklahoma State Department of Health are offered in English only. Aprenda Ingles en Metro Tech's ESL laboratorio. (See page 13)

**AUA (Advanced Unlicensed Assistant)**

**Orientation**

Learn all the requirements needed to enroll in the Advanced Unlicensed Assistant (AUA) course. REQUIREMENT: Bring to orientation: government ID, proof of Social Security number, negative TB skin test, OSBI with name, sexual and violent offender and proof of immunization. You may enroll in the AUA course once all required documents are submitted. NA. TUITION: $0 HOURS: 1.5

**AUA (Advanced Unlicensed Assistant)**

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

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

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

Anatomy & Physiology

This online course is necessary for employees performing medical coding, health information or medical records. Study the anatomy of the human body in-depth to understand the body systems and functions. Examples include systems, planes, cavities and regions. Learn anatomical terms essential for understanding medical records. Prerequisite for Coding ICD-10.

REQUIREMENT: Must attend orientation on first night at 6 pm. NA.

BOOK: $60 TUITION: $295 HOURS: 66

| TTH | 7/5-9/15 | 6-9P | HCC | 22620 |

CMA (Certified Medication Aide) Orientation

Every student must attend the CMA Orientation before attending the CMA (Certified Medication Aide) course. REQUIREMENT: 18 years of age. Bring government ID, proof of social security number and current CNA card. All permanent residents must submit evidence of their permanent resident card.

PREREQUISITE: High school diploma or equivalent. Read, write and speak English. A valid Oklahoma CNA certification with 6 months work experience. Listed on the Nurse Aide registry. Must possess physical and mental capabilities to safely perform duties. LW. HOURS: 1.5

| T | 7/5 | 4-5:30P | HCC | 22682 |
| M | 8/8 | 10-11:30A | HCC | 22680 |
| M | 9/12 | 4-5:30P | HCC | 22683 |
| M | 10/24 | 10-11:30A | HCC | 22681 |

CMA (Certified Medication Aide) Advanced: Nasogastric/Gastrostomy/Respiratory

Receive a combination of advanced training in the administration of medications and nutrition via nasogastric and gastrostomy tubes, along with administration of oral inhalers and nebulizers. Studies consist of class time and skills lab. All skill demonstrations require 100% proficiency. REQUIREMENT: Bring photo ID, proof of social security number, and current CNA and CMA cards. All permanent residents must submit evidence of their permanent resident card.

PREREQUISITE: Current CNA and CMA in Oklahoma. LW.

BOOK: $10 TUITION: $125 HOURS: 16

| TW | 7/5-7/6 | 8A-4:30P | HCC | 22688 |
| TW | 9/13-9/14 | 8A-4:30P | HCC | 22689 |
| MT | 12/5-12/6 | 8A-4:30P | HCC | 22671 |

CMA Update

CMA's must update their CMA card annually. This course fulfills requirements of the Oklahoma State Department of Health. Lunch is no longer provided. REQUIREMENT: Bring CNA and CMA card with a photo ID. All permanent residents must submit evidence of their permanent resident card.

PREREQUISITE: Current CNA and CMA in Oklahoma. LW.

BOOK: $5 TUITION: $45 HOURS: 8

| TH | 7/7 | 8A-4:30P | HCC | 22644 |
| TH | 7/14 | 8A-4:30P | HCC | 22645 |
| TH | 7/21 | 8A-4:30P | HCC | 22647 |
| TH | 7/28 | 8A-4:30P | HCC | 22646 |
| TH | 8/4 | 8A-4:30P | HCC | 22648 |
| TH | 8/11 | 8A-4:30P | HCC | 22649 |
| TH | 8/18 | 8A-4:30P | HCC | 22650 |
| TH | 8/25 | 8A-4:30P | HCC | 22651 |
| TH | 9/1 | 8A-4:30P | HCC | 22652 |
| TH | 9/8 | 8A-4:30P | HCC | 22653 |
| TH | 9/15 | 8A-4:30P | HCC | 22654 |
| TH | 9/29 | 8A-4:30P | HCC | 22655 |
| TH | 10/6 | 8A-4:30P | HCC | 22656 |
| TH | 10/13 | 8A-4:30P | HCC | 22657 |
| TH | 10/27 | 8A-4:30P | HCC | 22658 |
| TH | 11/3 | 8A-4:30P | HCC | 22659 |
| TH | 11/10 | 8A-4:30P | HCC | 22660 |
| TH | 11/17 | 8A-4:30P | HCC | 22661 |
| TH | 12/1 | 8A-4:30P | HCC | 22662 |
| TH | 12/8 | 8A-4:30P | HCC | 22663 |

Anatomy & Physiology

This online course is necessary for employees performing medical coding, health information or medical records. Study the anatomy of the human body in-depth to understand the body systems and functions. Examples include systems, planes, cavities and regions. Learn anatomical terms essential for understanding medical records. Prerequisite for Coding ICD-10.

REQUIREMENT: Must attend orientation on first night at 6 pm. NA.

BOOK: $60 TUITION: $295 HOURS: 66

| TTH | 7/5-9/15 | 6-9P | HCC | 22620 |

To receive health certifications, students must arrive to class on time to complete the full hours of training required by the Oklahoma State Department of Health. Students who are tardy may be considered absent.
CNA (Certified Nurse Aide) Orientation
CNA Orientation is required for ALL students, regardless if they are self-pay or sponsored by another organization. Learn more about tuition reimbursement at orientation.
REQUIREMENT: Government issued photo ID, Proof of Social Security number, current CPR/ BLS card, OSBI background check with name base, sexual and violent offender within the last three months, negative TB skin test (last six months), immunizations, flu shot (in season) and physical exam. All permanent residents must submit evidence of their permanent resident card. PREREQUISITE: Current CPR/BLS.
LW. TUITION: $0 HOURS: 1.5
T 7/5 10-11:30A HCC 22674
M 7/11 4-5:30P HCC 22676
M 9/12 10-11:30A HCC 22675
M 9/19 4-5:30P HCC 22677

CNA (Certified Nurse Aide)-LTC (Long Term Care)
Enter the health care field as a Nurse Aide in nursing care centers. Prepare for the LTC Nurse Aide state certification exam. Course consists of lecture, lab and clinical hours. Book and testing fees are NOT included in tuition. Early enrollment is encouraged as classes fill quickly.
REQUIREMENT: Attend orientation. Bring required documents listed under orientation.
PREREQUISITE: CPR/BLS. LW. BOOK: $20
TUITION: $505 HOURS: 108
MTWTH 7/11-8/9 8A-2:30P HCC 22678
MTWTH 7/18-8/31 5-9P HCC 22672
MTWTH 9/19-10/18 8A-2:30P HCC 22679
MTWTH 9/26-11/16 5-9P HCC 22673

CNA-Home Health Deeming
Prepare to take the home health state certification exam. The exam fee is not included in the tuition. Those that were CNA’s prior to March 1, 2012 will have a separate testing fee for the State clinical skills portion.
REQUIREMENT: Students must bring to the first class a valid Oklahoma LTCNA card, a government issued photo ID and proof of a Social Security number. All permanent residents must submit evidence of their permanent resident card. PREREQUISITE: CNA Certification.
LW. BOOK: $20
TUITION: $125 HOURS: 16
WTH 7/6-7/7 8A-4:30P HCC 22665
TW 9/13-9/14 8A-4:30P HCC 22666
MT 12/5-12/6 8A-4:30P HCC 22667

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 and Anatomy & Physiology. NA.
BOOK: $110.
TUITION: $373 HOURS: 66
MTH 7/11-9/26 6-9P HCC 22619

Coding ICD-10-CM & ICD-10-PCS: Intro to New Coding System
Review ICD-10-CM guidelines to include hands-on coding practices from each section of the code sets. ICD-10-PCS covers root operations and documentation required for code assignments. PREREQUISITE: Medical Terminology and Anatomy & Physiology. NA.
BOOK: $316 TUITION: $550 HOURS: 78
MTH 7/7-10/6 6-9P HCC 22624

Coding-The Certification Step
Focus on applications of coding principles learned in CPT and ICD-10 Coding. You will analyze and synthesize documents and apply ICD-10, CPT and HCPC codes based on documentation. This course will help prepare you for the certification exam. Bring your ICD-10 and CPT Coding manuals to class.
PREREQUISITE: CPT and ICD-10 or 2-years experience in coding. NA.
BOOK: $114
TUITION: $166 HOURS: 48
MTH 10/10-12/15 6-9P HCC 22621

CNA Tuition Reimbursement
You may be eligible for a tuition reimbursement!
If you work at a long-term care facility that is Medicaid approved and take CNA training at Metro Tech, you may be approved for reimbursement. The nurse aide training reimbursement program is made possible through the Oklahoma Health Care Authority (OHCA).
For more information call (405) 521-4911.

CNA Tuition Reimbursement
You may be eligible for a tuition reimbursement!
If you work at a long-term care facility that is Medicaid approved and take CNA training at Metro Tech, you may be approved for reimbursement. The nurse aide training reimbursement program is made possible through the Oklahoma Health Care Authority (OHCA).
For more information call (405) 521-4911.
### 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 are taught. This course meets requirements for most health courses. LW. TUITON: $45 HOURS: 4.5

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### MAT (Medication Administration Technician)

To administer medications in a residential care facility or group home, you must have medication administration training. Includes administration of medications, measuring and charting, vital signs and legal aspects. NA. BOOK: $10 TUITON: $100 HOURS: 16

<table>
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### MAT Update

Every year Medication Administration Technicians must renew their skills with an eight-hour update. In this session, review legal and ethical issues, medication administration and how to avoid medication errors. REQUIREMENT: Proof of current MAT certificate of completion.NA. BOOK: $10 TUITON: $55 HOURS: 8

<table>
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</table>

### Medical Billing

Gain the skills for employment as a medical billing specialist. Learn about the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. Become versed in the principles of medical billing associated to proper claim form preparation, submission, payment processing and the follow-up process. NA. BOOK: $188 TUITON: $280 HOURS: 60

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Course ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 7/11/12</td>
<td>6-9P</td>
<td>HCC</td>
<td>22627</td>
</tr>
<tr>
<td>MTH 9/26-12/1</td>
<td>6-9P</td>
<td>HCC</td>
<td>22628</td>
</tr>
</tbody>
</table>
Medical Terminology

The groundwork for all health care careers is medical terminology. Learn how the words used in the medical language fit together. Chapters covered include the systems of skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, nervous, integumentary, endocrine and reproductive. Also covers special senses including the eyes and ears, diagnostic procedures and pharmacology. This is a good preparatory course for those planning a career in coding or any health care major at Metro Tech. This course is not for college credit. NA. BOOK: $90 TUITION: $335 HOURS: 60 MTH 7/25-10/3 6-9P HCC 22625

Medical Terminology

Work on-line at home or at Metro Tech. Learn how the words used in the medical language fit together. Chapters covered include the systems of skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, nervous, integumentary, endocrine and reproductive. Also covers special senses including the eyes and ears, diagnostic procedures and pharmacology. This is a good preparatory course for those planning a career in coding or any health care major at Metro Tech. REQUIREMENT: Please call (405) 595-4678 to enroll and include your email address with your enrollment. MUST ATTEND ORIENTATION THE FIRST NIGHT AT 6:00 PM. NA. BOOK: $90 TUITION: $335 HOURS: 60 M 7/25-10/3 6-9P HCC 22626

Climb the Health Career Ladder

<table>
<thead>
<tr>
<th>Health Certifications</th>
<th>HEALTH CAREER LADDER</th>
<th>Additional Health Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/BLS Health Care Provider</td>
<td>CNA-Certified Nursing Assistant</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>CNA</td>
<td>CNA-Home Heath Deeming</td>
<td>Medial Terminology</td>
</tr>
<tr>
<td>CNA-Home Health Deeming</td>
<td>CMA-Certified Medication Aide</td>
<td>MAT/MAT Update</td>
</tr>
<tr>
<td>CMA/CMA Update</td>
<td>CMA-Advanced</td>
<td>Medical Billing</td>
</tr>
<tr>
<td>CMA Advanced</td>
<td>AUA-Advanced Unlicensed Assistant</td>
<td>Nurse Refresher</td>
</tr>
<tr>
<td>Coding CPT</td>
<td>Practical Nurse</td>
<td></td>
</tr>
<tr>
<td>Coding ICD-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coding-The Certification Step</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phlebotomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUA-Advanced Unlicensed Assistant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Oklahoma Statewide Nurse Refresher Course

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

This course offers three components:
- A self-paced, online nursing theoretical course
- A nursing skills lab
- A clinical rotation module

This course can be completed within six months.

NURSE REFRESHER COURSE FACTS
1. Meets requirements of the Oklahoma Board of Nursing as an approved Nurse Refresher course.
2. Operates as self-paced, online nursing review with instructor support and faculty supervision for all lab skills and clinical rotation.
3. For more information contact OU College of Nursing's website: http://nursing.ouhsc.edu/
4. Enrollment information: Nail Alvarado-Timms: (405) 595-4770 or nail.alvarado-timms@metrotech.edu

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

This course was developed in a partnership between the University of Oklahoma College of Nursing and participating technology centers in Oklahoma’s CareerTech system. Both the University of Oklahoma and the CareerTech system provide equal opportunities.

Nurse Refresher Orientation

This orientation provides details for the Oklahoma Statewide Nurse Refresher course. You will learn about theory, lab and clinical components of the program. The Nurse Refresher program is a non-refundable program and it does not offer discounts. The $40 drug screen and $20 clinical hub are included in the tuition. OU may require additional fees. NA. TUITION: $0 HOURS: 1.5

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>7/7</td>
<td>4-5:30P</td>
<td>HCC 22585</td>
</tr>
<tr>
<td>M</td>
<td>8/1</td>
<td>4-5:30P</td>
<td>HCC 22586</td>
</tr>
<tr>
<td>TH</td>
<td>9/22</td>
<td>4-5:30P</td>
<td>HCC 22587</td>
</tr>
<tr>
<td>M</td>
<td>10/3</td>
<td>4-5:30P</td>
<td>HCC 22588</td>
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<td>M</td>
<td>11/7</td>
<td>4-5:30P</td>
<td>HCC 22589</td>
</tr>
<tr>
<td>M</td>
<td>12/5</td>
<td>4-5:30P</td>
<td>HCC 2259</td>
</tr>
</tbody>
</table>

PREREQUISITES: CPR/BLS

REQUIREMENTS:
- Immunizations: 2 MMR, 2 Varicellas, 1 Tdap within the last five years, 2 negativ TB
- Hepatitis B/waiver
- Flu shot (in season)
- Group One background check
- License or proof of completion of nursing program
- If LPN, proof of IV therapy training
- Physical exam (MT form )
- OSBI:
- 2nd TB skin test Drug Screen.

All permanent residents must submit evidence of their permanent resident card.
Nurse Refresher Program
This course offers three components: online nursing theoretical course, a nursing skill lab and a clinical rotation. The online course must be finished within six months. The entire program must be finished within 12 months. This is a nonrefundable program. This program does not offer discounts. REQUIREMENT: Must attend orientation before taking course. PREREQUISITE: Licensed Practical Nurse (LPN) certificate or Registered Nurse (RN) degree. NA. TUITION: $2599 HOURS: 160

MTWTHF 7/11 8A-5P HCC 22591
MTWTHF 8/2 8A-5P HCC 22592
MTWTHF 9/6 8A-5P HCC 22593
MTWTHF 10/4 8A-5P HCC 22594
MTWTHF 11/8 8A-5P HCC 22595
MTWTHF 12/6 8A-5P HCC 22596

Phlebotomy
This course consists of lecture and clinical 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 to apply for the internship program. REQUIREMENT: TDAP PREREQUISITE: CPR/BLS: BOOK: $67 TUITION: $430 HOURS: 72

MT 7/11-10/3 6-9P HCC 22597

Phlebotomy Internship
Transition from theoretical concepts to real-world applications for a career in the laboratory as a certified phlebotomy technician. Learn the requirements for the ASCP (American Society of Clinical Pathology) certification examination. REQUIREMENT: CPR/BLS card, physical exam, drug screen, background check, immunization records, Tdap within the last 5 years, 2 negative TB within the last 12 months and Hep B series or waiver. PREREQUISITE: Phlebotomy with 80% academic score and CPR/BLS. NA. TUITION: $400 HOURS: 112

MTWTHF 8/8-9/8 8-5P HCC 23009

Spanish for Health Care Employees
Learn Spanish vocabulary for assessment, admissions, discharges and emergency care. Doctors, nurses, dentists, medical assistants, chiropractors, lab employees, phlebotomists and front office employees will be able to communicate better with Spanish-speaking clients. ET. BOOK: $30 TUITION: $170 HOURS: 36

TTH 10/11-11/17 1-4P SBC 22976

Veterinary Aide
Review common veterinary office etiquette, procedures and techniques. Then learn more about the veterinary office such as client interaction, medical terminology, vaccinations and common diseases including endoparasites, ectoparasites and zoonosis. Practice general functions of the front office, receptionist, kennel, barn/stalls and examination techniques for both large and small animals. LW. TUITION: $160 HOURS: 20

TTH 7/26-8/25 7-9P HCC 22688
TTH 10/25-11/17 7-9P HCC 22689
## HOSPITALITY & TOURISM | FULL-TIME CAREER MAJORS

### RESTAURANT FOOD & BEVERAGE SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Career Major</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>$1,500</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>Banquet Caterer</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>Culinarian</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
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<td>MCA</td>
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<tr>
<td>Culinarian</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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<tr>
<td>Culinary Arts Assistant</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>600</td>
<td>MCA</td>
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<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>
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</tr>
<tr>
<td>Guest Services Representative</td>
<td>HS &amp; A</td>
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<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>600</td>
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<tr>
<td>Lodging Manager</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>CCC</td>
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<tr>
<td>Restaurant Manager</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>
</tbody>
</table>

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

## HOSPITALITY & TOURISM | SHORT-TERM COURSES

### COOKING FOR THE HOLIDAYS

Learn the art of cake decorating, candy making and food preparation for many occasions. Cook the perfect turkey or create that delicious, beautiful cake for weddings, birthdays, anniversaries and other special occasions. Multiple classes may be needed to gain level of knowledge desired. REQUIREMENT: Cake decorating kit with tips (Walmart or Hobby Lobby). ET. SUPPLIES: $15 TUITION: $50 HOURS: 6

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Site</th>
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<td>TTH 10/11-10/13</td>
<td>6-9P</td>
<td>SBC</td>
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<tr>
<td>TTH 10/18-10/20</td>
<td>6-9P</td>
<td>SBC</td>
<td>23058</td>
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<tr>
<td>TTH 10/25-10/27</td>
<td>6-9P</td>
<td>SBC</td>
<td>23059</td>
</tr>
</tbody>
</table>

To enroll call: (405) 524-3463
email: Darhun1744@yahoo.com
or visit website: www.seniorsonthemoveinc.org

---

**Computer Courses for Seniors 60+**

**BEGINNERS**
Computer Basics

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**ADVANCED**
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email: Darhun1744@yahoo.com
or visit website: www.seniorsonthemoveinc.org

Metro Technology Centers
Economic Development Center
1700 Springlake Drive
Oklahoma City, OK 73111
## HUMAN SERVICES | FULL-TIME CAREER MAJORS

### EARLY CHILDHOOD DEVELOPMENT & 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>
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</thead>
<tbody>
<tr>
<td>Early Care Director</td>
<td>HS &amp; A</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>1300</td>
<td>CCC</td>
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<tr>
<td>Early Care Master Teacher</td>
<td>HS &amp; A</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>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>665</td>
<td>CCC</td>
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</table>

### PERSONAL CARE SERVICES | PATHWAY

<table>
<thead>
<tr>
<th>Instructor*</th>
<th>Days</th>
<th>Time</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening Cosmetologist</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>SBC</td>
</tr>
<tr>
<td>Evening Master Cosmetologist Instructor*</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>SBC</td>
</tr>
<tr>
<td>Evening Esthetician-High School</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>SBC</td>
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<tr>
<td>Evening Nail Technician</td>
<td>M-Th</td>
<td>3-9:30P or 5:30-9:30P</td>
<td>SBC</td>
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### HUMAN SERVICES | SHORT-TERM COURSES

#### Child Development Associate (CDA) Preparation

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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Course</th>
<th>Dates</th>
<th>Tuition</th>
<th>Hours</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>1</td>
<td>Providing for Children's Safety</td>
<td>8/1-8/8</td>
<td>$40</td>
<td>10</td>
<td>22758</td>
</tr>
<tr>
<td>2</td>
<td>Providing for Children's Health</td>
<td>8/15-8/22</td>
<td>$40</td>
<td>10</td>
<td>22759</td>
</tr>
<tr>
<td>3</td>
<td>Providing an Environment for Learning</td>
<td>8/29-9/19</td>
<td>$65</td>
<td>15</td>
<td>22762</td>
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<tr>
<td>4</td>
<td>Child Growth and Development Concepts</td>
<td>9/26-10/31</td>
<td>$130</td>
<td>30</td>
<td>22765</td>
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<tr>
<td>5</td>
<td>Ensuring Developmentally Appropriate Practices</td>
<td>11/7-12/12</td>
<td>$108</td>
<td>25</td>
<td>22768</td>
</tr>
</tbody>
</table>

*500 hours if two or more years of experience

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

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**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>
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<tbody>
<tr>
<td>Desktop Support Technician</td>
<td>HS &amp; A</td>
<td>$2,175</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>870</td>
<td>ITC</td>
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<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>
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<tr>
<td>PC Support Technician</td>
<td>HS &amp; A</td>
<td>$1,575</td>
<td>M-F</td>
<td>7:40-10:30A &amp;/or 11:25A-2:15P</td>
<td>630</td>
<td>ITC</td>
</tr>
</tbody>
</table>

NETWORK SYSTEMS | PATHWAY


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

INFORMATION TECHNOLOGY | SHORT-TERM COURSES

Access 2010-I
Learn how to design and create tables and databases, sort and filter data and create input masks, validation rules, queries, forms and reports in the newest version of Microsoft Access. JG. BOOK: $25 TUITION: $100 HOURS: 6
T 8/16 9A-4P EDC 23010
T 10/11 9A-4P EDC 23011

Access 2010-II
At the second level, consider how to maintain data consistency, customize database components and share Access data with other applications. JG. BOOK: $25 TUITION: $100 HOURS: 6
T 11/8 9A-4P EDC 23012

Access 2010-III
In the third level, you will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. JG. BOOK: $25 TUITION: $100 HOURS: 6
T 12/6 9A-4P EDC 23013

Access 2016-I
Data is everywhere. We encounter data at the grocery store, office, laboratory, classroom or ballpark. Whether for work or personal use, most people need to manage data. Access 2016 helps manage your data more efficiently. JG. BOOK: $25 TUITION: $100 HOURS: 6
TTH 8/30-9/1 6-9P EDC 23039
T 9/27 9A-4P EDC 23014

Access 2016-II
Experience using Microsoft Access 2016 for basic database management skills such as creating tables, designing forms and reports, and building queries. Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust and functional database for your users. JG. BOOK: $25 TUITION: $100 HOURS: 6
TTH 9/13-9/15 6-9P EDC 23040
T 11/29 9A-4P EDC 23015

C++ Programming-I
Learn how to begin programming using the C++ language in a workshop setting. You will begin programming with no prior experience necessary! This basic course covers multiple areas, such as, data types, control structures, functions, arrays and standard streams. JG. TUITION: $75 HOURS: 6
TTH 9/13-9/15 6-9P EDC 23040

C++ Programming-II
This intermediate C++ course will further your understanding of the following Object Oriented topics: Pointers, Memory Allocation, Classes, Operator Overloading and the Standard Template Library. JG. TUITION: $100 HOURS: 12
TTH 9/6-9/15 6-9P EDC 23033
TTH 11/1-11/3 6-9P EDC 23034

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- A+ 220-801
- Security+ SYO-401
- Network+ N10-006
- A+ 220-802
- Network+ N10-005
- IT Fundamentals FCO-U51

For more information: james.guerrero@metrotech.edu or (405) 595-4791

26 July-Dec 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
Excel 2010-I
In this version of MS Excel, you will learn to create and navigate workbooks, move and copy data, format various workbook elements and use simple formulas and functions. JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 8/18 9A-4P EDC 23016
TH 10/13 9A-4P EDC 23017

Excel 2010-II
Learn to calculate data with advanced formulas, organize worksheet and table data, present data using charts, analyze data using pivot tables and customize/enhance workbooks. PREREQUISITE: Knowledge of Excel basics, including how to create, edit, format and print basic worksheets. JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 11/10 9A-4P EDC 23018

Excel 2010-III
Gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. PREREQUISITE: Knowledge of Excel-II, including how to create, edit and format complex worksheets. JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 12/8 9A-4P EDC 23019

Excel 2016-I
The breadth of business, educational and organizational information today is absolutely staggering. Organizations, the world over, rely on this information to make sound decisions regarding all affairs. The ability to make sense of all that data is becoming more and more challenging. Who has the time? Excel 2016 can help you organize data more effectively for better analysis. JG. BOOK: $25 TUITION: $100 HOURS: 6
TTH 9/27-9/29 6-9P EDC 23041
TH 9/29 9A-4P EDC 23020

Excel 2016-II
Build upon the foundational knowledge presented in the Excel® 2016-I course to create advanced workbooks that will deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization. PREREQUISITE: Knowledge of Excel basics, including how to create, edit, format and print basic worksheets. JG. BOOK: $25 TUITION: $100 HOURS: 6
TTH 9/27-9/29 6-9P EDC 23042
TH 12/1 9A-4P EDC 23021

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Excel • Access • PowerPoint • Project
Release the power of Microsoft applications. Learn what you need to know… To do what you need to do.
Individual classes complete in one day, concentrating on the tools and features that will help maximize your proficiency.
Classes begin in September 9 am – 4 pm
Customized scheduling available.

For more information call 405.595.4090 or email downtown@metrotech.edu
MetroTech.edu/DBC
How To Use Your Apple Device
iPhones, iPods and iPads are taking over our personal computing space. This course helps you find the right "app" to do the job. Start with basic setup for email and web, and the apps that come with iOS. Discover many free and low-cost apps to replace traditional desktop software tools.
REQUIREMENT: Apple iOS device & dock cable. Not for Androids. JG. TUITION: $75 HOURS: 3
T 11/8 6-9P EDC 23045

PowerPoint 2010-I
Transform your presentations into powerful means of communication. Use the new and enhanced features to create dynamic and visually appealing presentations. JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 9/15 9A-4P EDC 23025

PowerPoint 2010-II
Enhance your presentations with features to transform slides into a powerful means of communication that is visually appealing. Customize the PowerPoint interface to suit your requirements. PREREQUISITE: PowerPoint 2010-I or equivalent. JG. BOOK: $25 TUITION: $100 HOURS: 6
T 10/25 9A-4P EDC 23026

PowerPoint 2016-I
Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech-savvy, accustomed to high-impact multimedia content and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, you can organize your content, enhance it with high-impact visuals and deliver it with a punch. Use PowerPoint 2016 to create engaging and dynamic multimedia presentations. JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 11/8-11/10 6-9P EDC 23043

Windows 10
Explore Windows 10! It's familiar and easy to use, with lots of similarities to Windows 7, including the Start menu. Enjoy new features of Windows 10 along with quick start-ups, more built-in security and compatibility to your current software and hardware. Learn tips and shortcuts for this new operating system! JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 9/1 9A-4P EDC 23027

Word 2010-I
Topics covered in this version of MS Word include inserting symbols and characters, text alignment, headers, footers, borders, bullets and numbered lists. JG. BOOK: $25 TUITION: $100 HOURS: 6
T 9/13 9A-4P EDC 23022

Word 2010-II
Build proficiency in this application by learning how to manage lists, customize tables and charts, perform mail merges and create customized graphic elements. PREREQUISITE: Ability to create, edit, format, save and print basic documents that contain text, tables and simple graphics. JG. BOOK: $25 TUITION: $100 HOURS: 6
TH 10/27 9A-4P EDC 23023

Word 2016-I
Create professional-looking documents with Word 2016. Its rich features and powerful tools can make your work easy and even fun. Learn how to create, edit, format and proof documents. Also add tables, lists, design elements and layout options. JG. BOOK: $25 TUITION: $100 HOURS: 6
T 8/30 9A-4P EDC 23024
TH 10/25-10/27 6-9P EDC 23044

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
MW 10/10-10/12 6-9P EDC 23037

Social Media-II
Social Media is an important component in today's marketing world. Learn the basic techniques of measuring ROI (Return On Investment), as well as reputation management within the various social media platforms. With the tools introduced, you can use time-saving techniques for distributing messages, as well as monitoring the engagement with your customers. JG. TUITION: $75 HOURS: 6
MW 10/17-10/19 6-9P EDC 23038
### LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

#### LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY | FULL-TIME CAREER MAJORS

<table>
<thead>
<tr>
<th>Career Majors</th>
<th>High School &amp;/or Adult Tuition</th>
<th>Days</th>
<th>Time</th>
<th>Hrs</th>
<th>Site</th>
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<tbody>
<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>1023</td>
<td>ITC</td>
</tr>
</tbody>
</table>

To apply for Career Majors see page 37. 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 REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Training Required</th>
<th>Hours</th>
<th>State Exam Required</th>
<th>Continuing Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unarmed Security Guard</td>
<td>Phase-I &amp; II</td>
<td>20</td>
<td>Phase-I &amp; II</td>
<td>8 hrs</td>
</tr>
<tr>
<td>Unarmed Private Investigator</td>
<td>Phase-I Phase-III</td>
<td>20 35</td>
<td>Phase-III (exam includes Ph-I)</td>
<td>16 hrs</td>
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<tr>
<td>Armed Security Guard</td>
<td>Phase-I Phase-II Phase-IV</td>
<td>20 20 32</td>
<td>Phase-I &amp; II Phase-IV</td>
<td>8 hrs</td>
</tr>
<tr>
<td>Armed Private Investigator</td>
<td>Phase-I Phase-II Phase-III Phase-IV</td>
<td>20 20 35 32</td>
<td>Phase-III (Ph-III includes Ph-I) Phase-IV</td>
<td>16 hrs</td>
</tr>
<tr>
<td>Combination License- Armed Security Guard and Armed Investigator</td>
<td>Phase-I Phase-II Phase-III Phase-IV</td>
<td>20 20 35 32</td>
<td>Phase-I &amp; II Phase-III Phase-IV</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: www.ok.gov/CLEET

#### Phase I-Unarmed Security

Includes interpreting security guard law, first-aid, fire extinguishers, writing field notes and reports, plus interpreting legal powers. REQUIREMENT: 18 years old, US citizen and Oklahoma resident. JG. BOOK: $5 TUTION: $50 HOURS: 20

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTW</td>
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</tr>
<tr>
<td>MTW</td>
<td>12/5-12/7</td>
<td>8A-5P</td>
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</tbody>
</table>

#### Phase II-Unarmed Security

Includes public relations, fixed post duties, patrolling and investigating security incidents. PREREQUISITE: 18 years old, US citizen and Oklahoma resident. JG. BOOK: $5 TUTION: $50 HOURS: 20

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTHF</td>
<td>8/3-8/5</td>
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<td>WTHF</td>
<td>10/5-10/7</td>
<td>8A-5P</td>
</tr>
<tr>
<td>WTHF</td>
<td>12/7-12/9</td>
<td>8A-5P</td>
</tr>
</tbody>
</table>
Phase III - Private Investigator
Review responsibilities to clients, private investigation laws, fair credit reporting laws, investigations and surveillance.
PREREQUISITE: Phase I & II. JG. BOOK: $10
TUITION: $140 HOURS: 35
MTWTHF 10/10-10/14 8A-5P EDC 23052

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: 21 years old. 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 commensurate firing range. Reloaded ammo is not allowed to be used in this course. PREREQUISITE: MMPI-2 test and Phase I & II. JG. BOOK: $10 TUITION: $140 HOURS: 32
MTWTH 8/22-8/25 8A-5P OC 23053
MTWTH 10/24-10/27 8A-5P OC 23054

Phase IV - Shotgun
This optional course is for armed private security guards who must use a tactical shotgun while on duty. Learn the proper method of handling and securing the shotgun and how to place the shotgun in cruiser-safe condition. REQUIREMENT: Students must supply their own pump-action 12 gauge shotgun, similar to a Remington 870. Ammunition must be purchased at the firing range. No outside ammunition is allowed. PREREQUISITE: Currently enrolled or completed CLEET Phase IV - Firearms course in the past 6 months, unexpired Oklahoma Armed Private Security Guard license or Military background. JG. BOOK: $10
TUITION: $90 HOURS: 8
F 8/26 8A-5P OC 23055
F 10/28 8A-5P OC 23056

CMMI-2
A personality profile is required before taking any CLEET Firearms Training. TUITION: $85 HOURS: 4
SA 7/23 8A-12N EDC
SA 8/13 8A-12N EDC
SA 10/15 8A-12N EDC
SA 11/12 8A-12N EDC

Call to Enroll (405) 495-7777
For more information:
james.guerrero@metrotech.edu
or call (405) 595-4791

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

Sessions located at:
The Advert Group
7000 Crossroads Blvd., Suite 2002
Oklahoma City, OK 73149

30 July-Dec 2016 Course Schedule | (405) 595-4678 | www.metrotech.edu | Hablamos Español (405) 595-4426
### Basic Supervision

General supervision includes scope of supervision, supervisor authority, holding down overtime, coaching, and evaluating and investigating complaints. **PREREQUISITE: CLEET Phase I & II. JG. TUITION: $25 HOURS: 4**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>W</td>
<td>7/27</td>
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<tr>
<td>W</td>
<td>11/16</td>
<td>1-5P</td>
<td>EDC 23070</td>
</tr>
</tbody>
</table>

### Communication and Customer Relations

Learn how to utilize effective communication patterns while providing important elements of good customer service. **JG. TUITION: $25 HOURS: 4**

<table>
<thead>
<tr>
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<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>M</td>
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<td>EDC 23071</td>
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<tr>
<td>M</td>
<td>11/14</td>
<td>8A-12P</td>
<td>EDC 23072</td>
</tr>
</tbody>
</table>

### ID Fraud: How to Spot Fake IDs

Learn the state statute and penalty for possessing and/or using a fraudulent ID, three types of fake ID’s and the ways to identify them. **REQUIREMENT: 21 years old. JG. TUITION: $25 HOURS: 4**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>T</td>
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<td>1-5P</td>
<td>EDC 23073</td>
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<tr>
<td>M</td>
<td>9/12</td>
<td>5:30-9:30P</td>
<td>EDC 23074</td>
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<tr>
<td>T</td>
<td>11/8</td>
<td>1-5P</td>
<td>EDC 23075</td>
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</table>

### Identification and Symptoms of Drug Use

Learn to recognize the different categories of narcotics as described in the Oklahoma Controlled Dangerous Substance Laws. **JG. TUITION: $25 HOURS: 4**

<table>
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<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<td>8A-12P</td>
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<td>9/20</td>
<td>8A-12P</td>
<td>EDC 23077</td>
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<td>11/14</td>
<td>8A-12P</td>
<td>EDC 23078</td>
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</table>

### Private Security-Intro

Review the training required for CLEET applications, the allowed exemptions and how to apply for a license to become an unarmed and armed security guard, private investigator and fugitive apprehension agent in the State of Oklahoma. **JG. TUITION: $25 HOURS: 4**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<td>W</td>
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<td>8A-12P</td>
<td>EDC 23066</td>
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<tr>
<td>TH</td>
<td>9/22</td>
<td>8A-12P</td>
<td>EDC 23067</td>
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<td>W</td>
<td>11/16</td>
<td>8A-12P</td>
<td>EDC 23068</td>
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</table>

### Identification and Symptoms of Drug Use

Learn to recognize the different categories of narcotics as described in the Oklahoma Controlled Dangerous Substance Laws. **JG. TUITION: $25 HOURS: 4**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>M</td>
<td>7/25</td>
<td>8A-12P</td>
<td>EDC 23066</td>
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<tr>
<td>TH</td>
<td>9/16</td>
<td>8A-12P</td>
<td>EDC 23067</td>
</tr>
<tr>
<td>TH</td>
<td>11/10</td>
<td>8A-12P</td>
<td>EDC 23068</td>
</tr>
</tbody>
</table>

### Use of Force Continuum

Security guards and officers may find themselves in situations where they are required to take a criminal into custody or defend themselves. This course focuses on accurately assessing dangerous situations, applying the principles and concepts of the Use of Force Continuum and choosing the appropriate level. **JG. TUITION: $100 HOURS: 8**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
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<td>EDC 23063</td>
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<td>9/16</td>
<td>8A-5P</td>
<td>EDC 23064</td>
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<tr>
<td>TH</td>
<td>11/10</td>
<td>8A-5P</td>
<td>EDC 23065</td>
</tr>
</tbody>
</table>

### Looking for a Job in Security?

You are guaranteed an interview with Elite Protection Security when you complete Phases I, II and IV Security Officer courses (listed on pages 29 & 31) with Metro Technology Centers. Call (405) 629-0004

Phase III is not required to be hired.
MANUFACTURING | FULL-TIME CAREER MAJORS

MANUFACTURING PRODUCTION PROCESS DEVELOPMENT | PATHWAY

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

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

MANUFACTURING | SHORT-TERM COURSES

Pro Welding S-500

Experienced welders receive updates and are introduced to new welding machinery (S-500 Lincoln). Some theory is included. The course content is predominantly hands-on. PREREQUISITE: Certification on 3G-6G and welding experience. ET. SUPPLIES: $30 TUITON: $150 HOURS: 16

Welding Basics-3G and 6G Certification

Receive basic instruction and participate in hands-on experiences using oxyfuel welding and cutting, shielding metal arc welding and gas metal arc welding (MIG). Multiple classes maybe required to obtain full competency for 3G & 6G certification. The certification tests are available on site. Test fees are not included in tuition. ET. BOOK: $100 TUITION: $395 HOURS: 72

MTWTH 7/11-8/11 2:30-7:30P ACC 23180
MTWTH 8/15-9/15 2:30-7:30P ACC 23181
MTWTH 9/19-10/20 2:30-7:30P ACC 23182
MTWTH 10/24-12/1 2:30-7:30P ACC 23183
MTWTH 12/5-1/23 2:30-7:30P ACC 23184

Begin a career in Manufacturing Management!

Get your APICS Certifications at Metro Tech

Receive the Certified Production and Inventory Management (CPIM)

CPIM certification demonstrates you have the knowledge and organizational skills for developing streamlined operations for managing production and inventory. You have certified management skills.

CPIM Courses:

- BSCM (Basics of Supply Chain Management)
- CSCP (Certified Supply Chain Professional)
- DSP (Detailed Scheduling and Planning)
- ECO (Execution and Control of Operations)
- MPR (Master Planning of Resources)
- SMR (Strategic Management of Resources)

For more information visit: http://apics-okc.org/meetinginfo.php or call (405) 823-0525
**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>
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<tbody>
<tr>
<td>Computer-Aided Drafting &amp; Design</td>
<td>HS</td>
<td>$0</td>
<td>M-F</td>
<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>720</td>
<td>MCA</td>
</tr>
</tbody>
</table>

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

---

**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>
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<tbody>
<tr>
<td>Entrepreneurship-Introduction</td>
<td>HS</td>
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<td>MCA</td>
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<tr>
<td>Small Business Entrepreneur</td>
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<td>7:30-10:30A &amp;/or 11:30A-2:20P</td>
<td>1080</td>
<td>MCA</td>
</tr>
</tbody>
</table>

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

---

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

**Services Available:**

- Characteristics of successful business owners
- 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

Bilingual training available in Spanish or English!

For more information call (405) 595-2243 or email elena.troya@metrotech.edu

CUSTOMIZED TRAINING FOR BUSINESS

Call Metro Tech for help with your business.
### Science, Technology, Engineering & Mathematics

**Full-Time Career Majors**

#### Engineering & Technology | Pathway

<table>
<thead>
<tr>
<th>Career Majors</th>
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<th>Time</th>
<th>Hrs</th>
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<td>PLTW Pre-Engineering</td>
<td>HS</td>
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<td>7:30-10:30A &amp;/or 11:30A-2:15P</td>
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#### Science & Mathematics | Pathway

<table>
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<th>Days</th>
<th>Time</th>
<th>Hrs</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>
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<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. Financial Aid may be available.

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### Forklift Certification

**NEW**

Focus on safe forklift practices. Learn hands-on instruction for pre-operation inspection, safe operation procedures and OSHA regulations. Achieving certification includes passing demonstration and written tests. **REQUIREMENT:** Valid driver's license. **TUITION:** $45 **HOURS:** 6

- **SA 7/16** 8:30A-3P SBC 22793
- **SA 8/20** 8:30A-3P SBC 22795
- **SA 9/17** 8:30A-3P SBC 22794

**Enroll now:** (405) 595-4678 or (405) 595-2243

---

### 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](http://www.collegecentral.com/metrotech)
TRANSPORTATION, DISTRIBUTION & LOGISTICS

AEROSPACE MAINTENANCE | 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>Aerospace Maintenance Foundations</td>
<td>HS $0</td>
<td>M-F</td>
<td>7:40-10:30A or 11:25A-2:15P</td>
<td>1050</td>
<td>ACC</td>
</tr>
<tr>
<td>Airframe Mechanic</td>
<td>A $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 $4,144</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
<tr>
<td>Aviation Maintenance Technician</td>
<td>A $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 $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 $3,657</td>
<td>M-Th</td>
<td>4:30-10:30P</td>
<td>1463</td>
<td>ACC</td>
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<tr>
<td>Powerplant Mechanic</td>
<td>A $4,144</td>
<td>M-Th</td>
<td>7A-2:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
<tr>
<td>Evening Powerplant Mechanic</td>
<td>A $4,144</td>
<td>M-Th</td>
<td>3-10:30P</td>
<td>1275</td>
<td>ACC</td>
</tr>
</tbody>
</table>

AUTOMOTIVE SERVICE | 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>Combination Collision Repair Technician</td>
<td>HS &amp; A $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 $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>
</tbody>
</table>

AUTOMOTIVE COLLISION REPAIR | 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>Auto Service Technology</td>
<td>Start with the fundamentals and work toward becoming a qualified auto service technician. Explore the latest technology in automobiles. Learn how to use high-tech diagnostic tools and how to service and repair today's automobiles. As an option, with the instructor's approval, you can save money on repairs by working on your own vehicle as a class project. You must satisfactorily complete all units of the curriculum to receive a certificate of completion. Book can be purchased the first night of class. Multiple classes maybe required to obtain full competency of Auto Service Technology. REQUIREMENT: Students provide materials for personal projects. ET. BOOK: $140 TUITION: $300 HOURS: 72</td>
<td>TTH 8/16-10/20 6-9P</td>
<td>SBC 22930</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Collision Repair and Paint Refinishing</td>
<td>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. Projects approved by instructor. ET. SUPPLIES: $100 TUITION: $290 HOURS: 60</td>
<td>TTH 8/16-10/20 6-9P</td>
<td>SBC 22936</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forklift Certification NEW

Focus on safe forklift practices. Learn hands-on instruction for pre-operation inspection, safe operation procedures and OSHA regulations. Achieving certification includes passing demonstration and written tests. REQUIREMENT: Valid drivers license. ET. TUITION: $45 HOURS: 7

Small Engine Maintenance

Homeowners and lawn service personnel save money! Learn the skills to work on lawn and garden equipment yourself with what you have at home. This basic class covers all areas of safety, tools, engine theory, electrical theory, fasteners, special tools and testing equipment. 85% of all repairs are maintenance or fuel related. REQUIREMENT: Students provide their own supplies. ET. TUITION: $207 HOURS: 72

Auto Service Technology

Start with the fundamentals and work toward becoming a qualified auto service technician. Explore the latest technology in automobiles. Learn how to use high-tech diagnostic tools and how to service and repair today's automobiles. As an option, with the instructor's approval, you can save money on repairs by working on your own vehicle as a class project. You must satisfactorily complete all units of the curriculum to receive a certificate of completion. Book can be purchased the first night of class. Multiple classes maybe required to obtain full competency of Auto Service Technology. REQUIREMENT: Students provide materials for personal projects. ET. BOOK: $140 TUITION: $300 HOURS: 72 | TTH 8/16-10/20 6-9P | SBC 22930 |
| 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. Projects approved by instructor. ET. SUPPLIES: $100 TUITION: $290 HOURS: 60 | TTH 8/16-10/20 6-9P | SBC 22936 |
Online Certification Training

Enroll online: careertraining.ed2go.com/metrotech
For more information call (405) 595-4791 or email: james.guerrero@metrotech.edu

PROGRAM CATEGORIES:

<table>
<thead>
<tr>
<th>Category</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare and Fitness</td>
<td>30</td>
</tr>
<tr>
<td>Certificate programs in Medical Coding, Transcription, Pharmacy, and other popular fields.</td>
<td></td>
</tr>
<tr>
<td>Business and Professional</td>
<td>110</td>
</tr>
<tr>
<td>IT and Software Development</td>
<td>95</td>
</tr>
<tr>
<td>Management and Corporate</td>
<td>49</td>
</tr>
<tr>
<td>Media and Design</td>
<td>12</td>
</tr>
<tr>
<td>Hospitality and Service Industry</td>
<td>18</td>
</tr>
<tr>
<td>Skilled Trades and Industrial</td>
<td>20</td>
</tr>
<tr>
<td>Sustainable Energy and Going Green</td>
<td>11</td>
</tr>
<tr>
<td>Career Online High School</td>
<td>8</td>
</tr>
</tbody>
</table>

Enroll online: careertraining.ed2go.com/metrotech
For more information call (405) 595-4791 or email: james.guerrero@metrotech.edu
ENROLLMENT: FULL-TIME CAREER MAJORS
CALL (405) 595-4678 or visit www.metrotech.edu

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

WHERE TO ENROLL:
Springlake Campus
Business Conference Center
1900 Springlake Dr.
Monday - Thursday • 7:30A - 6:30P
Friday • 7:30A - 4P
Services available:
• Full-time career majors enrollment
• Short-term course enrollment
• Assessment testing
• Financial aid
• Job placement services

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

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

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

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

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

HIGH SCHOOL STUDENTS

High school juniors and seniors from the following schools may attend Metro Tech tuition FREE:

• Oklahoma City Public Schools
• Crooked Oak Public Schools
• Private
• Home-schooling
• Alternative
• Charter

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

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

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

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

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

ADULT STUDENTS

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

LICENSES & CERTIFICATIONS

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

ADDITIONAL SERVICES

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

STUDENTS WITH DISABILITIES

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

5 EASY WAYS TO ENROLL

1. ONLINE ENROLLMENT
   Applications online at metrotech.edu/applynow

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

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

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

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

PAYMENT

• Use VISA, MasterCard, Discover or American Express with card holder name, number and expiration date.
• Payments are to be made to the Office of the Bursar, M-Th, 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.
**REGISTRATION:** Adult & Career Development Courses (short-term)

*For enrollment in Full-time Career Majors see page 37*

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**ADULT AND CAREER DEVELOPMENT REGISTRATION FORM**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>M.I.</th>
<th>Suffix:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Gender: Male ☐ Female ☐</th>
<th>SS#:</th>
<th>D.O.B.:</th>
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</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
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<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Cell Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-Mail Address:</th>
</tr>
</thead>
</table>

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**RESIDENT STATUS**

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

1. U.S. Citizen ☐ Yes (If yes, skip to number 4) ☐ No
2. U.S. Resident: ☐ Yes ☐ No If no, Country or residency
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>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Tuition</th>
<th>Book Fee</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

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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: __________________________

**Refunds**

Refunds must be requested in writing a minimum of three business days prior to start of class for full refund. For full tuition & refund policy, please visit: www.MetroTech.edu

---

**Mail, Fax, or E-mail completed form to:**

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

---

Signature: __________________________
Date: __________________________

---

**ENROLL NOW:** Enrollment begins May 31st!
For enrollment in Full-time Career Majors see page 37

Adult & Career Development Courses (short-term)

**REGISTRATION:**

**ENROLL NOW:**

<table>
<thead>
<tr>
<th>(405) 595-4678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment begins May 31st!</td>
</tr>
<tr>
<td>Computer Networking: 26</td>
</tr>
<tr>
<td>Computer Graphic Design: 8</td>
</tr>
<tr>
<td>Computer Basics: 24</td>
</tr>
<tr>
<td>CompTIA: 26</td>
</tr>
<tr>
<td>Collision Repair: 35</td>
</tr>
<tr>
<td>Coding-CPT &amp; ICD: 19, 36</td>
</tr>
<tr>
<td>CNA (Certified Nursing Aide): 17, 31, 32</td>
</tr>
<tr>
<td>CMA (Certified Medication Aide): 18</td>
</tr>
<tr>
<td>CleET Approved Courses: 12, 13, 37-39</td>
</tr>
<tr>
<td>CDL (Commercial Driver’s License): 4</td>
</tr>
<tr>
<td>Child Care: 12, 25, 38</td>
</tr>
<tr>
<td>CLEET Approved Courses: 12, 13, 26-31</td>
</tr>
<tr>
<td>CMA (Certified Medication Aide): 18</td>
</tr>
<tr>
<td>CNA (Certified Nursing Aide): 17, 20</td>
</tr>
<tr>
<td>Coding-CPT &amp; ICD: 19, 36</td>
</tr>
<tr>
<td>Collision Repair: 35</td>
</tr>
<tr>
<td>Computer Basics: 24</td>
</tr>
<tr>
<td>Computer Graphic Design: 8</td>
</tr>
<tr>
<td>Computer Labs: 12, 13, 38</td>
</tr>
<tr>
<td>Computer Networking: 26</td>
</tr>
</tbody>
</table>

| Computer Programming: 26 |
| Computer Security: 26 |
| Construction Technology: 5, 6 |
| Cooking: 24 |
| Corrections Officer: 29 |
| Cosmetology: 25 |
| CPM/ (Certified Production and Inventory Manager): 32 |
| CPR: 16, 20 |
| Crane Operator: 4 |
| CSCP (Certified Supply Chain Professional): 32 |
| Culinary Arts: 4, 24 |
| Customer Service: 31 |
| Customized Training: 7, 9, 33, 42 |

**D**

Defibrillator: 20

Dental Assistant: 17

Desktop Support: 26

Design: 4, 5, 8, 9, 32, 36

Digital Photography & Videography: 8, 9

Disability Accommodations: 38

DRAFTING: 5, 31

Dreamweaver: 9

Dropout Recovery Program: 38

Drywall Repair: 7

DSP (Detailed Scheduling & Planning): 32

**E**

Early Childhood Development: 25

ECO (Execution & Control Operations): 32

Education Enhancement: 12, 13

El Capitan: 8

Electrical Repair & Technology: 5, 6

Electronic Health Records: 10

Electronics Technician: 34

Email: 24, 28

Employee Training: 7, 42

Employment: 31, 34

Engineering: 34

Enrollment Information: 3, 37-40

Entrepreneurship: 4, 33

EPA Technician Certification: 6

ESL (English as a Second Language): 12, 13, 37-39

Español: 2, 7, 10, 12, 13, 37-39

Estetico: 25

Event Center: 11

Excel: 27

Existing Industry Training: 33

**F**

Farmers Market: 4

Final Cut Pro: 9

Finance: 10, 15

Financial Aid: 37

Firearms: 30

First Aid: 20

Fitness: 36

Floral Design: 4

Forklift Certification: 34

Furniture Making: 6

G

Gastrostomy Care: 18

GED Preparation: 12

German: 13

Graphic Design: 8, 36

Green Careers: 36

Guest Services Representative: 24

Guitar: 14

Gun: 29, 30

Heart Saver/CPR & First Aid: 20

Heavy Equipment Operator: 4

High School Student Information: 15, 36, 38

Home Health Care: 19

Horticulture: 4

Hospitality Services: 24, 36

Hotel Management: 24

HVAC/R (Heating, Ventilation, A/C & Refrigeration): 5, 6

**I-C-D**

I-10 Coding: 19

ID Fraud: 31

Illustrator: 8

InDesign: 8

Injuries: 12, 13

Insurance: 10

Inventory Management: 32

iPad, iPhone & iPod: 28

ISO Certification: 2

IT Certifications: 8, 26, 36

**J-L**

Job Placement: 31, 34, 37

Landscape Design: 4

Language: 12, 13

Law/Legal: 10, 29-31

Lawn Service: 35

Lean: 11

Legal Office: 10

Logic Pro: 9

LPN (Licensed Practical Nurse): 17, 22, 23

Management: 10, 15, 24, 32, 33, 36

Manufacturing: 32

Marketing: 10, 29, 33

MAT (Medication Administration Training): 20

Mathematics: 12, 17, 34

Medical Assistant: 10

Medical Billing: 20

Medical Coding & Records: 10, 19, 20, 36

Medical Office Assistant: 10

Medical Terminology: 21

Medical Transcription: 36

Medication Aide (CMA): 18

MLR (Maintenance & Light Repair): 35

MMP: 2-30

MFR (Master Planning of Resources): 32

Music Theory: 14

N

Nail Technology: 25

Nanoparticulate: 18

NATEF (National Automotive Technicians Education Foundation): 35

NCCN Code Changes: 5

Network+ (Networking): 26

Nurse: 17-19, 22, 23

O-P

O-1 (One Plus One) Practical Nurse: 17

Oil & Gas Safety Awareness: 7

Online Courses: 21, 36

OSHA (Occupational Safety & Health Administration): 34

Painting: 7

Paraprofessional: 12

PC Support Technician: 26

Pediatric CPR: 20

Pharmacy Clerk & Tech: 17, 36

Phlebotomy: 23

Photoshop: 8

Physical Therapy Aide: 17

Plants: 4

PLTW (Project Lead the Way): 34

Powerplant Mechanic: 35

PowerPoint: 27, 28

Practical Nurse: 17, 22, 23

Pre-Engineering: 34

Premiere Pro: 9

Private Investigator/Security: 29-31

Production Artist: 8

Production Management: 32

Project: 27

Public Relations: 29

Public Safety: 29-31

Q-R

Radiologic Technology: 17

Reading: 12

Receptionist: 10

Refrigeration: 5, 6

Respiratory Care: 18

Restaurant Management: 24

Retirement Planning: 15

RN (Registered Nurse): 22, 23

S

Safety Training: 7, 29-31, 33

Sales Training: 33

Science: 17, 34

Security: 26, 29-31

Senior Citizens: 24, 39

Shotgun: 30

Singing: 14

Small Business Management: 10, 33

Small Engine Maintenance: 35

SAR (Strategic Management of Resources): 32

Social Media: 10, 28

Sound: 9

Spanish: 7, 12-14, 23, 33

Special Accommodations: 38

STEM (Science, Technology, Engineering & Mathematics): 34

Strategic Planning: 10

Support Classes: 31

Supply Chain Management: 32

Surgical Technology: 17

T

TANF (Temporary Assistance for Needy Families): 38

Taxes: 10

Teaching: 12, 25

Testing Facilities: 9, 30, 37

TIP (Training for Industry Program): 33

Transportation: 35, 38

Tuition Policy: 15, 19, 38-40

U-V

Upholstery: 6

Veterinary Aide: 23

Video Editing: 8, 9

Visual Arts: 8, 9

W

Web/Multimedia Design: 8, 9, 28, 36

Welding: 32

Windows: 28

Word: 28

Writing: 10, 31