Workplace skills - Students need it. Instructors have it. Employers want it.
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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

SOTC is in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.

SOTC is required to report gainful employment information on career majors that are 600 clock hours or greater. For full GE disclosures see our website at https://www.sotc.org/caffeine/uploads/files/GE%20disclosures%202011_12.pdf

Hearing impaired individuals requesting accommodations or assistance please fax or email FAX (580) 224-9441, or dfisher@sotc.edu.
Workplace Skills . . .

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

Career information at your finger tips! Would it be nice to find a job doing the things you like to do? Imagine getting paid for doing what you probably would do anyway. You would have less stress and most likely more success in your endeavors. OKCIS is designed to help you get started. OKCIS provides a comprehensive overview of work and educational opportunities from high school through college. Take the IDEAS assessment and let us help you find the skills training you need to accomplish your goals.

• Website: www.okcis.intocareers.org
• Enter the User name: sotc
• and the Password: okcis574
• Go to “Create My Portfolio” on the top right of the screen and click again on “Create My Portfolio.” After you have set up your portfolio, you can save your data.
• Click on the ASSESSMENT TAB and under the heading, “How do my interests relate to occupations?” Click on IDEAS. Save your results so you can access them via the internet from anywhere.

Enrollment Information

Jayne Huffman, Assistant Superintendent • jhuffman@sotc.edu .......................................................... 224.8222
Dianna Fisher, Student Services Director • dfisher@sotc.edu .......................................................... 224.8263
Darla Buck, Marketing • dbuck@sotc.edu .......................................................... 224.8206
Sandy Chambers, Academic Enhancement Instructor/Communications • schambers@sotc.edu .......................................................... 224.8271
Arlene 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 Specialist • tdowns@sotc.edu .......................................................... 224.8235
Lyndsey Wallace, Assessment Specialist • lwallace@sotc.edu .......................................................... 224.8202

Enrollment Checklist

High school students residing in the following school districts may attend full-time day career majors free of charge. SOTC’s in-district service area includes 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.
» Submit this application to your counselor.
» Counselor completes the counselor portion and encloses documentation:
  • Transcript
  • Cumulative Attendance Report
  • Academic Assessments (PLAN, ACT, EOI, etc.)
  • Career Interest Assessments (PLAN, EXPLORE, IDEAS from OKCIS, etc.)
• See page 2 for adult application process.

If you have PLAN scores of at least 15, ACT scores of at least 19, or a 2.5 GPA or better, you may be able to get more than just quality hands-on education and experience. You may also qualify to start a college transcript. Ask your interviewer how.

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

» SOTC staff will interview you to discuss your application.
» Notification of acceptance into an SOTC Career Major will be given to your counselor.
» Over the summer, accepted applicants will be sent enrollment information.

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

Contact us—we want to help you!
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>
</tr>
</thead>
<tbody>
<tr>
<td># of hours in Career Major</td>
<td>$2 per hour</td>
<td>$4 per hour</td>
<td>$8 per hour</td>
</tr>
</tbody>
</table>

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

**Dental Hygiene Tuition:** As 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)

**Student Liability Insurance—Health Program Only** ............... $20

**Postsecondary Students Only:**

Average books, supplies, fees for most programs ................. $300
Average books, supplies, fees for LPN ............................... $2,000
Average books, supplies, fees for Cosmetology ........................ $526

**PAYMENT OPTIONS**

a. Cash, check, or credit card  
b. Verification of Financial Aid  
   (Pell Grant, scholarships, other aid)  
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  
• Meet Satisfactory Academic Progress (SAP) according to SOTC Policy

**Enrollment Information**

**Career Majors are offered at these times:**

**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 through Friday

**Adult student application process:**

» Complete financial aid application. (For electronic filing, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). SOTC’s school code number is 010342. For information or assistance, call the Financial Aid Coordinator at 224. 8235.)

» Must 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.)

» If assessment is required, bring High School Transcript, Diploma or GED certificate, drivers license or picture ID and verification of address to Assessment Assistant.

» 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 15 days (acceptance, waiting list, or referral). If not received, contact Registrar at 224.8204.

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

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/caffeine/uploads/files/GE%20disclosures%2011_12.pdf](https://www.sotc.edu/caffeine/uploads/files/GE%20disclosures%2011_12.pdf)
College Alliance Partnerships

Cooperative Alliance Partnerships allow students to enroll in qualifying programs and meet the requirements to earn college credits. The credits earned may be used toward an Associate in Applied Science degree (A.A.S.) at Murray State College or OSU-Institute of Technology-Okmulgee. Credit hours listed are the maximum and will be determined by the individual student’s progress.

Co-enrolling while at Southern Tech can help students save money, reduce college time, and get started in a good job and satisfying career.

To co-enroll, be sure to complete the Cooperative Alliance Enrollment form each semester you are enrolled.

SOTC students enrolled in certain career pathways may be admitted as a dual enrollment student to Murray State College or Oklahoma State University – Institute of Technology, Okmulgee. Course credit is applied toward specific Associate of Applied Science degrees. To enroll, high school students must meet these minimum college entrance requirements: ACT score of 19, or ACT PLAN score of 15, or high school GPA of 2.5 and complete required enrollment forms for the college credit each semester.

<table>
<thead>
<tr>
<th>TC CAREER PATHWAY AND CAREER MAJOR</th>
<th>NUMBER OF HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Program or Degree Name</td>
<td>Murray State College, Tishomingo</td>
</tr>
<tr>
<td>Administrative &amp; Information Support – Medical Office Assist., Medical Insurance Coder, Medical Transcriptionist &amp; Administrative Medical Asst.</td>
<td>Up to 42</td>
</tr>
<tr>
<td>Automotive Collision Repair – Structural and Non-Structural Repair, Refinishing Tech, Detailing Specialist, Combination Collision Repair</td>
<td>Up to 5</td>
</tr>
<tr>
<td>Automotive Service - Automotive Maintenance &amp; Light Repair, Auto Service Tech &amp; Master Tech</td>
<td>Up to 5</td>
</tr>
<tr>
<td>Construction/Maintenance/Operations – Entry &amp; Advanced Frame Carpenter, Cabinetmaking, Finish Carpentry &amp; Cabinetmaking, Entry Level and Lead Carpenter</td>
<td>Up to 13</td>
</tr>
<tr>
<td>Construction/Maintenance/Operations - Residential Air Conditioning and Refrigeration (HVAC) –Technical &amp; Installer</td>
<td>Up to 22</td>
</tr>
<tr>
<td>Design/Pre-Construction/Mfg. Production – CAD Basic Architectural Drafter, CAD Technical Architecture, CAD Design Architectural and Mechanical Specialist, Drafter &amp; Technician</td>
<td>Up to 6</td>
</tr>
<tr>
<td>Therapeutic Services-Health Academy-Basic Medical Asst. (15) and Nursing Assisting (15)</td>
<td>Up to 15</td>
</tr>
<tr>
<td>Welding and Metal Fabrication - Combination Welder, SMAW &amp; GMAW Structural Welder</td>
<td>Up to 37</td>
</tr>
<tr>
<td>Web &amp; Digital Communications-Digital Video Technician</td>
<td>Up to 9</td>
</tr>
<tr>
<td>Computer Information Systems/Webmaster</td>
<td>Up to 32</td>
</tr>
<tr>
<td>Computer Information Systems-Network Security Professional &amp; Network System Tech.</td>
<td>Up to 33</td>
</tr>
<tr>
<td>Mechatronics-Mechatronics Technician &amp; Assistant</td>
<td>Up to 34</td>
</tr>
<tr>
<td>Design &amp; Fabrication-NIMS Certified Machine Operator/Technician</td>
<td>Up to 31</td>
</tr>
<tr>
<td>Graphic Design-Graphic Designer, Graphic Designer II</td>
<td>Up to 32</td>
</tr>
<tr>
<td>Personal Care Services-Cosmetologist Public</td>
<td>Up to 3</td>
</tr>
</tbody>
</table>

This document is intended to be for information purposes. Cooperative agreements are currently in a progressive state where changes are expected. *Logo used with permission of Murray State College, One Murray Drive, Tishomingo, OK. **Logo used with permission of OSU Institute of Technology-Okmulgee.
Full-Time Career Majors

Construction Pathway
» Residential HVAC Installer – 465 hours

Maintenance/Operations Pathway
» Residential HVAC Technician – 1050 hours

Instructor: Brent Riner
Contact: 580.224.8243 • Email: briner@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.

PASS PROGRAM: DROPOUT RECOVERY
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 580-223-8203, email: jhayes@sotc.edu.

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.

CERTIFICATION FEE
Freon ................................................................. $15
Apprenticeship .............................................. $25
OSHA Safety ................................................ $18
CPR/First Aid ................................................ $2

CERTIFICATION                                                  FEE
Core ........................................................................ -0-
Carpentry National Cert. National Data.....-0-
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

Have you ever thought about becoming an architect? Perhaps you see yourself as an interior designer who creates beautiful spaces. In this course, students use the same computer software that professionals use. The course is designed to present students the ergonomics of the workplace, basic drafting, professional development, creation of a professional portfolio, and the fundamentals of computer software.

The computer software is meant to assist students in their goals of becoming a designer in just about any field—from stage design to architectural engineering. Students with an interest in drawing/sketching, math, working with computers, and hands-on experience would benefit from this career major. The course equips students with knowledge and skills to perform in professional workforce settings specializing in architecture.

Certification Fee

<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>
</tbody>
</table>

(Users may pay $100 with the option to retake)

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.

In-district, call toll free
1-800-989-4599
www.sotc.edu

Career Clusters connect today’s preparation to tomorrow’s careers.
Learners are better prepared for career success when they can relate their educational experiences to their future goals and aspirations.

» Today’s jobs take a different type of training than in the past; therefore, a different type of instruction is needed.
» Career Clusters keep instruction relevant.
» Career Clusters provide options for the emerging workforce.

For more information about Career Clusters, visit:
www.okcareertech.edu/okcareerclusters
Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

**Performing 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 a message 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.

**Southern Regional Education Board**

**Key Practices of Technology Centers That Work**

- **High expectations:** Motivate more students to meet high expectations by integrating high expectations into classroom practices and giving students frequent feedback.
- **Program of study:** 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.
- **Academic studies:** 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.
- **Career/technical studies:** 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.
- **Work-based learning:** 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.
- **Teachers working together:** 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.
- **Students actively engaged:** Engage students in career/technical and academic classrooms in rigorous and challenging assignments using research-based strategies and technology.
- **Guidance:** 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.
- **Extra help:** Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.
- **Culture of continuous improvement:** 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.
Full-Time Career Majors

Business Management and Administration

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

» Administrative Medical Assistant - 1200 hours
» Medical Office Assistant - 900 hours
» Medical Insurance Coder - 1080 hours
» Medical Office Receptionist - 480 hours

Instructor: Cindy Adams
Contact: 580.224.8211

Administrative and Information Support Pathway

Email: cadams@sotc.edu
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 by area medical facilities.

No Blood. No Guts. Just Patients!

Certification Fee

<table>
<thead>
<tr>
<th>Certification</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brainbench Certifications</td>
<td>$0</td>
</tr>
<tr>
<td>Certified Coding Specialist</td>
<td>$260</td>
</tr>
<tr>
<td>NHA Certified Medical Adm. Asst.</td>
<td>$105</td>
</tr>
<tr>
<td>Microsoft Office (each area)</td>
<td>$95</td>
</tr>
<tr>
<td>Areas: Word, Excel, PowerPoint</td>
<td></td>
</tr>
</tbody>
</table>

Work Keys Certificates

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 a student reaches a qualifying level on the WorkKeys exam they can receive their Career Readiness Certificate (CRC). The CRC is known nationwide (35 states) as a system for certifying the basic skills necessary for success in typical jobs.
Full-Time Career Majors

Therapeutic Services Pathway

» Therapy Technician - 945 hours

Instructor: Daniel Oyler
Contact: 580.224.8230 • Email: doyler@sotc.edu

Therapy Technician is a full-year program and is for students interested in athletic training, physical therapy, fitness, 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, 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.

CERTIFICATION FEE
Long-Term Care Certification ................... $40

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, and support services.

Students who are interested in pursuing a career in any health field are encouraged to enroll in the career major appropriate for meeting their career goal!

SOTC’s career majors will provide interested students with the knowledge and training for entry-level skills in a variety of health industry positions. The certifications will provide college-bound students with the foundations necessary to enter into degree plans with advanced standing at most area colleges and universities.

Cooperative Alliance

College credit now, degree tomorrow.
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: Must have Nursing Assistant

Instructor: Robin Waters  
Contact: 580.224.8219 • Email: rwaters@sotc.edu

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: bjohnston@sotc.edu
Melisa Verdin, 580.224.8224 • Email: mverdin@sotc.edu
Susie Morales, 580.224.8239 • Email: smoralesl@sotc.edu
Deana Stephens, 580.224.8269 • Email: dcstephens@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 and 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).

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 of 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.

Certification Fee

<table>
<thead>
<tr>
<th>Certification</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCMA</td>
<td>$90</td>
</tr>
<tr>
<td>CPT</td>
<td>$90</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 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 by area medical facilities.
Full-Time Career Majors

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

**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:** Krystal 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 of 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 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.

**CERTIFICATION**  |  **FEE**  
--- | ---  
State Board Exam | $35  
State License | $25

**OLD**  |  **NEW**
--- | ---  
**Vocational Education** | **Career and Technical Education**
For a few students | For all students
For a few “jobs” | For all “careers”
6-8 “program areas” | 16 clusters—81 pathways
In lieu of academics | Aligns/supports academics
High school focused | High school and college partnerships

Source for both charts: Future trends 4th Annual Conference for Counselors, February 20, 2007

**Math AGE**

- Algebra II
- Geometry
- End of Instruction (EOI) Test Reviews

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

Students can receive credit for Algebra II 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

**Transition through High School . . .**

<table>
<thead>
<tr>
<th>Grade</th>
<th>9th Grade</th>
<th>Graduate High School</th>
<th>Start College</th>
<th>Sophomore</th>
<th>Graduate from College</th>
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</thead>
<tbody>
<tr>
<td>100</td>
<td>74.7</td>
<td>44.2</td>
<td>25.5</td>
<td>16.7</td>
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</table>

Source: The National Center for Higher Education Management Systems-2006
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: Jerry Henderson
Contact: 580.224.8227 • Email: jhenderson@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 10 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 Adobe Master Collection CS4 and Microsoft Expression Studio) Portfolio’s 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 Wiki’s.

Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

Web and Digital Communications Pathway

» Digital Video Producer – 960 hours
» Digital Video Production Asst. – 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 soundboards, 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, PSA’s, Theme Videos, Music Videos, Live Action Events; Broadcasts, Short Films as well as industry projects for clients.

CERTIFICATION FEE
Adobe Certified Associate.......................... $80
MS Certified Technologist Specialist ... $125
Full-Time Career Majors

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 out 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

Have you ever thought about becoming an engineer? Or perhaps you see yourself as an inventor who designs something to help people in everyday life. In this course, students use the same computer software that professionals use. The course is designed to introduce students to the ergonomics of the workplace, basic drafting, professional development, creation of a professional portfolio, and the fundamentals of computer software.

The computer software is meant to assist students in their goals of becoming a design engineer in just about any field—from electrical technician to manufacturing engineer. Students with an interest in drawing/sketching, math, working with computers, and hands-on experience would benefit from this career major. The course equips students with knowledge and skills to perform in basic, professional workforce settings. This course specializes in manufacturing engineering—which can lead to many other careers.

CERTIFICATION FEE
Auto CAD Certification User Exam ................... $85
Revit Certification User Exam ......................... $85
(Users may pay $100 with the option to retake)
Full-Time Career Majors

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. They will receive instruction and hands-on experience in Computed 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 the use, programming and repair in the field of industrial machinery 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

<table>
<thead>
<tr>
<th>Certification</th>
<th>Fee</th>
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<tbody>
<tr>
<td>NIMS Membership</td>
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<tr>
<td>NIMS Measurement, Materials &amp;Safety</td>
<td>$35</td>
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<tr>
<td>NIMS Job Planning, Benchwork &amp; Layout</td>
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<tr>
<td>*NIMS CNC Milling: Operations</td>
<td>$35</td>
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<tr>
<td>*NIMS CNC Turning: Operations</td>
<td>$35</td>
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<tr>
<td>*NIMS Manual Milling Skills</td>
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<tr>
<td>*NIMS Turning Operations: Chucking</td>
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<td>*NIMS Turning Operations: Between Centers</td>
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<td>*NIMS Grinding Skills</td>
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<tr>
<td>*NIMS Drill Press Skills</td>
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<tr>
<td>*NIMS CNC Milling: Programming &amp; Setup</td>
<td>$35</td>
</tr>
<tr>
<td>*NIMS CNC Turning: Programming &amp; Setup</td>
<td>$35</td>
</tr>
<tr>
<td>*Will require Measurement, Materials &amp; Safety + Job Planning, Benchwork and Layout as prerequisites</td>
<td></td>
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CERTIFICATION FEE

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<td>Associate Electronics Tech</td>
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<td>General Electronics Tech</td>
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<tr>
<td>Electronics (NOCTI)</td>
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</tr>
</tbody>
</table>
Full-Time Career Majors

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 real experience in Biotechnology techniques and theory and prepares them for continuing education in science degree programs or related fields. Biotechnology covers areas from medicine, agriculture, forensics science to environmental science. Curriculum includes:

- Survey of Biotechnology
- Standard Biotechnology Lab Procedures (I &II)
- AP Biology
- Advanced Biotechnology 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!

Oklahoma School of Science and Mathematics (OSSM)

- AP Calculus BC
- AP Physics C: Mechanics
- AP Physics C: Electricity and Magnetism

OSSM Professor: Wes Reddish
Contact: 580.224.8212 • Email: wreddish@sotc.edu

If you are a strong math and science student and you like to be challenged to advance your skills, you may be interested in the Oklahoma School of Science and Math’s (OSSM) regional site in Ardmore on the SOTC campus. Area high school juniors and seniors who are talented in math and science may be suitable for advanced educational opportunities while living at home and maintaining their local high school affiliation and extracurricular participation. The Ardmore Regional Center is a collaborative effort between OSSM, high schools within the Southern Oklahoma Technology Center’s district, and SOTC.

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 you with the admissions process and financial aid and train you 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.
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.

This pathway is Automotive Service Excellence (ASE) certified and includes the latest Inter-Industry Conference on Auto Collision Repair (ICAR) training curriculum and technology. ASE National Auto Body Certification Tests are administered twice each year on campus.

Automotive Service Pathway

» Automotive Maintenance and Light Repair Tech – 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.

Cooperative Alliance

College credit now, degree tomorrow.

Medium/Heavy Diesel Truck Repair Pathway

» Medium/Heavy Diesel Prevent. Maintenance Tech. – 300 hours
» 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.

CERTIFICATION FEE

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

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water, and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

Certification FEE

ASE Student Registration & Certification.............$30
Brakes .................................................................$0
Diesel Engines ..................................................$0
PMI ........................................................................$0
Electrical/Electronic Systems.............................$0
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Above tests included in yearly student fee.
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, 580.224.8218
Email: jphipps@sotc.edu

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Email: jphipps@sotc.edu

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.
### ADMISSION STANDARDS 2014-2015

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

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

| Oklahoma State University | 24/1090 | 3.0 GPA AND top 33% | 3.0 GPA AND ACT 21 or SAT 980 |

**Option 4**

- ACT/SAT or High School GPA plus Cognitive Factors and Non-Cognitive Factors
  - 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)

| University of Science and Arts of Oklahoma | 24/1090 | 3.0 GPA AND top 25% | 3.0 GPA AND ACT 22 or SAT 1020 |
| Regional Universities | 20/940 | 2.7 GPA AND top 50% | 2.7 GPA |
| Community Colleges | No minimum required |