Start YOUR Success STORY at SOTC Southern Oklahoma Technology Center
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The content of this catalog is subject to change. Please visit www.sotc.edu or contact a member of our staff for updated information.

SOTC’s absolute best marketing tool is the wonderful response we hear from our graduates. Consistently, our targeted training allows that much needed edge to secure just the right job. Whether it is technical, academic, management, soft-skills or safety training, we see the impact of our courses on a daily basis.

Students come to SOTC for many different reasons. Some develop skills to change careers, obtain a promotion, or to find more productive ways to run a business. Some learn skills that will allow them to work through college while picking up college credit. Others choose to apply the skills learned by going directly into the career for which they are trained. Whatever the reason you might enroll, the faculty and staff at SOTC will take great pride in helping you pursue your occupational goals.

SOTC offers a wide variety of career paths that represent many of the high-demand occupations in the region. After you take the time to consider the courses listed in this catalog, I encourage you to talk to our outstanding instructors and counselors to assist you in finding the perfect fit for your interests and aspirations.

Reflecting on our accomplishments each year, I am very proud to be at SOTC. I am equally proud of our employees that work so hard to encourage those who come to us to improve. We have seen that our primary mission, “To provide quality education and training services to secure the future of Southern Oklahoma,” will take you far beyond merely learning technical skills. Simply put, we train in a way that helps you become successful in life.

Please come visit SOTC and take advantage of your opportunities!!

David Powell, Ed.D.  
Superintendent
Enrollment Information

Workplace Skills

Students need it. Instructors have it. Employers want it.

Oklahoma Career Guide - an easy online tool available for all Oklahomans to explore and guide their future. You can take assessments, identify occupations, establish education plans and, ultimately, connect to employers. Whether you are a student searching for career and college options or an adult looking for a new career path, OK Career Guide is the powerful tool to provide all the career and educational resources you will need to chart your course for the future.

Enrollment Checklist

High school students residing in the following school districts may attend full-time career majors free of charge: all school districts in Carter and Murray Counties; Greenville, Marietta, and Thackerville School Districts in Love County; Ringling School District in Jefferson County; and Mannsville School District in Johnston County.

High school student application process:

» Complete the high school students’ Application for Admission form and submit to your counselor.

» Counselor completes the counselor portion and encloses documentation:
  • Transcript
  • Cumulative Attendance Report
  • Academic Assessments (PLAN, ACT, EOI and Aspire)
  • Career Interest Assessments (PLAN, EXPLORE, ACT and OKCareerGuide)

* See page 2 for adult application process.

In-district, call toll free 1-800-989-4599 or visit our website at www.sotc.edu

Oklahoma Career Guide - an easy online tool available for all Oklahomans to explore and guide their future. You can take assessments, identify occupations, establish education plans and, ultimately, connect to employers. Whether you are a student searching for career and college options or an adult looking for a new career path, OK Career Guide is the powerful tool to provide all the career and educational resources you will need to chart your course for the future.

Website: www.OKCareerGuide.org
Select student or adult
Click “Create an Account”
On Site, Center or Organization begin typing southern and then click on “Southern Oklahoma Technology Center”
Finish filling out the form with your personal information.
Create a user name and password that you can remember.
Take the Kuder Career Interest Assessment to get a better idea of what occupations fit your interests.

Use the Oklahoma Career Guide as an online education and career planning instrument that gives you the tools you need to build a foundation for lifelong career success. You will learn what your interests, skills and work values are and how to apply them to a career plan for your future.

This website also helps you with real-world skills such as how to write resumes and cover letters, how to research employers, and how to prepare for job interviews.

Contact us—we want to help you!

Jayne Huffman, Assistant Superintendent • jhuffman@sotc.edu .................................................. 224.8222
Dianna Fisher, Student Services/Program Director • dfisher@sotc.edu .................................................. 224.8263
Darla Buck, Marketing • dbuck@sotc.edu .................................................. 224.8206
Sandy Babcock, Academic Enhancement Instructor/Communications • sbabcock@sotc.edu .................................................. 224.8271
Arleene Dupree, Carl Perkins Counselor • adupree@sotc.edu .................................................. 224.8217
Whitney Elmore, Carl Perkins Specialist • welmore@sotc.edu .................................................. 224.8288
Jan Hayes, Dropout Recovery Instructor • jhayes@sotc.edu .................................................. 224.8203
Rita Mitchell, Attendance/Registrar • rmitchell@sotc.edu .................................................. 224.8204
Kenneth Shade, Academic Enhancement Instructor/Math • kshade@sotc.edu .................................................. 224.8374
Terri Downs, Financial Aid Coordinator • tdowns@sotc.edu .................................................. 224.8235
Lyndsey Wallace, Assessment Assistant • lwallace@sotc.edu .................................................. 224.8202

Southern Oklahoma Technology Center
2610 Sam Noble Parkway • Ardmore, OK 73401
580.223.2070
Tuition and Fees

<table>
<thead>
<tr>
<th>TOTAL HOURS IN CAREER MAJOR</th>
<th>IN-DISTRICT TUITION (Postsecondary)</th>
<th>OUT-OF-DISTRICT (Postsecondary)</th>
<th>OUT-OF-STATE (Postsecondary)</th>
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</thead>
<tbody>
<tr>
<td># of hours in Career Major</td>
<td>$3 per clock hour</td>
<td>$6 per clock hour</td>
<td>$12 per clock hour</td>
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</tbody>
</table>

Tuition for LPN, Cosmetology, and Auto Service Master Technician is divided into three equal payments. Tuition for all other career majors is divided into two equal payments.

**Dental Hygiene Tuition**: Set by the University of Oklahoma College of Dentistry within the SOTC/OUCOD agreements including tuition, fees, and local fees.

**FEES AND SUPPLIES**
Fees are due on or before the first day of class.

**Student Activity Fee—all students** ............................................ $25
(STudent activities, parking permits)

*Note: Actual fees are updated annually and can be obtained from the Adult Advisor.*

**Postsecondary Students Only:**
Average books, supplies, fees for most programs .............. $300
Average books, supplies, fees for LPN ........................................ $2,605
Average books, supplies, fees for Cosmetology ....................... $500
Average books, supplies, fees for Esthetics ............................. $700

**PAYMENT OPTIONS**
a. Cash, check, or credit card
b. Verification of Financial Aid (Pell Grant, scholarships, other)
c. Verification and billing confirmation of a sponsoring agency or employer

**NOTE:** Failure of the student or student’s sponsor to make payment on time will result in an immediate administrative withdrawal.

**SOTC WAIVERS**
SOTC waivers will be available to in-district patrons for up to one half of tuition balance due after other financial aid has been exhausted.

Applicants must:
- Complete FAFSA (for Career Majors 600 hours or more)
- Meet Satisfactory Academic Progress (SAP) according to

**Adult application process:**
» Complete financial aid application. For electronic filing, go to www.fafsa.ed.gov. SOTC’s school code is 010342. For information or assistance, call the Financial Aid Coordinator at 224.8235.

» Complete pre-enrollment assessments.
  - ACT-minimum composite score of 19 may be substituted for most career majors or
  - COMPASS or TABE
  - Call 224.8202 for information regarding testing dates, and fees.

» Bring high school transcript, diploma or GED certificate, driver’s license or picture ID and verification of address to the Assessment Assistant if testing.

» Request form for 504 Accommodations if applicable.

» Complete an Application for Admission form available at www.sotc.edu

» Schedule an admissions interview with an Adult Advisor—may be same day as testing.

» Receive letter of status within 30 days
  Acceptance, waiting list, or referral. If not received, contact Registrar at 224.8204.

» Contact Registrar at 224.8204 within 10 days after receipt of letter of status to accept career major.

**Class Schedule:**
Morning Session
Enhancement 8:00 a.m. – 8:14 a.m.
Adult Students 8:00 a.m. – 11:00 a.m.
High School Students 8:15 a.m. – 11:00 a.m.

Afternoon Session
Enhancement 12:30 p.m. – 12:44 p.m.
Adult Students 12:30 p.m. – 3:30 p.m.
High School Students 12:45 p.m. – 3:30 p.m.
Office Hours: 8 a.m. to 4 p.m., Monday - Friday

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at https://www.sotc.edu/pages/consumer-information
SOTC’s Business and Industry Services Department has programs and services in place to help you achieve your goals and enhance productivity and profit margins. Our fully integrated department provides cutting-edge training for business and industry. Whether you are a company considering locating in Oklahoma, an existing company, a small or large business owner wishing to grow, or an entrepreneur just getting started, BIS has the training for you. Instruction ranges from standard to customized. Whether you need a safety class, upgrading employee skills, or assistance learning the latest technology, the BIS team will work to get you scheduled during a time and at a location that is convenient for you. Training can take place on our campus in our state of the art Business Development facility or our instructors can come to your business. Whatever your training needs may be our BIS department will provide it for you at low or no cost as we strive to be your partner in training.

For more information contact:
Business & Industry Services Director-Jason Phipps
phone: 580.224.8218                   Email: jphipps@sotc.edu

SOTC’s Business and Industry Services Department has programs and services in place to help you achieve your goals and enhance productivity and profit margins. Our fully integrated department provides cutting-edge training for business and industry. Whether you are a company considering locating in Oklahoma, an existing company, a small or large business owner wishing to grow, or an entrepreneur just getting started, BIS has the training for you. Instruction ranges from standard to customized. Whether you need a safety class, upgrading employee skills, or assistance learning the latest technology, the BIS team will work to get you scheduled during a time and at a location that is convenient for you. Training can take place on our campus in our state of the art Business Development facility or our instructors can come to your business. Whatever your training needs may be our BIS department will provide it for you at low or no cost as we strive to be your partner in training.

For more information contact:
Business & Industry Services Director-Jason Phipps
phone: 580.224.8218                   Email: jphipps@sotc.edu

SOTC has extended its services to outlying communities in our area. These extension centers currently offer Adult Career Development classes in the following locations:

**Murray County**
Murray County Expo Center
4000 West Hwy 7—Sulphur, OK 73086
580.622.6710

**West Branch**
Healdton High School
432 West Texas St.—Healdton, OK 73438
580.229.0342

If you have questions or have suggestions on how we can better support your efforts, please contact us at 580.223.2070.

**Short-term courses are available in many different areas of specialty at SOTC. These classes allow one to update skills or to change careers. Whether it be a class for employment, special interest, or pleasure, we have a class for you!**

- Computer Technology
- EMT/First Responder
- Health and Medical Office
- Insurance Adjuster Catastrophe Training
- Long-Term Care/C.N.A.
- MAT & MAT Update
- Technical and Industrial
- Paraprofessional Training
- Pathways to CDA
- Personal Development and Special Interest
- Professional Development/Continuing Education Units
- Security Guard Training (Phase 1-5)
- Phlebotomy

**SOTC Mission:**
To provide quality education and training services to secure the future of Southern Oklahoma.

**Vision:**
Southern Oklahoma Technology Center will be recognized as a model of excellence in Career and Technology Education.
Full-Time Career Majors

Construction Pathway
» Residential HVAC Installer – 465 hours

Maintenance/Operations Pathway
» Residential HVAC Technician – 1050 hours

Instructor: Travis Southerland
Contact: 580.224.8243 • Email: tsoutherland@sotc.edu

Graduates of this program keep our workplaces and living quarters heated and cooled efficiently. They maintain and install the equipment that keeps our food fresh or frozen in our supermarkets. Students learn the skills that prepare them to work as heating, air conditioning, and/or refrigeration technicians. This class may be substituted for up to two years of the three years required in the apprenticeship for the Mechanical Journeyman’s License. Environmental Protection Agency (EPA) certification for refrigerant handling is also available.

<table>
<thead>
<tr>
<th>CERTIFICATION</th>
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<tbody>
<tr>
<td>Refrigerant</td>
<td>$25</td>
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Construction Pathway
» Advanced Frame Carpenter – 405 hours
» Cabinetmaker – 780 hours
» Entry Level Carpenter – 525 hours
» Frame Carpenter – 615 hours
» Finish Carpentry & Cabinetmaking – 1200 hours
» Lead Carpenter – 1050 hours

Instructor: Robby Adams
Contact: 580.224.8252 • Email: radams@sotc.edu

Building is booming—locally, statewide, and nationally—and this program will prepare students for employment in the fields associated with the residential/commercial construction trades. Students will learn both the basic and advanced skills required to construct a building and will benefit from the experience they receive by actually building a house from the ground up. Instructional areas range from safety-related topics to advanced construction techniques which allows all students to leave with a 10 hour OSHA card. Students may receive NCCER Construction Core and Carpentry Level 1 National Certifications.

Check This Out!
www.ConstructMyFuture.com

The site, developed by CIMA, AEDF, and AGC, provides access to information and career opportunities in the construction industry—specifically repair technician, machine operator, and various jobs in manufacturing careers.

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<tr>
<td>Core</td>
<td>-0-</td>
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<tr>
<td>Carpentry National Cert. National Data</td>
<td>-0-</td>
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In-district, call toll free
1-800-989-4599
www.sotc.edu
Design/Pre-Construction Pathway

- CAD Basic Architectural Drafter – 525 hours
- CAD Design Architectural Specialist – 1020 hours

Instructor: Anthony Bilyeu
Contact: 580.224.8225 • Email: abilyeu@sotc.edu

The Computer – Aided Design (CAD) program allows students to choose between Architectural Design and Mechanical Design. Every student gets the opportunity to learn and work with software that the professionals use in industry. Architectural Design is for students who want to go work with architects, civil engineers or work as an interior designer. This pathway will provide students with the skill levels needed to design their own home or future business structure. Architectural Design allows students to design and create floor plans, elevations and sheet sets. Students will also learn 3D modeling and rendering, build physical models of houses, and use 3D printing technology. If you have an interest in architecture, interior design, or enjoy spending countless hours designing in Minecraft this program is for you.

CERTIFICATION FEE

- Auto CAD Certification User Exam .................. $85
- Revit Certification User Exam ......................... $85
(Users may pay $100 with the option to retake)

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts, design, journalism, and entertainment services.

Visual Arts Pathway

- Graphic Designer – 480 hours

Printing Technology Pathway

- Graphic Designer II – 1005 hours

Instructor: Juliana McClennahan
Contact: 580.224.8210 • Email: jmcclennahan@sotc.edu

Graphic Design uses visual media to engage, persuade, amuse and communicate to a target audience. You will learn different software platforms to help you communicate through a visual medium. This can be posters, magazine ads, photos and other visual media. Exploring the use of color, graphic elements, typography and basic photography will enable the student to create advertising and promotional materials from concept to completion. This course includes screen printing, vinyl lettering and advertising design.

CERTIFICATION FEE

- Adobe (ACE) ................................................. $80
Business Management and Administration careers encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

BUSINESS, MANAGEMENT AND ADMINISTRATION

The Bureau of Labor Statistics has indicated that some of the fastest-growing careers are in the areas of Health, Business and Information Technology. SOTC’s career majors provide training in these growing career areas!

Students are offered courses in the following curriculum areas to prepare them for the world of business:

- Ethics & Professionalism
- Customer Service
- Microsoft Office Suite
- Business Management Skills
- Emerging Technologies
- Office Procedures & Practices
- Business Leadership

- Medical Insurance Coder - 1080 hours
- Medical Office Receptionist - 480 hours

Instructor: Cindy Adams
Contact: 580.224.8211
Email: cadams@sotc.edu

- Administrative Medical Assistant - 1200 hours
- Medical Office Assistant - 900 hours

**Administrative and Information Support Pathway**

Experience the best of three quickly emerging career areas—business management, information technology and health care—all in one! The foundations of these majors begin with technology literacy and computer applications along with basics of business office procedures and management. Students can expect to join other medical office professionals with the specialized training and practice provided in healthcare-related areas. These areas include medical terminology, anatomy, electronic health records, health insurance, patient billing, ICD-10 coding and HIPAA compliance. Students will have an opportunity to work with emerging technologies and master the use of electronic health records management systems while completing hands-on training. Additionally, students may have an opportunity to train with other medical office professionals by completing an internship hosted at an area medical facility.

No Blood. No Guts. Just Patients!

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<th>CERTIFICATION</th>
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<tbody>
<tr>
<td>Brainbench Certifications</td>
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<tr>
<td>Certified Coding Specialist</td>
<td>$260</td>
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<tr>
<td>NHA Certified Medical Adm. Asst.</td>
<td>$105</td>
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<tr>
<td>Microsoft Office (each area)</td>
<td>$95</td>
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<tr>
<td>(Areas include: Word, Excel &amp; PowerPoint)</td>
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**Work Keys**

The WorkKeys® system measures the skills required in the everyday workplace. It helps to improve America’s workforce by sharpening the workplace skills of students or employees. This system benefits individuals, businesses and educators by providing a common language for describing basic skills needed. When students reach a qualifying level on the WorkKeys exam, they receive their Career Readiness Certificate (CRC). The CRC is known nationwide (all 50 states) as a system for certifying the basic skills necessary for success in typical jobs.
PASS PROGRAM
Promoting Achievement and Student Success (PASS) is an on-campus dropout recovery program designed to meet the needs of students, ages 16 - 19, who exited high school before graduating and are returning to school to request assistance in earning credits for a diploma or studying and testing for a General Educational Development Diploma (GED). Students also pursue a technical field of study while enrolled in the program. The curriculum is self-paced and individually designed to meet specific requirements. A high level of student/teacher interaction may help students who have experienced difficulty adapting to the traditional school environment.

For more information, call Jan Hayes, Dropout Recovery Instructor, at 580-224-8203, email: jhayes@sotc.edu

Work Prep-Unlock Your Potential
Work Prep is a program designed to assist with job readiness. Clients will learn job search skills, work place skills , career readiness and career skills. You will receive assistance in identifying and pursuing a technical program that will prepare you for the career of your choice, help with the admissions process and financial aid and training in life skills to help you improve your quality of life. You may also test drive a job. Work Prep will assist in acquiring information, training and skills necessary to reach individual goals.

For more information, call Shannon McElroy, Work Prep Coordinator at 580-224-8301, email: smcelroy@sotc.edu

All students must be referred by the Department of Human Services.
Planning, managing, and providing therapeutic services, diagnostic services, health informatics, and support services.

Therapeutic Services Pathway

- Therapy Technician - 945 hours

Instructor: Brittany Barefield
Contact: 580.224.8230 • Email: bbarefield@sotc.edu

Therapy Technician is a full-year program and is for students interested in athletic training, physical therapy, fitness, chiropractic, physiology of exercise, kinesiology, nutrition, and other sports medicine related fields. The program includes course work and practical hands-on applications in the following areas: prevention, treatment, and rehabilitation of sports injuries, taping and wrapping of injuries, first aid/CPR, emergency procedures, nutrition, anatomy and physiology, fitness/conditioning/strength programs and sports medicine careers. The program also offers practical experiences with local sports medicine specialists and other allied health care professionals.

- Work with professionals in physical therapy, athletic training, chiropractic and fitness
- Perform electrical stimulation, whirlpool, ultrasound, hot/cold and TENS Units treatments
- Get a job after completing the program in fields such as Rehab Techs
- Prepare students for higher education in therapeutic care professions

Therapeutic Services Pathway

- Nursing Assistant - 525 hours
  
  High School Credit for Anatomy and Physiology

Instructor: Kristi Inselman
Contact: 580.224.8237 • Email: kinselman@sotc.edu

Instructor: Tracie Kelch
Contact: 580.224.8335 • Email: tkelch@sotc.edu

Instructor: Becky Lyle
Contact: 580.224.8303 • Email: blyle@sotc.edu

The Nursing Assistant career major is designed for students who are interested in discovering the field of health careers with an emphasis on nursing assisting in long term care. It covers a broad set of courses including Health Careers Core Curriculum, Medical Terminology, Anatomy and Physiology, CPR, and First Aid, which are basic to all health care occupations. The successful student can earn certifications for entry level positions as a Long-Term Care Certified Nursing Aide and Medication Administration Technician. This course is accredited through the Oklahoma State Department of Health.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Chiropractic Aid</td>
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(Fee subject to change)

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<tbody>
<tr>
<td>Long-Term Care Certification</td>
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(Fee subject to change)
Diagnostic Services Pathway
» Phlebotomist – 600 hours
Instructor: Robin Waters
Contact: 580.224.8219 • Email: rgwaters@sotc.edu

Therapeutic Services Pathway
» Basic Medical Assistant – 525 hours
Prerequisite: Nursing Assistant
Instructor: Robin Waters
Contact: 580.224.8219 • Email: rwaters@sotc.edu

Students are able to receive certification as a Certified Clinical Medical Assistant and certified phlebotomist. This course is accredited through the American Association of Medical Personnel and National Center for Competency Testing.

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<tr>
<td>CCMA</td>
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<tr>
<td>CPT</td>
<td>$90</td>
</tr>
</tbody>
</table>

Therapeutic Services Pathway
» Licensed Practical Nurse - 1463 hours
Program Director:
Alisha Mason, 580.224.8270 • Email: amason@sotc.edu
Instructors:
Brenda Johnston, 580.224.8238 • Email: bkjohnston@sotc.edu
Melisa Verdin, 580.224.8224 • Email: mverdin@sotc.edu
Susie Morales, 580.224.8239 • Email: smoralesl@sotc.edu
Kasey Duley, 580.224.8269 • Email: kduley@sotc.edu

Practical Nursing—This major is available to students who are 18 years of age with a high school diploma or GED. Half of the program is theory and laboratory that combine teacher guidance, textbook, workbook activities, videos, computer lab and skills lab experience. The remaining half is clinical experience. Students have up to two years to complete the program and must attend the minimum number of hours per week with appropriate curriculum progression. This program is accredited through the Oklahoma Board of Nursing (OBN) and the Accrediting Commission for Education in Nursing, Inc. (ACEN).

<table>
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<tr>
<th>CERTIFICATION</th>
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<tbody>
<tr>
<td>NCLEX Exam</td>
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Therapeutic Services Pathway
» Dental Hygienist – 2641 hours
Coordinator:
Christy McCullers, 580.224.8268 • Email: cmccullers@sotc.edu
Instructor:
Lindsey Hays, 580.224.8278 • Email: lhays@sotc.edu

Dental Hygiene—This program is offered through the University of Oklahoma (OU), with all curriculum, fees and applications handled through the OUHSC College of Dentistry. There are 60 hours of specified prerequisites required prior to application to the program, which are listed on the website. Once an applicant is awarded acceptance into the program, the dental hygiene curriculum is two years and is held on the SOTC campus. Upon graduation students are awarded a bachelor of science degree in Dental Hygiene from OU. The website is www.ouhsc.edu and includes the application process, forms, admission statistics, fees, etc. Please contact Christy McCullers, Dental Hygiene Coordinator, for information about completing your Dental Hygiene degree from the University of Oklahoma on the SOTC Campus.

<table>
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<tr>
<td>Western Regional Exam Board</td>
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<tr>
<td>State Jurisprudence</td>
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<tr>
<td>National DH Board Exam</td>
<td>$350</td>
</tr>
</tbody>
</table>

Administrative Medical Assistant and Medical Office Assistant Pathway
Instructor: Cindy Adams
Contact: 580.224.8211 • Email: cadams@sotc.edu
Experience the best of three quickly emerging career areas—business management, information technology and health care—all in one! The foundation of these majors begin with technology literacy and computer applications along with basics of business office procedures and management. Students can expect to join other medical office professionals with the specialized training and practice provided in healthcare-related areas. These areas include medical terminology, anatomy, electronic health records, health insurance, patient billing, ICD-10 coding and HIPAA compliance. Students will have an opportunity to work with emerging technologies and master the use of electronic health records management systems while completing hands-on training. Additionally, students may have an opportunity to train with other medical office professionals by completing an internship hosted at an area medical facility.
Full-Time Career Majors

Preparing individuals for employment in career pathways that relate to families and human needs.

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS

Human Services

Personal Care Services Pathway

» Cosmetologist Public – 1000 hours for high school students
» Cosmetologist - 1500 hours for adult students
» Esthetician – 600 hours
» Nail Technician – 600 hours
» Master Instructor – 1000 hours

Instructor: Kristal Jones
Contact: 580.224.8339 • Email: kjones@sotc.edu

Instructor: Amber Pershica
Contact: 580.224.8228 • Email: apershica@sotc.edu

Have you always had a talent for highlighting hair, giving the perfect manicure, or completing makeovers on all your friends? SOTC's cosmetology major could be the place for you. Students in this career pathway prepare for a career as a licensed cosmetologist, manicurist, or esthetician through a variety of hands-on training, video and multimedia presentations, guest speakers, lecture/discussion forums, small group activities, demonstrations, and team training.

Students are prepared to take the Oklahoma State Board of Barbering and Cosmetology Exam. This two- to three-year career pathway offers a choice of three class sessions and is open to high school students and adults.

<table>
<thead>
<tr>
<th>CERTIFICATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Board Exam</td>
<td>$35</td>
</tr>
<tr>
<td>State License</td>
<td>$25</td>
</tr>
</tbody>
</table>

SOTC provides transportation to high school students to and from all 13 sending schools.

OK’s Educational Gap for New Jobs

Source: Office of Workforce Development, Career: 2023
2023 estimates based on new jobs created and entry level job requirements.
Network Systems Pathway

» Assistant Network Technician—510 hours
» Network Security Professional (Systems Emphasis) – 1020 hours
» Network Systems Technician – 750 hours

Web and Digital Communications Pathway

» Web Designer (Entry Level) – 600 hours
» Webmaster – 960 hours

Instructor: Matthew Howell
Contact: 580.224.8227 • Email: mhowell@sotc.edu
For detailed information, please visit http://sotcstudent.net

Network Systems Technician —This major provides students with a background in network systems and security as applied to practical business situations. Today, nothing is more critical to successful business operations than effective networks, maintaining existing systems and launching new ones. Graduates are prepared to work in virtually any industry that relies on activating accounts and security controls, installing and configuring routers and switches, monitoring network performance, troubleshooting problems and securing the network. That’s why for more than ten years, few careers have experienced the kind of job and salary growth of the network systems professional. If you think you would enjoy networking computers, problem solving, and implementing network security solutions, then our Networking majors could be for you. Students will configure and maintain live Web, SharePoint, and email servers.

Web Designer/Webmaster—Are you interested in creating and configuring functional and extremely cool interactive media designs and experiences? If so, why not enter the fast-evolving field of web development? The majors are designed to prepare students for careers in web design and technologies that make the Internet come to life. You will learn to integrate the elements of audio, video, still images, animation, text and data for the delivery of interactive content. Students will use scanners, digital cameras and the leading computer-based hardware and software (such as Creative Cloud). Portfolios are developed to showcase individual achievements in website design, visual design, digital image manipulation, digital audio and video, animation, text, business and project management. The majors prepare students for career opportunities with corporations, organizations, educational institutions, government agencies, entertainment and advertising agencies in the field of multimedia and web design. Students will configure and maintain live websites, Podcasts, and Wikis.

Web and Digital Communications Pathway

» Digital Video Producer – 960 hours
» Digital Video Production Assistant – 600 hours
» Digital Video Technician – 720 hours

Instructor: Dayna Stephens
Contact: 580.224.8261 • Email: dstephens@sotc.edu

Those with a creative eye and a sense of imagination can learn how to apply technology, combined with the newest media, to create an explosion of media content! Hollywood’s tools of the trade can be learned through the Digital Video Production Class. Whether you are directing the next sci-fi thriller, hip music videos or a side-tickling comedy, great editing requires great tools! Industry standard software such as Premier Pro and Final Cut Pro are used to bring your story to life. Massive explosions or fairy dust can add just the right touch to your story. By using special effects in After Effects you can transport your audience to Neverland or to a post apocalyptic world. No video/multimedia project is complete without the perfect audio. Through the use of Adobe Audition, you can learn to edit audio files to give the best quality sound for your production. Through the Digital Video program, students can use technology and software including sound boards, switchers, and HD cameras to complete state of the art projects both on location and in our green screen studio. With tools like these, the possibilities are endless.

Classroom projects may include: Stop-Motion, Commercials, PSAs, Theme Videos, Music Videos, Live Action Events, Broadcasts, Short Films as well as industry projects for clients.
Welding and Metal Fabrication Pathway

» Combination Welder – 1050 hours
» Entry Level Welder – 525 hours
» GMAW/SMAW Structural Welder – 630 hours

Instructor: Johnie Carter
Contact: 580.224.8251 • Email:jcarter@sotc.edu

Knowing how to weld is a skill that almost everyone might find useful at some point in time. For those students who would like to make a career of welding, this pathway provides them with the specialized training and techniques found in industrial welding environments. Students are provided the opportunity to become state-certified welders. Our instructor knows what you need to be successful! The curriculum includes instruction in the following areas:

• Oxyacetylene welding and cutting
• Shielded metal arc welding
• Flux cored arc welding
• Gas metal arc welding
• Plasma arc cutting
• Pipe welding

Manufacturing Production Process Development Pathway

» CAD Drafter Mechanical - 600 hours
» CAD Design Mechanical Specialist - 1140 hours

Instructor: Anthony Bilyeu
Contact: 580.224.8225 • E-mail: abilyeu@sotc.edu

The Computer – Aided Design (CAD) program allows students to choose between Architectural Design and Mechanical Design. Every student gets the opportunity to learn and work with software that the professionals use in industry.

Students who plan to be an engineer, or enjoy designing and inventing parts would fit well into Mechanical Design. Here students create and work with 2D drawings, 3D modeling and renderings, sheet sets, robotics and 3D printing. Students will design and create parts that can be used in mechanical assemblies such as car engines or a game controller. CAM (computer – aided manufacturing) software is also used, which creates the opportunity for students to have their parts possibly machined.

<table>
<thead>
<tr>
<th>CERTIFICATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto CAD Certification User Exam</td>
<td>$85</td>
</tr>
<tr>
<td>Revit Certification User Exam</td>
<td>$85</td>
</tr>
<tr>
<td>(Users may pay $100 with the option to retake)</td>
<td></td>
</tr>
</tbody>
</table>
Production Pathway
» NIMS Certified Machine Operator (Entry Level) – 510 hours
» NIMS Certified CNC Machine Technician – 1050 hours

Instructor: Steve Hadwin
Contact: 580.224.8292 • Email: shadwin@sotc.edu

The Design & Fabrication career major will take a student to an advanced level of understanding in the field of manufacturing processes currently used in both automated and non-automated industries. Students will start by converting design ideas into working drawings. The CNC/CAM technology manufactures those ideas into products using machining, injection molding, compression molding and composite manufacturing. Students will receive instruction and hands-on experience in Computer Aided Drawing (CAD) using 3D solid modeling, Computer Aided Manufacturing (CAM), basic machining principles, advanced Computerized Numerical Control (CNC) machining principles, metrology, injection molding, blow molding and composite molding. The students will complete comprehensive studies in methods of computerized design, computerized programming, machining (hands on both manual and CNC machining), principles of welding, troubleshooting, and critical thinking practices as they relate to the manufacture of fabricated products.

Maintenance Installation & Repair Pathway
» Mechatronics Technician – 1050 hours
» Mechatronics Technician Assistant – 525 hours

Instructor: Jonny Kirkland
Contact: 580.224.8291 • Email: jkirkland@sotc.edu

This career major will prepare students to become an Automated Systems Technician. These technicians install and operate robotics and related automation while learning the fundamentals of manufacturing. Mechatronics is the combination of mechanical engineering, electronic engineering, computer engineering, software engineering, control engineering and systems design engineering in order to manufacture useful products.

Mechatronics career major will take a student to an advanced level of understanding in pre-engineering as it relates to programming and repair in the field of industrial machine operation. Students will receive instruction and hands-on experience in electricity, electronics, mechanics, hydraulics and pneumatics and robotics. The students will complete comprehensive studies in programming, mechanical power transmission, principles of welding and machining, troubleshooting, and critical thinking practices as they relate to the upkeep, repair, installation and startup of industrial equipment.

CERTIFICATION | FEE
--- | ---
NIMS Membership .................................................. $40
NIMS Measurement, Materials &Safety ....................... $35
NIMS Job Planning, Benchwork & Layout ................. $35
*NIMS CNC Milling: Operations ................................ $35
*NIMS CNC Turning: Operations ............................... $35
*NIMS Manual Milling Skills .................................... $35
*NIMS Turning Operations: Chucking ........................ $35
*NIMS Turning Operations: Between Centers ............... $35
*NIMS Grinding Skills ............................................. $35
*NIMS Drill Press Skills .......................................... $35
*NIMS CNC Milling: Programming & Setup ............... $35
*NIMS CNC Turning: Programming & Setup ............... $35

*Will require Measurement, Materials & Safety + Job Planning, Benchwork and Layout as prerequisites

CERTIFICATION | FEE
--- | ---
Associate Electronics Tech ................................... $0
General Electronics Tech ....................................... $0
Electronics Tech (NOCTI) ........................................ FREE
Electronics (NOCTI) .............................................. FREE
Full-Time Career Majors

Science, Technology, Engineering & Mathematics

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

BioTechnology Academy Pathway (high school students only)

» Introductory BioTechnology – 480 hours
» Advanced BioTechnology – 480 hours

Instructor: Dr. Fiona McAlister
Contact: 580.224.8262 • Email: fmcalister@sotc.edu
Instructor: Janie Herriott
Contact: 580.224.8295 • Email: jherriott@sotc.edu

Do you love “hands-on” science labs? The Biotechnology career pathway provides juniors and seniors in high school with experience in Biotechnology techniques and theory. The Biotechnology Academy prepares them for continuing education in many science degree programs or related fields. Biotechnology covers areas from medicine, agriculture, forensics science, to environmental science. The curriculum allows students to gain high school science and elective credits.

Courses include:
• Survey of Biotechnology
• Biotechnology Lab Techniques (I & II)
• AP Biology
• Advanced Biotechnology Lab Techniques (I & II)
• AP Environmental Science
• Biotechnology Internships & Capstone Projects

Recommendations for this course include an overall GPA of 2.0 or above, successful completion of Algebra I and Biology I, and a love of science!

Math AGE

» Algebra II
» Geometry
» End of Instruction (EOI) Test Reviews
» Math of Finance

Instructor: Kenneth Shade
Contact: 580.224.8374 • Email: kshade@sotc.edu

Students can receive credit for Algebra II, Math of Finance and Geometry from a certified instructor while attending classes at SOTC. With the small class sizes and flexible scheduling, students are sure to excel in their math adventures.

EOI TEST PREPARATION
1. Teaching Testing Techniques
2. Study Strategies for Students
3. Sample Lessons and Practice Tests
4. Curriculum and Software Sources
5. Exhibits and Discussion

Number of Students Earning One Industry Certification or More

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>98</td>
<td>235</td>
<td>348</td>
</tr>
</tbody>
</table>
## Key Practices of Technology Centers That Work

<table>
<thead>
<tr>
<th>Practice Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High Expectations</strong></td>
<td>Motivate more students to meet high expectations by integrating high expectations into classroom practices and giving students frequent feedback.</td>
</tr>
<tr>
<td><strong>Program of Study</strong></td>
<td>Require each student to complete a plan of study leading them to complete a true concentration in an approved sequence of at least four career/technical courses and an upgraded academic core leading to preparation for postsecondary studies and a career.</td>
</tr>
<tr>
<td><strong>Academic Studies</strong></td>
<td>Teach more students the essential concepts of the college-preparatory curriculum by encouraging them to apply academic content and skills to real-world problems and projects within their career/technical studies.</td>
</tr>
<tr>
<td><strong>Career/Technical Studies</strong></td>
<td>Provide more students access to intellectually challenging career/technical studies in high-demand fields that emphasize higher-level mathematics, science, literacy and problem-solving skills needed in the workplace and in further education.</td>
</tr>
<tr>
<td><strong>Work Based Learning</strong></td>
<td>Enable students and their parents to choose from programs that integrate challenging high school career/technical studies and work-based learning and are planned by educators, employers and students.</td>
</tr>
<tr>
<td><strong>Teachers Working Together</strong></td>
<td>Provide cross-disciplinary teams of teachers the time and support to work together to help students succeed in challenging career/technical and academic studies. Integrate reading, writing and speaking as strategies for learning into all parts of the curriculum, and integrate mathematics and science into career/technical classrooms.</td>
</tr>
<tr>
<td><strong>Students Actively Engaged</strong></td>
<td>Engage students in career/technical and academic classrooms in rigorous and challenging assignments using research-based strategies and technology.</td>
</tr>
<tr>
<td><strong>Guidance</strong></td>
<td>Involve students and their parents in a guidance and advisement system that develops positive relationships and ensures completion of a career/technical concentration with an approved sequence of at least four courses and an accelerated program of study. Provide each student with an adult mentor who works with them throughout high school to assist with setting goals, selecting courses, reviewing progress and pursuing appropriate interventions as necessary.</td>
</tr>
<tr>
<td><strong>Extra Help</strong></td>
<td>Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.</td>
</tr>
<tr>
<td><strong>Culture of Continuous Improvement</strong></td>
<td>Use student assessment, program evaluation data, technology center performance reports, program enrollment, retention and placement reports, college remediation reports, student follow-up reports and advisory committee input to continuously improve school culture, organization, management, curriculum and instruction to advance student learning.</td>
</tr>
</tbody>
</table>
Automotive Collision Repair Pathway
» Combination Collision Repair Technician – 975 hours
» Detailing Specialist – 135 hours
» Non-Structural Repair Technician – 465 hours
» Refinishing Technician – 510 hours
» Structural Repair Technician – 765 hours

Instructor: Royce Sanders
Contact: 580.224.8248 • Email: rsanders@sotc.edu

Also referred to as “auto body,” the Automotive Collision Repair pathway requires students to perform work on class projects that require both basic and advanced skills in auto body repair, painting, and refinishing. Students may also develop skills as they learn estimating and repair calculations. This pathway is NATEF certified and students will be able to take the Automotive Service Excellence (ASE)-Student test at the end of the course. The training includes the latest Inter-Industry Conference on Auto Collision Repair (ICAR) training curriculum and technology.

CERTIFICATION FEE
ASE Student Registration & Certification........ $30
• Painting and Refinishing........................................ $0
• Non-Structural Analysis ...................................... $0
• Structural Analysis .............................................. $0
• Mechanical & Electrical Components .............. $0
Above tests included in yearly student fee.

Medium/Heavy Diesel Truck Repair Pathway
» Medium/Heavy Diesel Truck Engine Technician – 510 hours
» Medium/Heavy Diesel Truck Tech. (NATEF Aligned) – 1020 hours

Instructor: Jeff McCathern
Contact: 580.224.8255 • Email: jmccathern@sotc.edu

Do you ever wonder who keeps all those big trucks up and running on I-35? It could very well be students from this career pathway. Students prepare for careers in the diesel service industry through hands-on experience coupled with mechanical theory related to medium and heavy-duty over-the-road trucks.

Areas of study include:
• Diesel engine specialization
• Truck suspension & steering
• Air brakes
• Hydraulic brakes
• Drive train
• Electrical systems
• Preventative maintenance

CERTIFICATION FEE
ASE Student Registration & Certification........ $30
Brakes ........................................................................ $0
Diesel Engines ......................................................... $0
PMI ......................................................................... $0
Electrical/Electronic Systems................................. $0
Above tests included in yearly student fee.

Automotive Service Pathway
» Automotive Maintenance and Light Repair Technician – 525 hours
» Automotive Service Master Technician – 1380 hours
» Automotive Service Technician – 915 hours

Instructor: Scott Webb
Contact: 580.224.8256 • Email: swebb@sotc.edu

Careers relating to the automotive service industry are the focus of this career pathway that was once called “auto mechanics.” The course of study allows advanced students to participate in work-site learning to gain additional work experience. Instruction is meaningful, flexible, and adaptable to the needs of the industry, allowing students to enter the job market with broad, transferable skills. The hands-on practice of working on projects adds to each student’s experience in this rapidly advancing field of automotive technology. The training program is aligned with the updated 2013 NATEF standards.

CERTIFICATION FEE
ASE Student Registration & Certifications......... $30
All additional tests included in yearly student fee.
## College Admission Information

### HIGH SCHOOL CORE CURRICULUM REQUIREMENTS FOR ADMISSION OF FIRST-TIME ENTERING STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>Grammar, composition, literature</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Algebra I, Algebra II, geometry, math analysis, trigonometry, pre-calculus, calculus, statistics</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>3</td>
<td>Biology, chemistry, physics, or any lab science certified by the school district</td>
</tr>
<tr>
<td>History and Citizenship</td>
<td>3</td>
<td>Including 1 unit of American History and 2 units from the subjects of history, government, geography, economics, and/or non-Western culture</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>From any of the subjects above or computer science or foreign language</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Four additional units are also recommended for college preparation: 1 unit of mathematics, 1 unit of laboratory science, and 2 units of speech or fine arts (music, art, or drama). First-time entering students must meet assessment requirements before enrolling in college-level courses. See the State Regents' Assessment Policy for more information.

### ADMISSION STANDARDS 2014-2015

#### FIRST-TIME ENTERING STUDENTS

**Minimum High School Performance Criteria for Admission of First-Time Entering Students**

<table>
<thead>
<tr>
<th>University of Oklahoma</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option 1</strong></td>
</tr>
<tr>
<td><strong>Minimum ACT/SAT</strong></td>
</tr>
<tr>
<td>Resident: 24/1090 AND 3.0 GPA or top 50%</td>
</tr>
<tr>
<td>Nonresident: 26/1170 AND 3.0 GPA or top 50%</td>
</tr>
<tr>
<td><strong>Option 2</strong></td>
</tr>
<tr>
<td><strong>Minimum GPA and Class Rank</strong></td>
</tr>
<tr>
<td>Resident: 3.0 GPA AND top 50%</td>
</tr>
<tr>
<td>Nonresident: 3.5 GPA AND top 25%</td>
</tr>
<tr>
<td><strong>Option 3</strong></td>
</tr>
<tr>
<td><strong>Minimum GPA in the 15-Unit Core</strong></td>
</tr>
<tr>
<td>Resident: 3.0 GPA AND ACT 22 or SAT 1020</td>
</tr>
<tr>
<td>Nonresident: 3.0 GPA AND ACT 22 or SAT 1020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oklahoma State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/1090</td>
</tr>
<tr>
<td>3.0 GPA AND top 25%</td>
</tr>
<tr>
<td>3.0 GPA AND ACT 21 or SAT 980</td>
</tr>
</tbody>
</table>

**Option 4**

- Students who score between current OSU admission standards and the minimum State Regents' standards (22 ACT/1020 SAT or un-weighted high school core curriculum GPA of at least 3.0)
- Cognitive Factors (60 percent)
- Non-Cognitive Factors (40 percent)

<table>
<thead>
<tr>
<th>University of Science and Arts of Oklahoma</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/1090</td>
</tr>
<tr>
<td>3.0 GPA AND top 25%</td>
</tr>
<tr>
<td>3.0 GPA AND ACT 22 or SAT 1020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/940</td>
</tr>
<tr>
<td>2.7 GPA AND top 50%</td>
</tr>
<tr>
<td>2.7 GPA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>No minimum required</td>
</tr>
</tbody>
</table>