

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

# Fall Catalog 2011-12

Full-Time Career Majors

SIDE **B**



# Next Step Scholarship

Eastern Oklahoma County Technology Center



# SO WHAT NOW?

When graduating from high school you will finally experience the opportunity to make decisions that will impact your future directly. Will you pursue college? Will you seek full-time employment? Will you be able to live independently? Will you continue to live with your parents? The options are limitless.

Eastern Oklahoma County Technology Center can assist with your decisions. The NEXT STEP SCHOLARSHIP allows eligible students to attend career programs at no cost...FREE. The skills you will learn and the knowledge gained will better prepare you to enter the work force or continue your education at a college or university. You can even earn college credit in many of the courses EOC Tech offers!

## HOW DOES IT WORK?

Free tuition can be a reality. EOC Tech's NEXT STEP SCHOLARSHIP waives the tuition for our career majors/classes. Scholarship recipients only pay for additional books, tools, or uniforms if needed for the career major.

## WHO IS ELIGIBLE?

Many students qualify. The NEXT STEP SCHOLARSHIP is designed for high school seniors who have demonstrated an ability to succeed by maintaining good grades, a good school attendance record and who have not yet completed an EOC Tech career major.

## HOW DO I APPLY?

The process is simple. Visit with an EOC Tech Student Services Representative about your career plans and career major interests. Complete the NEXT STEP SCHOLARSHIP application and turn it in to a Student Services Representative. Complete the EOC Tech Career Assessment Process and enrollment form. It's that simple.



**EOC TECH**  
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# General Information

Please refer to the Full-Time Career Majors catalog and Student Handbook for more detailed information. These publications may be obtained from Student Services or visit [www.eoctech.edu](http://www.eoctech.edu).

## CLASS TIMES

### Full-Time (FT)

8:20 AM - 2:35 PM, Mon-Fri

### Half-Time AM (HT)

8:20 AM - 11 AM, Mon-Fri

### Half-Time PM (HT)

12:05 - 2:35 PM, Mon-Fri

### 85 minute (11th & 12th)

**2nd:** 9:30 AM - 11 AM, Mon-Fri

**3rd:** 11:55 AM - 1:10 PM, Mon-Fri

**4th:** 1:25 PM - 2:35 PM, Mon-Fri

### Explore (10th)

**CHS:** 9:30 AM - 11 AM, Mon-Fri

**HHS:** 1:20 PM - 2:35 PM, Mon/Wed/Fri

**HHS:** 1:20 PM - 2:35 PM, Tue/Thu/Fri

**JHS:** 11:55 AM - 1:15 PM, Mon-Fri

**LHS:** 11:55 AM - 1:15 PM, Mon-Fri

## ADMISSION/ENTRANCE REQUIREMENTS - High School

### HIGH SCHOOL STUDENTS

#### Entrance Requirements

Contact your high school counselor about enrollment at EOC Tech. Juniors and Seniors from Choctaw, Harrah, Jones or Luther schools may enroll during regular high school enrollment periods and receive credit toward their high school diploma. Students may choose from AM, PM or 85 minute class periods. There is no tuition charge for high school students.

#### Admission Procedures

- Talk to counselor at your school
- Complete enrollment forms with either sending school or EOC Tech counselor
- (Optional) Complete a vocational assessment prior to enrollment

### HOME SCHOOL STUDENTS

#### Entrance Requirements

Students being home-schooled or attending private school must be at least age 16 to enroll at EOC Tech in the AM or PM and are classified as a secondary or 85 minute students.

### Admission Procedures

- Complete enrollment application with EOC Counselor/ Career Advisor or Student Services Coordinator
- Provide sufficient evidence of participation in a home school situation and meet the following:
  1. Residence/Tuition Agreement - An applicant residing in the district of EOC Tech is not charged tuition for the duration of that residency. An applicant residing out-of-district may be accepted pending career major availability, **and may be required to pay tuition**
  2. Be at least sixteen years of age on or before Nov. 1 the year of entrance
  3. Provide a current copy of immunization record prior to attendance in class
  4. Meet the prerequisites established for the program which entrance is requested
  5. Transcript of Course of Study Requirement
    - Must present a valid transcript; or
    - Present a written curriculum outline for the course of study provided to the individual two years prior to application for admissions or duration of home-schooled time, if less than two years. Present a report of midterm and/or final test scores for the course of study which must include formal class hours per week in which the applicant has participated
  6. Standardized Test Requirements - Must have been administered within the last three years
    - Applicant must provide results from a nationally recognized standardized assessment
    - Other assessments may be considered
    - Assessment at EOC Tech may be arranged upon request for both aptitude and academic achievement
- Transportation is the responsibility of the individual and must be in compliance with established guidelines and policies of EOC Tech

## ADMISSION/ENTRANCE REQUIREMENTS - Adults

### ADULT STUDENTS

Adult students interested in enrolling at EOC Tech should contact Student Services to discuss career major information and to schedule an appointment for assessment testing.

#### Entrance Requirements

There are 3 primary requirements for admission to EOC Tech: assessment testing, payment of tuition and program availability.

#### Admission Procedures

Adult students enrolling at EOC Tech must contact a Student Services Advisor to discuss program availability and career advisement.

## Steps to Enroll

- Schedule appointment with Student Services Secretary
- Provide copy of High School Diploma or GED
- Pell applicants are required to provide a copy of their high school diploma, or high school transcript, which shows date of graduation, GED or achieve the minimum level of scores on the COMPASS. Effective July 1, 2011, students who can provide a college transcript with at least 6 credit hours meet the "Ability to Benefit" requirements, as required by federal regulations
- Take recommended assessments in the Academic Center
- Complete Adult Student Information form
- Decide on Career Major (based on availability) and enrollment status, i.e. full-time or half-time
- Pay tuition, provide documentation from funding agency or arrange financial aid with the Financial Aid Coordinator
- Provide evidence of all previous education and/or training. All previous education and/or training is evaluated and given credit when appropriate

Students who pre-enroll for the fall semester receive a letter about Orientation and the first day of classes.

Students no longer enrolled or attending high school must be at least 16 years of age and have the permission of their parent/guardian to enroll as an adult student. A signed consent from the high school principal of the school district in which they reside is also required. However, the student is not eligible for financial aid from EOC Tech.

## ASSESSMENT

Adult students are required to take an assessment test prior to admission. Students are given the Test for Adult Basic Education (TABE). The TABE measures academics of reading, math, language, and spelling. COMPASS testing is also available.

If an adult student does not have a high school credential and wants to receive the Pell Grant, the student is required to take the COMPASS and achieve the minimum level scores as determined by the U.S. Department of Education in order to be eligible. Effective July 1, 2011, students who can provide a college transcript with at least 6 credit hours meet the "Ability to Benefit" requirements as required by federal regulations.

## CAREER MAJOR TUITION & OTHER COSTS

There are no career major costs for secondary or home school students who reside in the EOC district. Secondary, home school, and private school students who do not reside in the EOC Tech district may be charged for career major costs. Adult students are responsible for career major costs through self-pay, financial aid, EOC Next Step Scholarship, and/or outside agencies. For all career majors (except EMT and FAC\*), students will be charged \$1 per clock hour depending upon the length of their career major. Students may make payments upon approval by the Student Services Coordinator. A payment schedule will be determined at time of admission. Failure to comply with the payment schedule may result in withdrawal from the career major.

Students usually enroll in one career major at a time. Once a student completes all coursework within a career major, they may continue in a new career major. However, students must see a career advisor to be enrolled in subsequent career majors in order to determine advanced standing for courses

already completed and additional tuition that may be owed at that time. Students needing more time to complete their career major may be charged an additional tuition charge of \$1 per clock hour for the extra time added.

Effective, July 1, 2011, Pell Grant students will be granted an "extension of credit" after the Financial Aid Coordinator has received a valid Free Application for Federal Student Aid (FAFSA) from a student who is enrolled in a Pell-eligible career major. A valid FAFSA means that the student has satisfactorily completed the verification process and any conflicting information has been resolved as determined by the Financial Aid Coordinator. Career major costs will be charged to students' accounts. Payments for these charges will automatically be deducted from students' Pell Grant disbursement checks until all career major costs have been paid in full. Any remaining Pell Grant amounts will be disbursed to the students as described in their Award Letters. Students who qualify for a partial Pell Grant that doesn't cover the career major costs will be required to pay the difference by the first day of class, unless payments are approved by the Student Services Coordinator at the time of admission.

Students receiving tuition assistance from an outside agency will be allowed to defer payment of career major charges upon receipt by the Student Services Coordinator of an authorization letter and/or contract from that agency.

## Other Costs

Depending on the career major, required books, supplies and tools are included in the price of tuition and remain the property of EOC Tech. Students are responsible for the care of all school-owned property assigned to them. All students may be required to pay for replacements if items are lost or stolen.

EOC Tech does not offer housing or board for its students. All students live off-campus and commute. Transportation on an EOC Tech bus is available from each of the four district high schools for secondary students. Adult students may be allowed to ride the EOC Tech bus with approval from the sending school principal, and will be expected to conform to the standards and regulations established for the general welfare and safety of all students.

*\*Special tuition pricing with additional books/supplies for EMT Basic, EMT Intermediate, EMT Paramedic, FAC Basic, FAC Intermediate and FAC Fire Portion career majors.*

## FINANCIAL AID

### Pell Grant

The Pell Grant is a federally funded program which provides aid to post-secondary students seeking a certificate in an eligible career major at EOC Tech. Students must enroll in an approved career major with 600 or more clock hours to be eligible. Federal student loans are not available through EOC Tech.

Pell Grants are restricted to students who have not earned a bachelor's degree or beyond. Eligibility is based on financial need as defined by the U.S. Department of Education. These grants do not have to be repaid as long as a student doesn't withdraw "too early", according to federal regulations.

### Completing the Free Application for Federal Student Aid (FAFSA)

Students interested in applying for the Pell Grant must complete the FAFSA.

## General Information

- Request a PIN at [www.pin.gov](http://www.pin.gov)
- Parent/Guardian may be required to request a PIN as well
- Utilize the FAFSA Worksheet in order to gather all pertinent information found at [www.fafsa.gov](http://www.fafsa.gov)
- Electronic processing takes approx. 1 week
- Paper FAFSAs are no longer available at EOC Tech
- EOC Tech's Federal School Code - 015861

## Student Dependency Status

Students are asked to answer "yes" or "no" to any of 13 statements that apply. If a student is able to answer "yes" to one or more of the statements, he/she is considered "independent" for financial aid purposes and is not required to include parents' income. If a student answers "no" to every statement, he/she is considered "dependent" and must include parents' income, regardless if student lives apart from parents, and/or if parents no longer claim the student on their federal income tax form. The Financial Aid Coordinator may request supporting documentation for "yes" answers.

## Oklahoma Tuition Aid Grant (OTAG)

Application for this state grant is automatic upon completion of the FAFSA. Certain data elements from the FAFSA are sent to the OTAG program. Students must have a FAFSA submitted by April 1, 2011 (date subject to change) and have an EFC of 1,700 or lower in order to be eligible for this grant for the 2011-12 school year. This state grant is awarded on a first come, first served basis.

## Otha Grimes Memorial Scholarships

The Otha Grimes Memorial Scholarship is awarded by the Oklahoma CareerTech Foundation. The Foundation determines the number of scholarships and the dollar amounts awarded. The number of scholarships awarded varies every term along with the dollar amounts. Applications are given to students with documented need, i.e. FAFSA, as determined by the Financial Aid Coordinator. Students may receive this scholarship once from EOC Tech.

## EOC Next Step Scholarships

Tuition waivers, known as EOC Next Step Scholarships, may be awarded to qualified high school graduates from Choctaw, Harrah, Luther or Jones High Schools. Students should contact the Student Services Coordinator for an application and for more information.

## Veterans Educational Benefit Program

Many full-time career majors are eligible for the following VA Education Benefit programs:

- Montgomery GI Bill: Active Duty - Chapter 30
- Dependents Educational Assistance - Chapter 35
- Montgomery GI Bill: Selected Reserve - Chapter 1606
- Reserve Educational Assistance Program - Chapter 1607

The veteran student who hasn't received VA Educational benefits needs to complete the application for benefits online at [www.gibill2.va.gov](http://www.gibill2.va.gov). The RPO in Muskogee determines VA program eligibility.

The veteran student who qualifies only under the Post 9/11 GI Bill (Chapter 33) is eligible to receive education benefits as of October 1, 2011. Implementation of these regulations at technology centers is still being determined by Veterans Administration, as of the date of this publication.

## Oklahoma National Guard Tuition Waiver

EOC Tech will approve a tuition waiver for members of the Oklahoma National Guard who are enrolled in our full-time career majors (*not including EMT Basic, EMT Intermediate, EMT Paramedic, FAC-Basic, FAC-Intermediate or FAC Fire Portion*), either on a full-time or half-time basis, when enrollments are available. These programs may be found on pages 7-20 B of this brochure or at [eoctech.edu/class\\_offerings.html](http://eoctech.edu/class_offerings.html).

## Outside Agencies Who Offer Financial Assistance

Additional financial assistance may be available from area programs such as Workforce Investment Act (WIA), DRS Vocational Rehabilitation (Voc-Rehab), and the Bureau of Indian Affairs. Contact these organizations for more information and how to apply for benefits.

## Contact Information - 390.9591

- Financial Aid Coordinator - ext. 278
- Student Services Coordinator - ext. 244  
For information about career majors and enrollment
- Academic Center Assessment Assistant - ext. 249  
To schedule appointment to take assessment tests (COMPASS/TABE)
- Student Services Secretary - ext. 279  
Adult Career Development Secretary - ext. 269  
For Consumer Information requests

Contact the Federal Student Aid Information Center at 1.800.433.3243 for general student aid information.

## STUDENT SERVICES

Navigating through the educational process can present both challenges and opportunities. EOC Tech's Student Services staff are committed to helping students achieve their educational and career goals. Students are invited to visit the Student Services office at any time. Our goal is to assist the student and make their educational experience at EOC Tech enjoyable.

## REGISTRAR

The Registrar's Office issues enrollment confirmation letters, unofficial transcripts, official transcripts and certificates. There is no charge for these documents. Students must request these documents by completing the appropriate form described below. These documents may require time for records to be researched and verified; students should allow 5 business days for requests to be processed.

## Request for Enrollment Confirmation/Transcript/Certificate

- **Enrollment Confirmation**  
Enrollment status, tuition costs and scheduled class times can be verified by letter. The letter is addressed and mailed to the business and/or agency requesting the information. A copy of the letter is sent to the student/parent upon request
- **Unofficial Transcript**  
Completed course names/grades printed on EOC Tech letterhead without Registrar's signature
- **Official Transcript**  
Completed course names/grades printed on official paper with Registrar's signature

- **Certificates**  
**Issued based on the following:**
  1. **Career Major Completer**  
Every course is completed with course grade within the career major
  2. **Course Concentrator**  
At least 360 hours or more completed with course grade within the career major
  3. **Course Completer**  
At least one course, but less than 360 hours is completed with course grade within the career major

Information will not be released if the student has outstanding financial obligations to EOC Tech. Official transcripts cannot be faxed due to the security paper safeguards of the official transcript paper. Please contact the Registrar's office for more information.

### COOPERATIVE ALLIANCE PROGRAM

College credit is available to students enrolled in specific EOC Tech classes. Representatives visit classes each semester to provide instruction for enrollment. Co-enrolling for college credit at EOC Tech may result in less time spent in college and expenses. Students may apply credit toward an Associate in Applied Science (AAS) degree at the colleges listed below. Individual student's credit hours earned may vary.

Students must complete the required documents and co-enroll with the college granting the credit. Students must submit forms to EOC Tech's Prep Coordinator before college-set deadlines in order to be eligible for college credit each semester. If, for any reason, the student does not submit the required documents to co-enroll within the deadlines, college credit through the Cooperative Alliance is longer available for that semester.

No tuition is owed for the Cooperative Alliance Program credits. However, students are responsible for paying an administrative fee of \$8 per credit hour to the college. Students are billed directly from the college. Administrative fee waivers are available for students who qualify. Students receiving college credit must contact the 2-year school for a transcript which reflects college credit hours earned while attending EOC Tech. The EOC Tech Registrar cannot transcript credit hours earned.

### Cooperative Agreements Between EOC Tech and 2-Year Colleges

#### Rose State College

- Accounting & Administrative Services
- Air Conditioning & Refrigeration
- Automotive Service Technology
- Computer Repair/Networking
- Early Care & Education
- EMS (Emergency Medical Services)
- Graphic Arts
- Welding

#### OSU-OKC

- Emergency Medical Services - Municipal Fire Protection
- Municipal Fire Protection

#### OSU-IT (Okmulgee)

- Accounting & Financial Services

- Automotive Service Technology
- Construction Trades
- Digital Media
- Electrical Trades
- Web Page Services

#### Redlands Community College

- Fire Academy Core

Contact the Tech Prep Coordinator for more information.

## Student Services Staff - 390.9591

Director of Educational & Student Services	ext. 259
Student Services Coordinator, Adult Student Advisor	ext. 244
Special Needs Coordinator/School Counselor, High School (HS) Student Advisor	ext. 247
Tech Prep Coordinator, HS Student Advisor	ext. 240
Financial Aid Coordinator/Registrar	ext. 278
Math Specialist	ext. 256
Communications Specialist	ext. 265
Transition Specialist	ext. 250
Explore Program Coordinator	ext. 241
Academic Center Coordinator	ext. 248
Assessment Specialist	ext. 249
Student Services Secretary	ext. 279
Adult Career Development Secretary	ext. 269

### EXPLORE PROGRAM

These programs are electives for high school students only. High school students interested in these programs should contact their high school counselor and Student Services at EOC Tech. Students must have an enrollment form on file with EOC Tech.

#### Grade 10 - 1st, 2nd, 3rd, 4th Quarters

*PREREQUISITES: None*

Students receive orientation to the CareerTech and college connection, career assessment, general safety, and technical math and communications. After orientation students choose three classes from the following four clusters/pathways.

#### CLASS SCHEDULE

**CHS Sophomores** - 2nd period approx. 9:30 - 11 AM

**JHS/LHS Sophomores** - 3rd period 11:55 - 1:15 PM

**HHS Sophomores** - 4th period 1:20 - 2:35 PM

**Transportation:** Provided by EOC Tech - Only Option

# 85 Minute Courses

## Agriculture, Food & Natural Resources

CAREER MJR	PERIOD	GRADE	QTR
1 Landscaping Hort & Hosp	2nd & 3rd	11 & 12	2

- 1 Intro to Landscaping Horticulture & Hospitality**  
Students are introduced to the basic skills in the areas of: greenhouse, landscaping, lawn service, and commercial cleaning services.

## Arts, Audio/Video Technology & Communications

CAREER MJR	PERIOD	GRADE	QTR
1 Introduction to Graph Comm	2nd, 3rd & 4th	11 & 12	2

- 1 Introduction to Graphic Communications**  
Students are introduced to the basic skills and theory of the graphic arts and communication industry, along with textile printing (t-shirt screen printing) and graphics.

## Architecture & Construction

CAREER MJR	PERIOD	GRADE	QTR
1 Cabinet Makng & Trim I	2nd & 3rd	10, 11 & 12	2
2 Cabinet Makng & Trim II	2nd & 3rd	10, 11 & 12	2
3 Resid & Comm Framing I	2nd & 3rd	10, 11 & 12	2
4 Resid & Comm Framing II	2nd & 3rd	10, 11 & 12	2
5 Introduction to Electric Theory	2nd & 3rd	11 & 12	2
6 Introduction to HVAC	2nd & 3rd	11 & 12	2
7 Introduction to Brick Masonry	2nd & 3rd	11 & 12	2
8 Tile Setting	2nd & 3rd	11 & 12	2

### 1 Cabinet Making & Trim I

Students learn wood shop safety, measurement, hand-tools, power tools, lumber, moldings, fasteners and glue-up, joinery, case work and design, cabinet doors and drawers. Students build shop projects and may participate in on-going construction of house project cabinets and other live projects.

### 2 Cabinet Making & Trim II

*PREREQUISITES: Cabinet Making I*

This class is a continuation of Cabinet Making I. Students learn advanced cabinet making techniques, rod layout, kitchen cabinets, bathroom cabinetry, cabinet installation, interior and exterior door hanging and trim. Students build shop projects and may participate in on-going class projects.

### 3 Residential & Commercial Framing I

Students learn construction site and shop safety, measurement, hand-tools, stationary power tool safety and operation, portable power tool safety and operation, basic floor framing, wall and ceiling framing, roof framing, trusses, and metal wall systems.

### 4 Residential & Commercial Framing II

*PREREQUISITES: Residential and Commercial Framing I*

Students learn advanced framing techniques in wood and metal, residential and commercial construction applications, basic stair building, and commercial interior ceiling systems.

### 5 Introduction to Electrical Theory

Students are introduced to the concepts and application of basic electrical theory through hands-on and theory activities.

### 6 Introduction to Heating, Ventilation & Air Conditioning

Students are introduced to the basic principles of air conditioning and refrigeration equipment and gain experience in repairing and servicing types of equipment.

### 7 Introduction to Brick Masonry

This course covers the basic fundamentals of brick masonry such as mortar mixing, spreading mortar, identifying and using tools, wall layout and laying brick and block. Projects include level and line work, leads and corners, mailboxes, garden walls and flower beds.

### 8 Tile Setting

This course covers the basic fundamentals of residential tile setting such as using and identifying tools, adhesives, and different backing materials. Projects include layouts, designs and patterns, walls, floors and counter tops.

## Business, Management & Administration

CAREER MJR	PERIOD	GRADE	QTR
1 <b>Computerized Accounting</b>	2nd, 3rd & 4th	11 & 12	2 or 4
2 <b>Computer Applications</b>	2nd, 3rd & 4th	11 & 12	2 or 4

### 1 Computerized Accounting

This course is designed to integrate accounting principles using computerized accounting systems. Students create and maintain accounting files and records utilizing a variety of software packages such as Excel, Automated Accounting, and QuickBooks. Students are offered the opportunity to take the Brainbench Certifications in Accounts Receivable, Accounts Payable, Excel and QuickBooks (free of charge).

### 2 Computer Applications

Students learn Microsoft Office 2007 (Word, Excel, Access, PowerPoint, Outlook, and Publisher). Students utilize online training, projects/assignments, and post test. This course is available for three levels - beginner, intermediate, and advanced depending on students' previous knowledge and emphasizes the integration features of MS Office 2007. Students are offered the opportunity to take Brainbench Certifications in Word, Excel, Access, PowerPoint, and Outlook (free of charge).

## Human Services

CAREER MJR	PERIOD	GRADE	QTR
1 <b>Introduction to Elem Teaching</b>	2nd & 4th	11 & 12	2

### 1 Introduction to Elementary Teaching

This class includes a practicum in the EOC Tech Child Development Center. Completing students receive an employment certificate as an Entry-Level Child Care Professional.

#### Students are Introduced to the Basic Fundamentals of:

- Working as an early childhood professional
- Managing childhood behavior
- Working with parents
- Early childhood curriculum

## Information Technology

CAREER MJR	PERIOD	GRADE	QTR
1 <b>Concepts of Desktop Pub</b>	2nd & 3rd	11 & 12	2 or 4
2 <b>Multimedia Assistant</b>	2nd & 3rd	11 & 12	2 or 4
3 <b>Comp Repair</b>	3rd	11 & 12	2 or 4
4 <b>Networking</b>	3rd	11 & 12	2 or 4
5 <b>Web Page Design</b>	3rd	11 & 12	4

### 1 Concepts of Desktop Publishing

This course introduces current Adobe desktop publishing software as well as the latest in computer operations, scanning and utilization of camera equipment. Lessons in layout, color contrast, and communications teach students to prepare several publications.

### 2 Multimedia Assistant

This course introduces students to many careers in Multimedia. Basic concepts consist of preparing a video and presentation of the finished product. Students have the opportunity to work with the latest software, cameras and computers in this class.

### 3 Computer Repair

Students learn skills necessary to build, upgrade, maintain and repair computers and peripherals. Students must provide own transportation.

### 4 Networking

Students learn the principles of LAN and WAN networks.

### 5 Web Page Design

This program gives students the opportunity to work with many tools equipping them to be successful as a Web Designer, Web Developer, Flash Developer or Animator. Students gain fundamental skills in XHTML and CSS and have the opportunity to work with numerous applications including Dreamweaver, Fireworks, Flash and Photoshop. Students also learn techniques for creating web sites through hands-on projects.

# Agriculture, Food & Natural Resources

## Landscaping & Horticulture Service Careers

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 SC Horticult Assistant	390	AG002-0006	\$390	X	X	X
2 SC Landscap Assistant	300	AG002-0008	\$300	X	X	X

### 1 Service Careers Horticulture Assistant

This career major introduces students to skills required to work as an assistant in the horticulture industry. Students are instructed in safety practices, tools and equipment, uses of chemicals, fertilizers and related materials used in the horticulture industry.

### 2 Service Careers Landscaper's Assistant

This career major introduces students to safety practices, tools and equipment and skills required to work as an assistant in the landscaping industry.



# Architecture & Construction

## Construction Trades

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>Frame Carp</b>	645	AC003-0012	\$645	✓	✓	V/P
2 <b>Advanced Frame Carp</b>	405	AC003-0011	\$405	✓	✓	V
3 <b>Lead Carp</b>	1035	AC003-0002	\$1035	✓	✓	V/P
4 <b>Cabmaker</b>	780	AC003-0008	\$780	✓	✓	V/P
5 <b>Finish Carp</b>	825	AC003-0057	\$825	✓	✓	V/P
6 <b>Maint/Repair Carpenter</b>	510	AC004-0016	\$510	✓	✓	V
7 <b>Const Wkfce Transition</b>	390	AC003-0024	\$390	X	X	X

### 1 **Frame Carpenter**

This career major introduces students to the basic skills of a carpenter, safety practices and carpentry tools and equipment uses/operations.

### 2 **Advanced Frame Carpenter**

This career major is designed at a higher level to train students in skills required to enter the carpentry industry with skills above the beginning carpenter. Students are trained in site layout, use of related power equipment and supervision of a construction crew.

### 3 **Lead Carpenter**

This career major introduces students to the skills required of a Lead Carpenter, safety practices and carpentry tools and equipment uses/operations. Students are instructed in the skills of estimating materials, blueprint reading, managing a job and conducting job interviews.

### 4 **Cabinetmaker**

This career major is an introduction to the safety practices, tool and equipment, trade related math, blueprint reading and job opportunities in the cabinetmaking industry.

### 5 **Finish Carpenter**

This course introduces students to the skills required in the installation of trim, mantels, shelving, molding and ornamental wood in the structure they are working in.

### 6 **Maintenance/Repair Carpenter**

This career major introduces students to safe practices, tools and equipment used in the repair of carpentry on a job site. These skills prepare students for entering the carpentry trade as a maintenance/repair carpenter. Students are able to install windows, doors, trim, repair and replace walls and hang sheet rock.

### 7 **Construction Workforce Transition**

This career major is for students who have completed a career major within this cluster and are recommended by their instructor for on-the-job training experience.

## Electrical Trades

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>Residential Elect Asst</b>	780	AC003-0006	\$780	✓	✓	V/P
2 <b>Commercial Elect Asst</b>	870	AC003-0019	\$870	✓	✓	V/P
3 <b>Unlimited Elect Asst</b>	1560	AC003-0040	\$1560	✓	✓	V/P
4 <b>Wind Energy Technician</b>	615	MN003-0022	\$615	X	X	TBD

### 1 **Residential Electrician's Assistant**

This career major introduces students to the safety practices, use of hand and power tools/equipment and electrical theory related to the electrical industry.

### 2 **Commercial Electrician's Assistant**

This career major introduces students to the skills required of a Commercial Electrician's Assistant, safety practices and commercial electrician's tools and equipment uses/operations.

### 3 **Unlimited Electrician's Assistant**

This career major prepares students to assist the electrician in installing, diagnosing and repairing electrical systems for residential, commercial and industrial applications. Students are trained in safety practices, hand and power tools/equipment use and application and electrical theory along with AC/DC circuitry, and wiring applications. Hours completed in this major may be counted toward the 8,000 hours (four years) of work experience required for the Journeyman Electrician License.

### 4 **Wind Energy Technician**

This career major introduces students to the fundamentals of wind turbine technology, to include the fundamentals of industrial safety, electricity, DC/AC theory, hydraulics, computer skills, digital logic analysis and introduction to wind energy.

## HVAC

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Residential HVAC Tech	1050	AC004-0008	\$1050	✓	✓	V/P
2 Commercial HVAC Tech	1200	AC004-0007	\$1200	✓	✓	V/P
3 Refrigeration Service Tech	915	AC004-0022	\$915	✓	✓	V/P
4 Air Distrib Fab/Inst	300	AC003-0007	\$300	✓	✓	X

### 1 Residential HVAC Technician

This career major introduces students to air conditioning and refrigeration, exploring career opportunities in the HVAC/R industry, personal safety and work practices, and personal protective equipment. Students are instructed in the proper handling of pressurized fluids, handling hazardous substances, hand and power tools, and equipment used to test and service air conditioning.

### 2 Commercial HVAC Technician

This career major introduces students to air conditioning and refrigeration, exploring career opportunities in the HVAC/R industry, personal safety and work practices, personal protective equipment, handling pressurized fluids, handling hazardous substances, hand and power tools, and equipment used to test and service heating, air conditioning, and refrigeration equipment, including those used to measure air flow.

### 3 Refrigeration Service Technician

This career major introduces students to air-conditioning and refrigeration, exploring career opportunities in the HVAC/R industry, personal safety and work practices, personal protective equipment, handling pressurized fluids, handling hazardous substances, hand and power tools, and equipment used to test and service heating, air conditioning, and refrigeration equipment, including those used to measure air flow used by a refrigeration service technician.

### 4 Air Distribution Fabricator/Installer

This career major introduces students to the sheet metal trade, use of power and hand tools, layout tools, cutting, bending, and forming tools and equipment. Personal safety and equipment maintenance are also covered.

## Masonry

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Brick Mason	600	AC003-0010	\$600	X	X	V/P
2 Concrct Mason	660	AC003-0013	\$660	X	X	V/P
3 Form Carp	570	AC003-0026	\$570	X	X	V

### 1 Brick Mason

This career major introduces students to the masonry materials and processes used in the masonry industry, safety, uses of brick and blocks, mortar mixing techniques, and laying masonry units.

### 2 Concrete Mason

This career major introduces students to the basic skills of a Concrete Mason, safety practices and concrete masonry tools and equipment uses/operations.

### 3 Form Carpenter

This career major introduces students to the skills required of a Form Carpenter, safety practices and carpentry and concrete masonry tools and equipment uses/operations.

## Construction Service Careers

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 SC Cust Floor Technician	240	AC004-0012	\$240	X	X	X
2 SC Building Maint Asst	375	AC004-0021	\$375	X	X	X
3 SC Forklift Op Assistant	330	AC004-0002	\$330	X	X	X

### 1 Service Careers Custodial Floor Care Technician

This career major introduces students to the safe practices, tools and equipment, chemical safety and uses and skills required to enter the floor care industry.

### 2 Service Careers Building Maintenance Assistant

Students are trained in the safety practices and use of tools and equipment related to building maintenance as well as basic carpentry, HVAC, plumbing, electrical trades and concrete masonry related trades.

### 3 Service Careers Forklift Operator's Assistant

This career major introduces students to the skills required to operate a forklift. Students are trained in the safe practices and operations of forklifts and how they are used on ruff terrain and warehouse settings.

# Arts, Audio/Video Technology Communications

## Graphic Arts

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>Visual Arts Prod Artist</b>	600	AR006-0022	\$600	✓	✓	V/P
2 <b>Print Design Technician</b>	780	AR004-0019	\$780	✓	✓	V/P
3 <b>Graphic Desg Prod Tech</b>	1365	AR004-0013	\$1365	✓	✓	V/P

### 1 Visual Arts Production Artist

This career major prepares student for success in the graphic design industry.

### 2 Printing Design Technician

This career major provides students with the skills necessary to successfully enter the printing industry as a design technician.

### 3 Graphic Design Production Technician

This career major prepares students to enter a career of graphics design for print. Courses prepare students to create professional graphic products for entities looking to advertise or communicate with printed media. Students receive instruction in introduction to graphic communications, layout and design, typography, digital imaging, digital file prep and portfolio development.

## Digital Media

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>Digital Photo</b>	510	AR006-0032	\$510	×	×	×

### 1 Digital Photographer

This career major provides students advanced digital photography skills. Students create digital images, promotional projects and learn photo-journalism techniques. Upon successful completion of this course, students are eligible to sit for the state competency exam and work as a digital photographer.



# Business, Management & Administration

## Administrative & Information Support

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Admin Asst	600	BA002-0001	\$600	✓	✓	V/P
2 Exec Admin Assistant	900	BA002-0032	\$900	✓	✓	V/P
3 MS Certified App Spec	960	BA002-0028	\$960	✓	✓	V/P
4 Office Info Specialist	960	BA002-0010	\$960	✓	✓	V/P
5 Entrepreneur	840	BA004-0001	\$840	✗	✗	✗

### 1 Administrative Assistant

This career major prepares students for a career in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers. Office procedures, telephone etiquette and the integration of computer software packages are also covered. Students gain skills required for the Certiport IC3 and Microsoft Office Specialist certifications.

### 2 Executive Administrative Assistant

This career major prepares students for success in competitive business careers through instruction in higher-level content and strategies. This course is designed to enhance administrative support, accounting and management skills and office management.

### 3 Microsoft Certified Application Specialist

Students become certified in Microsoft Certified Application Specialist for Word, Excel, Access, PowerPoint, Outlook and optional Vista.

### 4 Office Information Specialist

This career major gives students the technical and managerial skills needed for success in competitive business careers. Students learn to integrate multiple software applications used in office settings. In addition, students acquire graphic web and digital communications skills. Students learn a variety of software packages used in desktop publishing and web design and develop the fundamental skills needed to create, revise, optimize and export graphics. Students gain skills required for numerous industry-related certifications including Adobe and Certified Internet Webmaster (CIW) credentials.

### 5 Entrepreneur

This career major prepares students to develop and manage their own businesses. Students discover what skills are needed to become an entrepreneur including developing a business plan, identifying market needs, marketing a business, maintaining records and accounting processes, managing finances and integrating technology into business functions. Students gain the knowledge and skills necessary to make financial planning decisions and learn the legal, ethical and social obligations of a business owner.



# Finance



## Business Financial Management & Accounting

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Finance Clerk	480	FN001-0001	\$480	✓	✓	V
2 Acct Payable Receiv Clerk	720	FN001-0002	\$720	✓	✓	V/P
3 Payroll Acct Clerk	840	FN001-0003	\$840	✓	✓	V/P
4 Full Charge Bookkeeper	960	FN001-0005	\$960	✓	✓	V/P

### 1 Financial Clerk

This career major prepares students for entry-level work in the accounting field. Students learn the fundamental concepts, principles and ideas needed to understand how businesses operate. They also gain basic office and computer skills including word processing, and spreadsheet software along with a strong foundation in accounting principles and techniques.

### 2 Accounts Payable/Receivable Clerk

This career major prepares students to provide the clerical support necessary to pay the financial obligations of a business and to process payments made to a business, to maintain office records, make deposits and to take appropriate action on overdue payments. Students learn basic office and computer skills including word processing, spreadsheet, database and presentation software.

### 3 Payroll Accounting Clerk

This career major provides students with the necessary skills to prepare, process, and maintain a company's payroll. Students learn basic office and computer skills including word processing, spreadsheet, database and presentation software. Beginning, advanced, payroll and computerized accounting principles are covered. Students gain skills required for the American Payroll Association's Fundamental Payroll Certification (FPC) exam.

### 4 Full Charge Bookkeeper

This career major prepares students to solve accounting problems using computerized software and electronic spreadsheets. Students learn basic office skills as well as beginning, advanced, computerized and payroll accounting principles. Students develop an in-depth understanding of accounting concepts, theories and procedures as well as their effects on financial reports and analysis of business. Students produce and analyze financial statements.

# Hospitality & Tourism



## Lodging Service Careers

CAREER	MJR	HR	CODE	COST	CC	OP	FA
1	SC Housekpr	180	HT002-0007	\$180	X	X	X

- 1 Service Careers Housekeeping Assistant**  
 Students are instructed in the safe practices, use of tools and equipment and safe handling of chemicals related to the housekeeping industry.

CC - College Credit | OP - Oklahoma's Promise (OHLAP) | FA - Financial Aid  
 ✓ Available | ✗ Not Offered | V - Veteran's Assistance | P - Pell Grant

# Health Science

## EMERGENCY MEDICAL TECHNICIAN (EMT)

The EMT/Paramedic program at EOC Tech trains students to work in Emergency Medical Services. EMT's administer emergency care and medication to trauma victims and those who suffer sudden illness and attacks. EMT's work with victims at the scene and during transportation to hospitals. EMT's usually function in teams of two and may be members of hospital emergency departments, intensive or coronary care units, rescue squads or volunteer departments. College credit is available through Rose State College and OSU Oklahoma City during each level of training. Class costs include: books, CPR training, clinical shirt, FIDAP user I.D./access and SurScan Drug Screen. Costs not included are black EMT pants, black boots or shoes, OSBI background check (\$19), Group One background check (\$45) and immunizations (cost will vary depending on where student obtain vaccines ranging between \$10 to update a single TB test, or up to \$390 for complete immunizations if student lacks all). Classroom uniform shirts \$8 each.

**Required Immunizations** - Due on/before the First Day of Class

- **MMR** (need two shots before age 18 or one after age 18), Varicella immunization or Titer. Physician's documentation of having had disease (Chicken Pox) is NOT acceptable
- **TWO Tuberculosis (PPD) tests** within the last year (must be current through clinical rotations). If you are an active healthcare worker and have been receiving yearly TB tests you are only required to submit ONE TB test within the last year
- **Hepatitis B** immunization complete or started

**Required Background Checks** - Due on/before the First Day of Class

- **OSBI Background Check**  
Request a search for Name Based, Sex Offender and Mary Rippy Violent Offender. All three boxes at the bottom of the report must be stamped. OSBI is located at 6600 N. Harvey Place, OKC OK 73116 405.848.6742
- **Group One Background Check**  
In order to obtain the Group One background check, visit [www.gp1.com/students](http://www.gp1.com/students). This must be dated within one month of class start date. Upon completing the online process, print receipt and turn in with your other records. Results are accessed by the EMT Coordinator online

All students enrolling in any EMT class MUST provide a Social Security number at time of enrollment. This information is required by the Oklahoma State Department of Health in order for a student to receive any credit/certification for classes completed.

## EMT Courses

COURSE	DATES	HR	CODE	COST
1 EMT Basic	8/15-11/14	212	a) EMTB111A	\$930
	8/1-11/14	212	b) EMTB111B	\$930
2 AEMT Pilot	8/15-11/11	302	EMTI121A	\$1300

- 1 EMT Basic - a) Mon/Wed, 8 AM-5 PM  
*First two days are orientation*  
b) Mon/Tue/Thur, 6-10 PM  
*First two days are orientation*

**PREREQUISITES:** Shot records, background check, TABE Reading Test

Core First Aid and Healthcare Provider CPR is included in this career major. Students in this major learn about airway management, how to perform patient assessment, response and treatment of patients in common medical emergencies as well as management of trauma patients. They gain fundamental knowledge of EMS operational roles and responsibilities, including ethics, to ensure safe and effective response, scene management, and transport of patients. Students practice in a variety of settings chosen by the instructor. Students must obtain EMT-Basic certification to work in this field. BLS Test date - Nov 15.

**HOURS:** 176 classroom | 36 clinical | Total: 212  
**Tuition:** \$600 | **Book** [ISBN#0137074417]: \$260 | **Shirt:** \$30  
**Drug Screen:** \$40 | **Total:** \$930

- 2 **Advanced EMT [Pilot Class]** - Mon/Wed, 8 AM-5 PM  
**PREREQUISITES:** Shot records, background check, National Registry Oklahoma State card, Must be EMT Basic prior to first day of class  
Description TBD  
**HOURS:** Classroom: 174 | Clinical: 128 | Total: 302  
**\*Tuition:** \$1300 | **Book:** TBD | **Shirt:** \$30  
**Drug Screen:** \$40 | **Total:** TBD

## Therapeutic Services

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Nursing Asst	496	HL001-0049	\$496	X	X	X

### 1 Nursing Assistant

This career major is ideal for the high school student interested in nursing. The occupational outcome is a long term care certified nursing aide that is qualified to work in long term care facilities. This career major also allows the student the opportunity to gain advanced standing credit in a licensed practical nurse career major.

# Human Services

## Early Child Development

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>Entry-Level Teacher</b>	110	HM001-0003	\$110	✓	✓	V
2 <b>Early Care &amp; Ed Tchr Asst</b>	525	HM001-0006	\$525	✓	✓	V
3 <b>Early Care &amp; Ed Mstr Tchr</b>	1050	HM001-0001	\$1050	✓	✓	V/P
4 <b>Early Care &amp; Ed Director</b>	1370	HM001-0004	\$1370	✓	✓	V/P
5 <b>ParaPro Child Devel</b>	525	HM001-0008	\$525	✓	✓	X

### 1 Entry-Level Teacher

This career major is the first level in the path to meet the CDA (Child Development Associate) credential. Some coursework from the Teacher Assistant curriculum is included as a foundation along with workplace transition and safety. Students completing this course have a foundation as an entry-level teacher.

### 2 Early Care & Education Teacher Assistant

This career major is a foundation for advanced-level early care and education coursework. This course is aligned with the Oklahoma *CareerTech* duty/task lists for early childhood care and education occupations. Incorporating state licensing regulations and national standards, students meet the Entry-Level Child Care Training (ELCCT) requirements.

### 3 Early Care & Education Master Teacher

This career major prepares students to be licensed teachers in early care and education facilities responsible for general supervision, development, and education of children. In addition to learning how to attend to children's basic needs, students learn to organize activities that stimulate a child's physical, emotional, intellectual, social and creative growth. Instruction occurs in the classroom and laboratory as well as supervised practicum experience. Successful completion of Master Teacher curriculum with three months full-time experience meets the Licensing and Stars Criteria of Oklahoma for Master Teacher.

### 4 Early Care & Education Director

This career major prepares students for the day-to-day management of a licensed day care facility. This course is aligned with the Oklahoma *CareerTech* duty/task lists for early childhood care and education occupations. The curriculum incorporates state licensing regulations and standards set forth by national organizations active in early childhood care and education.

### 5 ParaProfessional-Child Development

This career major helps meet the academic requirements of the Child Development Associate (CDA) credential and prepares students for the ParaProfessional credential as recognized by the Oklahoma State Department of Education. This course is specifically for the full-time adult learner.

## Adult Career Development Child Care

### PATHWAY TO CDA

For information about classes in the Early Education Pathway to Professional Growth (Comprehensive CDA Preparation Curriculum), call the Adult Career Development Secretary at 390.9591, ext. 269. Partial financial assistance is available for eligible participants.

# Information Technology

## Digital Media

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Video Prod Assistant	600	IT003-0003	\$600	✓	✓	V/P
2 Video Prod	1080	IT003-0005	\$1080	✓	✓	V/P
3 Multimedia Specialist	960	IT003-0017	\$960	✓	✓	V/P

### 1 Video Production Assistant

This career major prepares students to provide assistance in the production of video recordings and programs. Students master non-linear computer editing techniques as they learn to develop and enhance visual communication. In addition, students acquire skills in digital photography and understand copyright basics. Students gain skills required for Adobe Certified Expert certification. (Broadcast Production is an optional course that may be added to this career major).

### 2 Video Producer

This career major prepares students for careers in planning and coordinating various aspects of video production. In this course, students learn fundamental skills in image creation for video, print, and web publishing including digital photography and animation. They become familiar with professional audio editing software used to edit, mix and produce quality sound effects and acquire advanced skills in video editing and production. Students gain skills required for Adobe, CIW, WOW, and/or Apple industry certifications. (The following are optional courses that may be added to this career major: 1) Advanced Digital Video Tools and Techniques, and 2) Advanced Digital Media Production).

### 3 Multimedia Specialist

This career major prepares students to create and edit graphics for video, print and web publishing. Students learn desktop publishing and graphic design techniques along with digital photography skills. Students design and edit motion graphics and visual effects and use digital video equipment and software to generate projects to DVD formats for a wide degree of playback compatibility. Students gain skills required for Adobe, CIW, WOW, and/or Apple industry certifications.

## Web Page Services

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Web Design	600	IT003-0002	\$600	✓	✓	V/P
2 Advanced Web Design	960	IT003-0019	\$960	✓	✓	V/P
3 Web Special	720	IT003-0018	\$720	✓	✓	V/P
4 Web Prod	840	IT003-0007	\$840	✓	✓	V/P
5 Animator	720	IT003-0006	\$720	✓	✓	V/P
6 E-Business Specialist	600	IT003-0009	\$600	✓	✓	V/P
7 Video Game Designer	1080	IT003-0025	\$1080	✓	✓	V/P

### 1 Web Designer

This career major prepares students for entry-level careers in developing and designing websites. Students acquire fundamental web authoring and design skills through the application of XHTML, Cascading Style Sheets and graphics packages. They learn to create, revise, optimize and export graphics for video, print and web publishing. Students build digital portfolios and develop electronic marketing strategies to promote their work. In this course students gain the technical skills required for Certified Internet Webmaster, WOW Apprentice Web Designer, Adobe Certified Expert, and/or Adobe Certified Associate industry certifications.

### 2 Advanced Web Designer

This career major prepares students for proficiency in designing interactive websites. Students develop web authoring and design skills through the application of authoring and/or scripting languages as they design websites. Students are immersed in the basic elements of design and composition including typography, color and information layout. Students also focus on enhancing their creativity by developing a brand identity for a business. Students research marketing strategies and build customer relations through electronic marketing techniques. In this course students gain the technical skills required for Certified Internet Webmaster, WOW Apprentice Web Designer, Adobe Certified Expert, Adobe Certified Associate, and/or WOW Academy industry certifications.

## WEB PAGE SERVICES, Continued

### 3 Web Specialist

This career major prepares students to design, build and market a website. Students learn fundamental web authoring and design skills using XHTML, Cascading Style Sheets, and a graphics package for application of design principles. Students research electronic marketing strategies, build customer relations and use appropriate design principles to develop a brand identify for a business. Students gain skills required for CIW, Adobe, and/or WOW Academy industry certifications.

### 4 Web Producer

This career major prepares students for careers in constructing and maintaining dynamic web sites. Students acquire fundamental and enhanced web authoring and design skills through the application of XHTML, Cascading Style Sheets and graphics packages. Students learn to create, revise, optimize and export graphics for video, print and web publishing. Students utilize action-scripting and advanced multimedia and web video production techniques to deliver dynamic, data-driven content. Students build digital portfolios and develop electronic marketing strategies to promote their work. Students in this course gain the technical skills required for WOW Apprentice Web Designer, Adobe Certified Expert, Adobe Certified Associate, Adobe Web Specialist, and/or Certified Internet Webmaster industry certifications.

### 5 Animator

This career major prepares students to work with animation in such fields as television, motion pictures, the Internet and the computer games industries. Students learn to apply advanced color and design theories to create graphically rich and intuitive websites, productions and/or publications. Students use advanced animation techniques to develop, manage and maintain engaging experiences for delivery to viewers on the web or other mobile devices. Students develop a digital portfolio and learn electronic marketing strategies to promote their work. Students gain skills required for Adobe Certified Expert, Adobe Certified Associate, and/or Certified Internet Webmaster industry certifications.

### 6 E-Business Specialist

This career major prepares students to design and market their own websites. Students become proficient in the use of web authoring tools and design strategies to create graphically rich, intuitive and secure websites. Students learn to conduct and market business online and to manage the technology issues associated with constructing an electronic-commerce website. Students gain skills required for CIW, WOW, and/or Adobe industry certifications.

### 7 Video Game Designer

This career major prepares students for a career as game developers, designers, and computer programmers for the video game industry. Students learn the history of games, development of sprites, software engineering, game design, interactive fiction, user interfaces, artificial intelligence, game SDK's, networking, multi-player games, game development environments, and commercialization of software. Students gain skills required for various certifications, including Autodesk Maya and 3ds Max, Adobe ACE, and Brainbench.

## Computer Repair

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Desktop Suppt Tech	870	IT002-0005	\$870	✓	✓	V/P

### 1 Desktop Support Technician

This career major prepares students to provide technical assistance to computer users in various work environments. Students learn to repair, service and troubleshoot personal computers and computer-related equipment and to install and configure operating systems and application software. Students learn the basics of networking, including installation, configuration and troubleshooting of hardware peripherals and protocols, as well as network administration duties and providing support for network users. Students gain the technical skills required for CompTIA A+, CompTIA Network+, Cisco Certified Entry Level Technician, CompTIA Linux+, Microsoft Certified Professional, Microsoft Certified Systems Administrator, Certified Novell Administrator, and/or Security Certified Network Professional industry certifications.

## Network Systems

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Network Syst Engineer	1110	IT001-0013	\$1110	✓	✓	V/P

### 1 Network Systems Engineer

This career major prepares students to plan, install, configure, troubleshoot, upgrade and support an organization's local area network (LAN) and/or wide area network (WAN). Students learn the basics of network and server installation and configuration along with administrative duties and support for network users in various work environments. Students solve advanced company-wide support problems and high-level network and security problems. Students develop skills to plan, design, implement and troubleshoot a Microsoft Windows Server 2003 Active Directory service and/or network infrastructure. Training may include various Linux and Unix network operating systems. Students gain the technical skills required for Microsoft Certified Systems Engineer, as well as CompTIA, Cisco, and/or Novell industry certifications.

# Law, Public Safety, Correction & Security



## Fire Academy Core

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Fire Academy Core Basic	736	LW002-0006	\$3900*	✓	✓	V/P
2 Fire Academy Core Intermed	736	LW002-0007	\$3900*	✓	✓	V/P
3 Fire Academy Core-Fire Port	524	LW002-0044	TBD	✓	✓	V

### 1 Fire Academy Core - Basic

This career major examines the global view of fire fighting to include the fire service career, roles of fire personnel, early traditions and history, fire prevention, firefighter safety, public fire and life safety education, fire investigation, fire related scientific terminology, building construction, fire detection, fire suppression, the role of public and private support organizations, fire and emergency services, and fire department organization and management. Emphasis is on exploration and analysis of the fire service. EMT Basic courses included which prepare students to sit for the National Registry exam for their EMT Basic license. Adults only with approval.

\*Tuition: \$3650 | Book: \$250 - ISBN 978-087939284-0

### 2 Fire Academy Core - Intermediate

This career major is similar to Firefighter Specialist - Basic except it provides students with advanced information about the fundamental knowledge and responsibilities of EMS systems, medical and legal considerations, communications, common medical terminology, airway management and ventilation, and shock management. Adults only with approval.

\*Tuition: \$3650 | Book: \$250 - ISBN# 978-087939284-0

### 3 Fire Academy Core - Fire Portion

This career major includes the fire-related courses without the EMT course work. Adults only with approval.

\*Tuition: TBD | Book: \$250 - ISBN# 978-087939284-0

## Emergency Services

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Basic Firefghtr	600	LW002-0004	\$600	✓	✓	X

### 1 Basic Firefighter

This career major introduces students to general knowledge required by NFPA and prepares students to establish levels of operation capabilities needed to conduct operations at technical rescue incidents safely and effectively.

# Manufacturing

## Welding

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 Struct Welder	840	MN007-0011	\$840	✓	✓	V/P
2 SMAW Pipe Welder	750	MN007-0007	\$750	✓	✓	V/P
3 GMAW Pipe Welder	450	MN007-0005	\$450	✓	✓	V
4 Combination Welder	1050	MN007-0030	\$1050	✓	✓	V/P
5 SMAW Struct Welder	555	MN007-0001	\$555	✓	✓	V
6 GMAW Struct Welder	330	MN007-0006	\$330	✓	✓	V
7 GTAW Struct Welder	390	MN007-0008	\$390	✓	✓	V
8 FCAW Struct Welder	330	MN007-0003	\$330	✓	✓	V
9 Metal Fab Wkforce Trans	390	MN007-0016	\$390	✗	✗	✗

### 1 Structural Welder

This career major introduces students to common welding and cutting processes used in the metal fabrication of structural steel. Students are introduced to Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

### 2 SMAW Pipe Welder

This career major is an introduction to Shielded Metal Arc Welding (SMAW) used in metal fabrication of pipe and plate. Students are introduced to SMAW, Oxy-Fuel Cutting (OFC), Plasma Cutting (PAC), metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

### 3 GMAW Pipe Welder

This career major is an introduction to Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) used in metal fabrication of pipe and plate. Students are introduced to GMAW, FCAW, Oxy-Fuel Cutting (OFC), Plasma Cutting (PAC), metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

### 4 Combination Welder

This career major teaches students quality welding for a variety of construction and manufacturing jobs using multiple structural welding techniques. Instruction covers welding theory and safety, fabrication, layout, print reading, symbols, math, welding codes, metal characteristics/properties and Oxy-Fuel cutting. Students learn to perform high quality welds in accordance with welding procedure specifications used in a variety of welding occupations. Students also gain an introduction to pipe welding skills, using SMAW, FCAW and GTAW techniques.

### 5 SMAW Structural Welder:

This career major is an introduction to Shielded Metal Arc Welding (SMAW) used in metal fabrication of structural steel. Students will be introduced to SMAW, Oxy-Fuel Cutting (OFC), metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

### 6 GMAW Structural Welder

This career major is an introduction to Gas Metal Arc Welding (GMAW) used in metal fabrication of structural steel. Students are introduced to GMAW, Oxy-Fuel Cutting (OFC), metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

### 7 GTAW Structural Welder

This career major introduces students to Gas Tungsten Arc Welding (GTAW) used in metal fabrication of structural steel. Students are introduced to GTAW, Oxy-Fuel Cutting (OFC), Plasma Cutting (PAC), metal preparation and heat treating. Students are introduced to blue print reading and construction of items according to specifications.

### 8 FCAW Structural Welder

This career major introduces to Flux Cored Arc Welding (FCAW) used in metal fabrication of structural steel. Students are introduced to FCAW, Oxy-Fuel Cutting (OFC), metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

### 9 Welding/Metal Fabrication Workforce Transition

This career major is for students who have completed a career major within this cluster and are recommended by their instructor for on-the-job training experience.

# Transportation, Distribution & Logistics

## Automotive Service Technology

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>Auto General Service Tech</b>	945	TR008-0020	\$945	✓	✓	V/P
2 <b>Auto Service Wkfrce Trans</b>	390	TR008-0011	\$390	x	x	x

### 1 Automotive General Service Technician (NATEF)

This career major introduces students to the skills necessary to become an entry-level technician. Students concentrate on courses in introduction, brakes, steering & suspension, electrical/electronics, engine performance, and heating & air conditioning. Students learn to diagnose and complete brake service, perform vehicle steering and suspension alignment, as well as electrical theory, electrical/electronic diagnostics. Students cover engine performance diagnostics and techniques for repair using a variety of diagnostic equipment. This course includes automotive heating, air conditioning and the student learns how to evacuate and recharge air conditioning systems using the proper refrigerant, and diagnostics of the heat and A/C system. Students use advanced diagnostic and repair equipment to troubleshoot complex automotive systems. Student are required to select one of three additional subject areas consisting of Engine Repair, Automatic Transmission, or Manual Drive Train and Axles. This career major is intended to provide courses closely aligned with NATEF hours and tasks. ASE certification is recommended and industry recognized.

### 2 Automotive Service Workforce Transition

This career major is for students who have completed a career major within this cluster and are recommended by their instructor for on-the-job training experience.

## Automotive Service Careers

CAREER MJR	HR	CODE	COST	CC	OP	FA
1 <b>SC Small Eng Assistant</b>	150	TR004-0014	\$150	x	x	x

### 1 Service Careers Small Engine Assistant

Students are instructed in the safe practices, use of tools and equipment used in maintaining and repairing small gas/diesel engines. These skills prepare students to assist in the repairs and maintenance of lawn mowers, weed eaters, lawn tractors, chain saws, and some ATV's and small watercraft.



# EOC Tech School Calendar 2011-12

## JULY

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## AUGUST

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JANUARY

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## MARCH

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug 1-2 – August Conference – Tulsa  
 Aug 3-12 – EOC Professional Development  
 Aug 11 – Classes Begin at Luther & Harrah  
 Aug 16 – Classes Begin at EOC Tech for All Students  
 Aug 18 – Classes Begin at Jones  
 Aug 23 – Classes Begin at Choctaw

Sept 5 – Labor Day – Bldg Closed  
 Sept 6 – P/T Conf. – EOC Tech  
 Sept 15 – P/T Conf. – JHS

Oct 7 – End of 1st Nine Weeks – HHS  
 Oct 14 – End of 1st Nine Weeks – LHS/EOC Tech  
 Oct 18-19 – P/T Conf. – HHS/LHS  
 Oct 19 – EOC Advisory Committees – No Students  
 Oct 19 – End of 1st Nine Weeks – CHS  
 Oct 20-21 – Fall Break – No Students  
 Oct 27 – P/T Conf. – LHS  
 Oct 28 – P/T Conf. – CHS

Nov 11 – End of Fall Trimester – JHS  
 Nov 23-25 – Thanksgiving Break – Bldg. Closed

Dec 22 – End 2nd 9 Weeks/1st Semester  
 Dec 19-Jan 2 – Christmas Break – LHS  
 Dec 21-Jan 3 – Christmas Break – JHS  
 Dec 21-Jan 4 – Christmas Break HHS  
 Dec 23-Jan 3 – Christmas Break – Adults  
 Dec 23-Jan 9 – Christmas Break – CHS  
 Dec 23, 26, 29-30 – Christmas Break – Bldg. Closed

Jan 2-3 – Christmas Break – No Students  
 Jan 4 – Classes Resume – JHS/LHS/Adults  
 Jan 5 – Classes Resume – HHS  
 Jan 10 – Classes Resume – CHS  
 Jan 16 – MLK Day – Bldg. Closed

Feb 2 – P/T Conf. – JHS  
 Feb 17 – End of Winter Trimester – JHS  
 Feb 20 – Snow Day – HHS/JHS/CHS  
 Feb 20 – EOC Tech Professional Day – No Students

Mar 8 – P/T Conf. – LHS  
 Mar 9 – End of 3rd Nine Weeks  
 Mar 16 – P/T Conf. – HHS  
 Mar 16 – End of 3rd Nine Weeks – CHS

Mar 19-23 – Spring Break  
 Mar 23 – Spring Break – Bldg. Closed  
 Mar 27 – P/T Conf. – CHS  
 Mar 29 – P/T Conf. – HHS

Apr 6 – Good Friday – Bldg. Closed  
 Apr 20 – Snow Day – CHS/JHS

May 4 – Snow Day – CHS/HHS/LHS  
 May 8 – EOC Awards Banquet  
 May 11 – End 4th 9 Weeks/2nd Semester  
 May 11 – Snow Day – HHS  
 May 15 – EOC Graduation  
 May 16 – Last Day – LHS  
 May 18 – Last Day – Adults  
 May 23 – Last Day – CHS/HHS  
 May 23 – End of Spring Trimester – JHS  
 May 28 – Memorial Day – Bldg. Closed  
 May 11 – Snow Day – HHS  
 May 15 – EOC Graduation  
 May 16 – Last Day – LHS  
 May 18 – Last Day – Adults  
 May 23 – Last Day – CHS/HHS  
 May 24 – End of Spring Trimester – JHS  
 May 28 – Memorial Day – Bldg. Closed