

Student Handbook

2011 – 2012



PO Box 1807
3300 West Bois D'Arc
Duncan, Oklahoma 73533
(580) 255-2903
Toll Free 1-888-607-2446
Fax (580) 252-1327
www.rrtc.edu

Accredited by the
Oklahoma State Department of Education
and
Oklahoma Board of Career and Technology Education

August 11, 2011 to May 17, 2012

The Red River Technology Center does not discriminate on the basis of race, color, national origin, gender, age or qualified disability. Drug Free Workplace.

This handbook is the property of:

Name

Pathway

Date

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**RED RIVER TECHNOLOGY CENTER
IN-DISTRICT SCHOOLS**

Bray
Central
Comanche
Duncan
Empire
Marlow
Ryan
Temple
Terral
Walters
Waurika
Velma

BOARD OF EDUCATION

Rodney LovePresident
Gary Carter Vice President
Mark Ely Deputy Clerk
Lance Strickland Member
Dee Williams Member

ADMINISTRATION

Ken Layn.....Superintendent
Dennis Loafman Principal
Lisa Williams Director of Adult and Career Development

FACULTY

Brandell, Lisa.....	Academic Services
Brown, Mary.....	Academic Services
Budlong, Vera	Health Careers Certification
Burton, Sherrie.....	Health Careers Certification
Case, Josh	Automotive Collision Technology
Conway, Jamie	Career Information Counselor
Deal, Don.....	Automotive Service Technology
Dobey, Steven	Computer and Telecommunications Specialist
Ensley, Theresa	Pre-Engineering
Estes, Stacy.....	Automotive Service Technology
Green, Janice.....	AE&L/GED Staff Person
Harper, Johnette	FOCUS Coordinator
Harwell, Dana	Bid Assistance
Sylvia Loveday.....	Student Career Services Officer
Jacobi, Jackie	Business Development Services
Krey, Crystal	Practical Nursing
Leyrer, William	Electronics
Livingston, Rita	Public Information Officer
Lovett, Lori.....	Biomedical Sciences
Jeff Martin	Computer-Aided Drafting
McCarley, Monica	Business and Information Technology Education
McGhghy, Sheryl	Assessment Center
Todd Ottwell.....	Welding
Porter, Sam.....	Tech Prep /Industrial Coordinator
Rawlings, Gerry	Cosmetology
Shaw, David	Pre-Engineering
Smith, Fonda.....	Academic Services
Suiter, Edith	Biomedical Sciences
Tanaka, Cody	Computer and Telecommunications Technician
Tanaka, Greg.....	Safety and Environmental Services
Taylor, LaNell	Practical Nursing
Tyler, Steve.....	Carpentry
Weast, Letitia	Business and Information Technology Education
Werner, Earlene.....	Practical Nursing
Williams, Gary.....	Heating, Ventilation, A/C & Refrigeration
Wood, Vernon.....	Precision Machine Technology

PURPOSE OF HANDBOOK

This handbook is to assist students and parents in becoming acquainted with the Red River Technology Center. It is designed as a guide to orientate all students and parents to the rules and regulations. Each student is responsible for knowledge of the rules and regulations it contains and should keep this handbook as a ready reference to questions that may arise during the school year. Each secondary student is responsible to assure that your parent/guardians have access and knowledge of this handbook.

Red River Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Vocational Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) of 1990 and other federal laws and regulations, and does not discriminate on the basis of race, color, creed, national origin, gender, age, religion, disability, marital status, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Red River Technology Center is a drug free workplace.

The Oklahoma State Board of Career and Technology Education has accredited many programs offered at Red River Technology Center for adult education. Regularly enrolled students in these programs may be eligible for financial aid. Such students must be in a program that regularly enrolls only adult students, and must be enrolled for the purpose of receiving a certificate of completion.

Students who are not regularly enrolled, primarily secondary students, will not receive a certificate of completion, but will receive a student competency profile, and will have their grades forwarded to their home high school to be added to their transcripts there.

MESSAGE FROM THE SUPERINTENDENT

I wish to take this opportunity to welcome each student to the Red River Technology Center.

Your opportunity to succeed in your choice of training is enhanced by the quality and desire of professional staff members, yet the ultimate achievement depends on your desire, dedication, and attitude toward the training that you are receiving.

I urge each of you to take advantage of your instructor's knowledge, experience and the quality and quantity of equipment provided.

You will find that each person on the staff has an interest in you and a genuine interest in seeing that each student achieves a skill in preparation for a full and productive life.

Ken Layn
Superintendent

VISION

Red River Technology Center accepts the challenge of providing a world-class work force by providing leadership, technological training, and skills needed for our students, businesses, and communities to grow and prosper.

MISSION

Red River Technology Center provides quality education, services, and resources by using modern technology to encourage a better quality of life for our students, customers, and communities.

CORE VALUES

Responsive/Equality...

Red River Technology Center is responsive to educational, personal and economic needs of students, clients, and employees without regard to ethnic background, age, gender, religion, or economic standing.

Quality...

Red River Technology Center provides state-of-the-art technology in preparing students and clients to become professional and qualified individuals.

Flexibility/Diversity...

Red River Technology Center continues to provide quality training and resources in order to meet the current and future needs of a constantly changing world.

Community Credibility...

Red River Technology Center values a positive community perception and is committed to integrity, quality, and excellence.

Caring...

Red River Technology Center employees have a genuine interest in the success of students, customers, clients, and each other.

Partnerships...

Red River Technology Center proactively develops new partnerships and participates in existing and future partnerships, which promote the economic and educational well being of our communities.

SCHOOL CALENDAR 2011 - 2012

SEMISTER 1

1st Nine Weeks

August 11	First Day of Class
September 5	Labor Day
October 14	End of First Nine Weeks

2nd Nine Weeks

October 17	Begin Second Nine Weeks
October 20 & 21	Fall Break
November 23, 24 & 25	Thanksgiving Holiday
December 16	End of Second Nine Weeks & 1 st Semester
December 19 - January 1	Christmas & New Year's Day Holiday

SEMISTER 2

3rd Nine Weeks

January 2	Begin Third Nine Weeks
January 16	Professional Day
March 2	End of Third Nine Weeks

4th Nine Weeks

March 5	Begin Fourth Nine Weeks
March 19 - 23	Spring Break
April 6	Snow Day
April 20	Snow Day
May 4	Snow Day
May 11	Snow Day
May 17	Last Day of Class
May 28	Memorial Day

PRACTICAL NURSING ACADEMIC CALENDAR 2011 - 2012

AREA I

July 12	PN program begins
September 5	Labor Day
October 20 & 21	Fall Break
November 23, 24 & 25	Thanksgiving Holiday
December 19-January 1	Christmas Break
January 13	End of Area I

AREA II

January 17	Area II Begins
January 17	Professional Day
March 19 - 23	Spring Break
April 6	Snow Days
May 28	Memorial Day
June 22	End of Area II
June 22	Graduation

PATHWAYS OFFERED

1. Automotive Collision
2. Automotive Service
3. Biomedical Sciences
4. Business Financial management and Accounting
5. Administration and Information Support
6. Construction
7. Manufacturing Production Processes Development
8. Personal Services
9. Science and Engineering
10. Diagnostic
11. Therapeutic
12. Maintenance Operations
13. Pre-Engineering
14. Production
15. Welding & Fabrication

FULL TIME ENROLLMENT

Students are allowed to enroll full-time or part-time as space is available. Full-time is equal to 6 hours per day and part-time is equal to 3 hours per day.

STUDENT SERVICES OFFERED

ACADEMIC SERVICES

The goal of Academic Services at Red River Technology Center is to offer students an opportunity to enhance the academic skills needed to become productive and skilled employees in today's workplace.

By using the resources available through Academic Services, students can improve their skills through preparation in core areas like math, reading, communications and computer applications.

Academic Instruction

- Reading for information
- Locating information
- Academic remediation
- Academic enhancement
- Resume preparation
- Interviewing techniques
- Job applications

Digital Learning Opportunities

- NovaNet
- KeyTrain
- OKCIS
- WorkKeys

Career Readiness

- Occupational search
- Scholarship information
- College listings

Test Preparation

- Compass
- Accuplacer
- GED
- ASVAB
- ACT
- AP
- State and National Certifications

Instructional strategies are developed for students based on previous assessments completed through Red River Technology Center's Testing and Assessment Center and individual consultations.

Each individual has the opportunity to work at their own pace with a professional staff available to help on a one-to-one basis.

The Academic Services Center is open Monday through Friday from 8 a.m. to 4:30 p.m. Call 580-255-2903, ext.266 for more info. For information on GED classes call 580-255-2903, ext. 222.

Students may, with counselor referral, take an academic course via distance learning from a partner high school while enrolled at Red River Technology Center. Courses include English III, Algebra II and US Government.

ASSESSMENT CENTER

The center utilizes the WorkKey Career Readiness Credentials which provides an indication of a person's ability to function in the workplace and is recognized by business and industry as well as the Oklahoma State Department of Commerce. SAGE (System for Assessment and Group Evaluation) and TABE (Test of Adult Basic Education) are used to establish employment information related to basic skills, motor coordination, career interest inventory, learning styles, work temperaments, work preferences and much more. The test results give vital information to assist the student with career decision-making. The COMPASS Test is available for establishing an ability to benefit and college entrance preparedness. Irlen Syndrome Screening can help students identify what colors may reduce sensitive to light when reading. Contact Sheryl McGhghy (580) 255-2903, Ext 276.

CAREER INFORMATION AND GUIDANCE

The Career Development Cooperative provides a Career Information Counselor who works with member schools' students, counselors, teachers and administrators in planning, preparing and conducting career development programs for career tech students using career interest inventories, a variety of resources for career exploration, and Plans of Study for a Career Cluster Pathway. The Cooperative provides student career resources for each member school and provides professional development programs for counselors, teachers and administrators.

RRTC also has on staff a certified counselor who may counsel students on a person to person basis in the responsive services: absences, tardiness, academic concerns, child abuse, coping with stress, divorce/single parent, dropout prevention, family issues, grief/loss/death, misbehavior, relationship concerns, peer problems, sexuality issues, substance abuse and suicide threats. Students who require additional counseling expertise are referred to community services. Instructors are provided information concerning work-based learning, current employment trends, labor market information.

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 www.rrtc.edu to see each program's disclosure.

FOCUS

FOCUS offers an opportunity to learn more about yourself and the world of work. You will find a support network of others who are interested in making a change for the future.

- Coordination of assessment interpretation and career guidance
- KeyTrain / Career Readiness Certificates
- Basic Academic/Vocational and Technical Training
- Personal and Professional Development Training
- Employability Skills
- Placement and Follow-up

Participants must be referred by the Department of Human Services to be eligible for services.



The Red River Tech Prep Program provides students with a unique "Plan of Study" customized to their career cluster and college pathway. This "Plan of Study" is designed for each student to record and monitor progress in their chosen career cluster pathway and major.

By utilizing the Cooperative Alliance partnerships, high school students can earn college credit for most of the courses completed at Red River Technology Center. In order to qualify for college credit, the student must meet one (only one must be met – not all three) of the following criteria:

- Scored a 15 or better on their ACT Plan Test or
- Scored a 19 or better on an ACT test or
- Have a current grade point average of 2.5 or better which must be maintained at each grading period while they are accumulating college credit.

In addition, **the student must acquire and complete in its entirety an enrollment package.** An enrollment package consists of the following segments:

- High School Student "STATEMENT OF UNDERSTANDING." This requires both the student and the parent signatures/ information.
- High School Counselor Participation Support Form. **This is to be completed by the student's counselor.** It will provide the necessary documentation regarding the student's eligibility.
- A completed application for admission to the college institution which will be issuing the college credit.

All of the enrollment package must be complete and submitted to the Tech Prep Coordinator five school days before the deadline established by the participating college.

There is an \$8.00 per credit hour fee assessed by the higher education institution. This is an excellent way to save money and get a head start on your college education. Your high school counselor can inform you as to whether or not you qualify for a ACT Test Waiver.

Red River has three Cooperative Alliance College Partners from which college credit may be earned. The partner colleges are Murray State College in Tishomingo, OSU Institute of Technology in Okmulgee, and Western Oklahoma State College in Altus. These colleges support different career pathways at Red River Technology Center. For additional information, contact the Tech Prep Coordinator at Red River Technology Center. If a student qualifies and chooses to participate in this program they student will *immediately begin a college transcript with their courses and grades as earned and awarded by the higher education institution.* Check out our website at www.rrtc.edu for more information regarding the Tech Prep Program.

JOB PLACEMENT

Through the course curriculum, OKCIS, Nova Net, Key Train, Work Keys, Career Readiness Credentials and presentations by outside groups, students are given skills and information that they need to successfully find employment.

Our Student Services and program instructors provide a variety of activities that will enhance job search and placement. Job notices and leads are either gathered via phone, e-mail, internet or US mail. They may be routed through the Tech Prep Coordinator, Counselor, Principal and instructors. Notices are posted on bulletin boards located in the main hall, classrooms, and financial aid office.

Instructors are a vital part of the job placement process. Partnerships have developed with industry on a local, state and national level to be able to direct students to interviews and job openings. The internet is utilized in all parts of the job search.

Red River Technology Center does not guarantee, but will diligently work toward placement of all qualified graduating students.

POLICIES AND PROCEDURES

Students are carefully selected for admission to Red River Technology Center. Your presence here indicates that our selection staff has determined you can benefit from the instruction offered. Your adherence to the following policies and procedures will determine your level of success at this school.

ATTENDANCE

1. Since the majority of our students will ultimately be employed and punching a time clock, punctuality and good attendance records are essential. Therefore, students are expected to attend all classes unless prevented by illness or other emergency.
2. Student attendance is recorded each class day and daily attendance reports are sent to the home high school. RRTC requires that students be in attendance, at least, 85% of the scheduled class time. (LPN students have a separate attendance policy located in the Practical Nursing Student Handbook.)
 - Students who accumulate 6 absences, excused or unexcused, during a semester will receive a warning from the counselor.
 - Students who exceed 13 absences in a semester will be subject to dismissal from RRTC.
 - Students dismissed due to excessive attendance will not be allowed to re-enroll for the remainder of the current semester and one additional semester.
3. Secondary students who exceed 13 absences have the opportunity to visit with the principal to appeal absences due to significant illnesses and remain in their program; documentation of doctor's visits will be required.

4. Enrollment will be interrupted for any adult student who is absent five consecutive days. Adult students may apply for a leave of absence through the counselor if they are to have an extended absence due to circumstances beyond their control. Students must apply prior to the absence or as soon as practical.
5. Students who have an excused absence are allowed to make up the missed work. Work missed due to an unexcused absence will be assigned a grade of 0%. Time missed cannot be made up.
6. Cutting class is not permitted.

Any student who has been absent or tardy will report to the office and obtain an admit before they are allowed into class.

SATISFACTORY PROGRESS (FINANCIAL AID)

Satisfactory Progress means a student must be proceeding in a consistent manner toward fulfilling certificate requirements in a specific length of time. Practical Nursing students must consult the appropriate department handbook for specific satisfactory progress requirements. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by possession of a high school diploma, GED, or demonstrating the Ability to Benefit. The Ability to Benefit is defined as the successful completion of an approved ATB Test administered under specific conditions. The student may also successfully complete 225 clock hours in a selected career major. Upon completion of the 225 clock hours the student may be eligible to receive financial assistance for the remaining hours of that career major. If a student is admitted based upon the Ability to Benefit, they are encouraged to actively pursue a GED. Good standing also means that a student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment. The institutional attendance policy states that the student must attend a minimum of 85% of the scheduled class time. The first disbursement of Title IV funds for first time entering students at Red River Technology Center requires no progress check. At the end of their first payment period students must be making satisfactory progress according to the standards stated below:

There are three components to satisfactory progress; qualitative, quantitative, and attendance.

Qualitative – Grade of C or better for all course work. A grade of I (Incomplete) is regarded as unsatisfactory academic progress for the purpose of Title IV Aid. If a student's grade falls below a C average (70%) at the end of a grading period, the student will be given a warning by the school counselor for the succeeding grading period. If the student is unable to raise their grade to a C average, the student will be placed on probation and Title IV aid eligibility will be in jeopardy. Only one such probationary period is allowed each year.

Quantitative – Students progressing at a normal pace have a maximum time frame of 100% to complete the career major. Students requiring longer than the 100% to complete the career major may continue in the career major for no more than 150% of the normal length of the career major but cannot receive further Title IV aid. Students exceeding the 100% maximum time frame are not considered to be making SAP unless the student has been placed on an ADA 504 Plan which could allow for a longer period of time but would not receive aid past the maximum 100% time frame. An estimated completion date will be set for each student on their plan of study.

The financial aid officer will request SAP information from instructors on all students receiving Title IV funds at the end of each of the student's payment periods. If a student is not progressing at a pace which will fall within the 100% time frame, the student is NOT considered to be making satisfactory progress and financial aid may be terminated.

Attendance – Students must be in attendance 85% of the scheduled class time. Practical Nursing Students must follow additional attendance policy as stated in the Practical Nursing Handbook. When a student has accumulated six days of absences in a nine week grading period, that student will be given a warning by the

school counselor. Any time that a student exceeds thirteen absences in a semester, the student's enrollment will be terminated for the remainder of the current semester plus the following semester.

For extended absences caused by circumstances beyond the control of the student, short term interruption of enrollment may be approved through the counselor and principal's office. The student must submit in writing a request for a short term leave of absence. If leave is approved, notification will be sent to the instructor, financial aid officer, and registrar.

Students on financial aid are paid on the basis of clock hours and instructional weeks completed. Before a subsequent payment is paid to a student they will be required to make up all days missed in the previous payment period, regardless of the reason of the absence. For example, a student who has missed five days during their first payment period will not be paid a second payment until that student has completed five days of the second payment period. Students who have completed a career major will not be re-enrolled in that major without instructor, counselor and principal approval. A student's financial aid is based on 100% completion of the clock hours and the instructional weeks of their career major.

Withdrawal from a course does not eliminate the requirements stated above.

- A grade of I (Incomplete) is regarded as unsatisfactory academic progress for the purposes of Title IV aid administration.
- The expected time frame for course completion is the clock hour length of the particular career major. Students will not be paid for hours beyond their career major length.
- Satisfactory progress is assessed at intervals (payment periods) corresponding with ½ of the career major length (clock hours and instructional weeks). When an interval spans a period of non-enrollment, then the progress will be assessed at the point where enrollment recommences.

Procedure to Re-Establish Eligibility for Title IV Aid:

A student who has been placed on probation and lost eligibility for Title IV aid will be informed in writing of his/her status. The student must re-establish eligibility as defined below or file a successful academic appeal in order to receive further assistance.

A student who is placed on probation may regain eligibility as follows:

Denial of aid due to a grade less than a C average (70%) – Student must achieve a C grade or better for the following payment period. Payments periods are career major specific depending upon the number of clock hours for the career major.

STUDENT DRESS

1. All secondary and adult students are expected to dress in a manner as prescribed and required by the department in which they are enrolled. Dress appropriate for one class/shop may or may not be appropriate for another (example-shorts would not be appropriate in a shop class).
2. Students in attendance are encouraged to be neat, and appropriately dressed at all times. Potential employers are in our building often for update training, so your appearance should always be something they would find appropriate.
3. Ball caps or hats of any kind may not be worn in the Seminar Room or the administrative offices. Halter-tops or shirts with inappropriate slogans may not be worn on the campus at any time.
4. Any student may be required to leave the school grounds if dress interferes with normal classroom procedures and will not be allowed to return until dress conforms to established standards.

REPORT CARDS

Report cards are issued every nine weeks. Each student will be given a copy of the report card and a record of grades will be forwarded to the home school. The student's permanent grades are on file in the office. These will, upon request by the student, be shown to that student. Such a request should be made to either the counselor or principal. The home school, not Red River Technology Center, awards credit toward graduation.

GRADE SCALE

A	Superior
B	Excellent
C	Satisfactory
D	Unsatisfactory
F	Failure

BREAKS

During the three-hour class session, there will be one ten-minute break at the discretion of the class instructor. Students will not be permitted to leave the school during break period. Sitting in busses and/or cars will not be permitted before school, during breaks, the lunch period or during class time.

BELL SCHEDULE

MORNING CLASSES		AFTERNOON CLASSES	
8:15	First Bell	12:00	First Bell
8:20	Second Bell, Class Begins	12:05	Second Bell, Class Begins
9:40-9:50	Morning Break	1:20-1:30	Afternoon Break
11:05	Class Ends (Lunch)	2:55	Class Ends

A. TUITION AND FEES

Secondary:

Resident high school students	No Tuition
Non-resident high school students (set by State Board of Career & Tech Educ.)	\$7,659.00/Yr

Resident Adults (Post-Secondary):

3 hours per day	x	175 days	x	\$2.00/hr	=	\$1050.00
6 hours per day	x	175 days	x	\$2.00/hr	=	\$2100.00

(Out-of-district tuition is double in-district tuition cost.)

BITE and HVAC/R, currently have additional fees. See the billing clerk for more information.

Cost Summaries Provided Upon Request

Practical Nursing		1472 hours
Tuition	\$ 2944.00	
Book/Supplies	<u>\$ 1875.00</u>	
In-District Total	\$ 4819.00	
Out-of-District Book/Supplies/Tuition	\$7763.00	

(Out-of-district tuition is double in-district tuition cost.)

Fees are separate and apart from tuition and will be assessed only if necessary.

Payment can be made to Red River Technology Center by check, cash, money order, or cashier's check. Tuition and fees are paid by the semester and are due on the first day of class unless other arrangements are made with the principal

GENERAL REFUND POLICY

Refund of tuition, less cost of books and materials used, will follow this schedule:

<u>If a student withdraws</u>	<u>Percentage of institutional charges to be refunded</u>
On or before the 1 st day of class Through the 10 th day of class for The enrollment period for which The student has been charged.	100%
After the 10 th day of class for The enrollment period for which The Student has been charged.	0%

Note: Refunds are not paid to the student on a Pell grant or whose tuition is paid by another agency. It will be returned to the agency that originally provided the funds. Additional information on refunds is available in the financial aid office.

CONDUCT AND STUDENT SUSPENSION

- 1. Conduct.** This school strives to train each student in an occupation which will enable that student to earn a living and to provide an atmosphere that is safe and conducive to learning. It is assumed that every student is mature, has a desire for constructive learning, and has chosen a course with this purpose in mind. Any deviation from appropriate behavior will subject the student to disciplinary action and will be reported to both the home school and parents of the student involved.

Discipline is a joint venture between the home school and the Tech Center; the other honors whatever disciplinary actions are taken in one school. For example, if a student is suspended at the home school, he/she is suspended from the Tech Center for the same time period. Repeated misconduct at either the home school or the Tech Center will lead to suspension or dismissal from RRTC.

Each adult who is enrolled is expected to follow all rules and regulations concerning behavior, language, appearance, etc. that are required of the secondary students. The only deviations from this requirement are specifically stated in this handbook. Unacceptable conduct will result in termination from the program and suspension from the school for at least the remainder of the school year.

- 2. Suspension.** The Red River Technology Center Board of Education realizes that situations may arise which makes it necessary to suspend a student from school in order to maintain a tranquil learning experience. The offenses for which a student may be suspended are:
 - a. Immorality, profanity, or abusive language
 - b. Possession, use or threatened use, of a dangerous weapon as defined by the State Statutes of Oklahoma
 - c. Assault and/or Battery
 - d. Illegal possession, distribution, and/or use of any illicit drug, or alcohol
 - e. Conduct, which jeopardizes the safety of others
 - f. Conduct that is disruptive to the learning process
 - g. Harassment, intimidation, bullying and hazing at school as defined in the following regulation

HARASSMENT, INTIMIDATION, BULLYING AND HAZING

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities without intervention. The district specifically prohibits threatening behavior, harassment, intimidation, bullying or hazing by student at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, bullying or hazing at school.

1. **Harassment, intimidation, bullying and hazing:** According to Oklahoma Statutes (70 OS 24-100.2), “Harassment, intimidation and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation and bullying” include, but are not limited to, a gesture or written, verbal or physical act or electronic communications.”
2. **Sexual harassment:** May include but is not limited to:
 - a. Verbal or physical sexual advances, touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings and jokes
 - b. Demeaning comments about a girl’s ability to excel in a traditionally “boy’s” subject, or vice versa. Privately talking to a student about sexual matters or hugging or touching a student inappropriately. Writing graffiti or sending sexual innuendo’s over any electronic media or phone may also constitute sexual harassment.
 - c. Any verbal or physical conduct that a person has reported to a supervisor, teacher, or administrator that makes them feel uncomfortable or is not welcomed.
 - d. Any submission to unwelcome sexual advances is made either an explicit or implicit condition of employment or any other employment decision, grades, course completion, etc
 - e. Any interference with the performance of a student or employee, or a hostile or offensive work or learning environment occurs because of unwelcome sexual advances.
3. **Racial harassment:** Consists of physical or verbal conduct relating to an individual’s race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance
 - c. Otherwise adversely affects an individual’s employment or academic opportunities.
4. **At school:** Means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school-sanctioned events.
5. **Electronic communication:** Means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.
6. **Threatening behavior:** Means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
7. **Hazing:** It is the policy of Red River Technology Center that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.
8. **Reporting and Sanctions.** Employees or students who feel that they are victims of harassment, intimidation, hazing and bullying are encouraged to immediately come forward with such claims.
 - a. Employees or students who feel that they are being subjected to harassment, intimidation and bullying should report these conditions to their immediate supervisor or teacher. If that person is the alleged offender or if the employee or student is not comfortable making such a report to that person, he/she may report the offense to the affirmative action coordinator who will follow the grievance procedure for affirmative action claims outlined on pages 24 and 25 of this handbook.
 - b. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of these charges.
 - c. In determining an alleged conduct constitutes an offense under this regulation, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The affirmative action coordinator has the responsibility of investigating and resolving complaints.
 - d. Any employee/student found to have engaged in offenses under this regulation shall be subject to sanctions including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

9. The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying, hazing or intimidation at school.

SCHOOL PROPERTY

Students who lose, damage or destroy, sell or dispose of school property in their possession or entrusted to them, are subject to disciplinary action. Property such as tools, furniture, or any equipment belonging to the school must not be removed from any building without permission of the superintendent. Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the content of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

SAFETY AND BLOODBORNE PATHOGENS

Safety – The safety of oneself, as well as others is a top priority and should always be considered first.

In many programs and activities safety dictates that certain requirements be followed to minimize the potential for injury or illness. All students wishing to participate in these programs or activities shall wear/utilize provided safety equipment and adhere to all safety requirements or procedures at all times as required by an Instructor. These requirements may include but are not limited to the following:

1. The use of personal protective equipment such as eye protection, hearing protection, respirators and protective clothing.
2. Prohibition of wearing jewelry and clothing as well as hair or beard length may pose a hazard while working around certain equipment or processes.

Additionally, all students will be required to pass a safety test with a score of 100% to ensure complete understanding of the safety hazards and requirements relative to their program before being allowed to take part in any shop work.

Students who deviate from any safety requirement will be subject to disciplinary action and may be suspended from the program.

In an effort to prevent accidental occurrences, the Board of Education provides safety glasses and other safety equipment for certain programs. However, it is imperative that all precautions should be taken by each student to work safely at all times by eliminating all possible hazards and communicating these hazards to their instructor.

Bloodborne Pathogens – In order to eliminate or to minimize student exposure to body fluids that may potentially be infected with bloodborne pathogens and/or may contaminate work surfaces or equipment. Red River Technology Center has developed a Bloodborne Pathogens Exposure Control Plan. This plan, designed to comply with Title 380, Chapter 40 of the Oklahoma Occupational health and Safety Standards Act, has been distributed to all instructors and is available for public inspection in the administrative offices during regular working hours.

VEHICLES AND PARKING

1. Designated parking areas for students are the East and West parking lots only. No students are permitted to park in the front lot at any time. This lot is reserved for staff and the many visitors to our school. Students failing to observe these restrictions may be refused the right to drive vehicles to the school.
2. Secondary students may drive to the Tech Center only when specifically authorized by the home school. If you are in doubt as to your home school's policy, check with either that school or the Tech Center office.
3. Once a vehicle enters the Tech Center campus, it is to be parked in an appropriate place then left until school is out. Students are not allowed access to cars during class, breaks, lunch, or at any other time until school is out without express written permission from the teacher or the office.

4. Once a student arrives at the Tech Center campus, he/she may not leave the campus unless he/she has properly checked out through the principal's office. Secondary school students (regardless of age) will need the permission of a parent or guardian to leave school. Students enrolled as adults may excuse themselves, but must check out through the office.
5. Disciplinary action of any kind may result in termination of a student's right to drive his/her vehicle. Each home school sends a bus to provide transportation for secondary students and this bus may become the student's only option for transportation to this school.

WITHDRAWAL PROCEDURE

A student desiring to withdraw from Red River Technology Center must notify the instructor and Student Counselor or Principal. The student will complete the enrollment change form stating reason for withdrawal. RRTC will coordinate the student's request for withdrawal with the partnering school for high school students. Adult students are responsible for clearing any financial obligation with the business office and financial aid office. All students must return any property belonging to RRTC in order to complete the withdrawal process.

FINAL CLEARANCE

For a student to "clear" officially at the end of the school year, and before a passing grade is given, it is the student's responsibility to have the instructor verify that the student has completed all academic requirements and returned all school owned books, tools, and equipment.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

1. Career and Technical Student Organizations provide leadership development activities. Local Skills U.S.A. National Technical Honor Society, Health Occupation Students of America (HOSA) and Business Professionals of America (BPA) chapters also provide opportunities for networking, personal growth and technical skills development.
2. All students are encouraged to participate but are not required to do so.
3. No form of fund raising by student organizations is allowed. No student or organization may sell merchandise in the classroom, office, or on the campus without written permission from the superintendent or his authorized representative.

USE OF DRUGS, ALCOHOL AND TOBACCO PRODUCTS

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Red River Technology Center Board of Education policies and procedures prohibit the unlawful possession, use or distribution of illicit drugs, alcohol (including alcoholic energy drinks) by students on school premises or as part of any of its activities. Oklahoma Law (Section 1. Amendatory 63 O.S. 1991, Section 1-1523, as last amended by Section 51, Chapter 274, O.S.L. 1995 [63 O.S. Supp. 1999, Section 1-1523]) prohibits smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the buildings and on the grounds of this facility by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours of 7:00 a.m. and 4:00 p.m., during the school session, or when class or any program established for students is in session. Disciplinary action for the unlawful possession, use, or distribution of illicit drugs and alcohol can lead up to and include expulsion and referral to appropriate agencies for prosecution.

Students who wish information concerning drugs may receive information from either the financial aid office or the counselor's office. If you are unable to visit the financial aid office or counselor's office at this campus, students may call the following numbers:

580-252-1141 – Stephens County Health Department Guidance Center
580-255-3480 – Al Anon Family Groups
580-255-2458 – Christian Family Counseling

CHANGING PATHWAYS

A student may change courses by dropping or adding units of instruction during the first week of the semester with the approval of the principal, counselor, or other administrative officials.

CREDITS

Credit may be awarded as granted by other institutions. Credit will be awarded on transferred work and course time will be shortened by that amount. Equivalent offerings from equivalent institutions will be accepted, and the course will be shortened accordingly.

INSURANCE

Red River Technology Center does not provide student accident or health insurance. The individual student should arrange for coverage.

COMMUNICABLE DISEASES

Whenever any employee or student has reasonable cause to believe any employee or student has any condition known to be a communicable disease, that employee or student shall report that belief to the superintendent.

MEDICAL CONDITIONS AND MEDICINE ON SCHOOL PROPERTY

It is the intent of Red River Technology Center to facilitate a healthy and safe learning environment. Red River Technology Center will strive to make reasonable accommodations for students with diabetes or other health issues.

Red River Technology Center will follow the Diabetes Medical Management Plan in effect at the student's sending high school. The Red River Technology Center's Diabetes Management Team will modify that plan as needed to assist the student. Students who do not already have a plan may begin the process by asking for a form in the front office of Red River Technology Center.

1. Diabetes Management Team
 - a. Principal/designee
 - b. School nurse or volunteer diabetes care assistant
 - c. Parent/guardian
2. Physician Plan
 - a. Students shall notify RRTC that they have diabetes.
 - b. RRTC will obtain the Diabetes Medical Management Plan from the sending high school, or the RRTC Diabetes Management Team will develop a Diabetes Medical Management Plan for the student.
 - c. The student shall inform the school if modifications to the plan become necessary during the school year.

All medicine brought on campus by students, both prescription and non-prescription, MUST be turned in to the administrative offices where its use will be monitored. Written permission from the student's parent or guardian will be required before such medicine is dispensed. Only the principal or authorized representative will dispense medicines.

A student requiring inhaled asthma medication or anaphylaxis medication may be allowed to carry and use such medication provided:

1. The parent or guardian of the student must authorize in writing self-administration of the medication;
2. The parent or guardian provides a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of and has been instructed in the proper method of self-administration of the medication;

3. Parents or guardian provides an emergency supply of the student's medication to be administered pursuant to the provisions of section 1-116.2 of Title 70 of the Oklahoma Statutes;
4. That the parent sign a waiver of liability for injury or damage caused by the student's self-administration of this asthma medication.

GRIEVANCE PROCEDURE UNDER THE EQUAL OPPORTUNITY ACTS

Red River Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Vocational Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) of 1990 and other federal laws and regulations, and does not discriminate on the basis of race, color, creed, national origin, gender, age, religion, disability, marital status, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Red River Technology Center is a drug free workplace.

If any individual feels that discrimination because of sex, handicap, race, color, religion, national origin, or age exists, that individual should follow this procedure:

1. Contact the instructor immediately and seek to solve the problem. If this fails:
2. Grievant shall file a written complaint with the Coordinator of Title IX and/or Title VI within ten (10) business days.
3. Coordinator will institute investigation.
4. The Coordinator will conclude the investigation within ten (10) business days of the filing of the complaint and will report the results in writing to the Grievant. If the Grievant is satisfied, the complaint shall be dismissed, if not:
5. The Grievant may request a hearing. Said hearings are to occur within twenty (20) business days of the request. The Grievant shall appoint one member of the hearing committee, the coordinator or a designated representative will serve on said committee and those two will appoint a person who will serve as Chairman, all to be employees of Red River Technology Center, District V-19.
6. After the hearing has been conducted, at which time all parties may be represented by legal counsel, the Committee will file its report with the Superintendent of the Institution within ten (10) business days and said Superintendent will then implement the report or provide the Grievant reasons in writing why all or any portion of the report will not be implemented.
7. If the Grievant continues to be dissatisfied, the decision may be appealed to the Board of Education of the Institution at which time, within thirty (30) business days, the report will be reviewed and the Board shall issue its order either affirming, overruling or modifying said report. If the Grievant continues to be dissatisfied, the Grievant is to provide notice to the Superintendent of said institution and the complete record is to be forwarded to the U.S. Department of Education if it concerns Title IX or the Equal Opportunity Commission if it concerns Title VI, at which time, all parties may file a brief with said Department, stating their respective positions.

Dennis Loafman and Lisa Williams, Equal Opportunity and Compliance Coordinators

NAME BADGES

All students enrolled in full-time or half-time day programs will be required to wear a student identification badge. Students will be able to check their badges in and out from their instructor. Students must wear their badges from the time they enter the classroom until the time they exit for the day. If a student loses their badge, then they may be assigned a temporary badge for a time period of up to two days: during the two day time period the student must find their badge or visit the office to obtain a new badge. RRTC will provide each student with one name badge at no charge: however, the cost of replacement badges will be the responsibility of the student (The cost of a replacement badge will be approximately one dollar.). Students who have not obtained a replacement badge after two days will not be allowed in class until they have resolved the matter with the principal. A student violating this policy may be reprimanded, spend break time in the office, or be suspended.

Visitors may obtain a visitor's badge from the office, or, if there for live work, from the instructor of the program that they are utilizing. Visitors may return their badges in either of the aforementioned locations at the conclusion of their business.

WIRELESS TELECOMMUNICATION DEVICES

No student may use a wireless telecommunication device during class time. The only exception to this rule is that upon the prior written consent of both the parent or guardian and the school principal or superintendent of both the home school and the Tech Center, and only upon showing documentation of a medical necessity or other appropriate circumstance a student may carry such a device. A student violating this policy may have the device confiscated, be reprimanded or suspended. Parents needing to contact students may call toll-free 1-888-607-2446 or local (580) 255-2903.

NOTIFICATION OF ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at this school during normal working hours.

A comprehensive inspection is conducted every three years. In addition, Red River Technology Center personnel perform a six-month surveillance.

FINANCIAL AID

Financial aid is available to qualified students. For additional information, contact the Financial Aid Officer or the front office about the following programs provided at Red River Technology Center:

Pell Grant, OTAG (Oklahoma Tuition Aid Grant), Oklahoma GI Bill, Bureau of Indian Affairs, Veterans Benefits, Department of Human Services, ASCOG/Workforce Investment Act, and State of Oklahoma Nursing Assistance Program. The Veterans Administration (VA) website is: <http://www.va.gov>.

The Financial Aid Officer can acquaint prospective students with additional sources of financial aid, as other sources may become available. The Federal Student Aid (FSA) website is: <http://www.ed.gov/studentaid> and you may file on line at www.fafsa.gov.

FERPA AND PPRA

EDUCATIONAL RECORDS REVIEW UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day of RRTC receiving a request for access.

Parents or eligible students should submit to the RRTC principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The RRTC official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask RRTC to amend a record should write the RRTC principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it

should be changed. If RRTC decides not to amend the record as requested by the parent or eligible student, RRTC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by RRTC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom RRTC has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920.

PPRA CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. -1232h, requires RRTC to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

STUDENT DIRECTORY INFORMATION

The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Program of study
- Participation in officially recognized organizations and contests
- Dates of attendance
- Certifications and awards received

- The public or private school most recently attended by the student

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

CAMPUS CRIME AND SECURITY REPORT

Combined Statistics on Red River Technology Center Campus

CRIME	2008	2009	2010
Criminal Offenses	0	0	0
Hate Crime	0	0	0
Arrests	0	0	1
Illegal Weapons Possession	0	1	0
Drug Law Violations	0	0	2
Liquor Law Violations	0	0	0

OTHER SERVICES OFFERED

ADULT CAREER DEVELOPMENT

Short-term classes are offered throughout the year in the evenings for adults wishing to advance their skills. Various courses from medical, trade and industry, business and much more are offered. Prices and schedule vary according to career area, books and tuition. Schedules are posted on-line or in the Red River Technology Center catalog. Students must be at least 16 years of age to enroll.

Choose from over hundreds of on-line courses which are available upon demand. Check it out on www.rrtc.edu for more information.

ADULT EDUCATION AND FAMILY LITERACY

Adult Education classes are free for any student who is out of school and over the age of 16 years of age. Classes are designed to meet the individual needs of adult students wishing to:

- Improve Academic skills
- Prepare for GED Exam
- Pass the GED Exam for High School Equivalence diploma
- Gain Career Readiness Credentials for workplace readiness
- Advance in employment opportunities by improving academic skills
- Prepare for college or a post-secondary training program

ENGLISH LANGUAGE LEARNERS

Classes are free for students who have limited English skills for writing or speaking English may want to improve their skills. Contact Janice Green, 580-255-2903, Xtn 222 or jmgreen@rrtc.edu

BID ASSISTANCE CENTER

The Bid Assistance Center (BAC) serves as a complete resource in the Red River Technology Center district for businesses wanting to bid on Department of Defense, federal, state, county, and city contracts, as well as commercial construction contracts. The BAC personnel provide services to client companies at every stage of the procurement process. Our resource library contains government specifications, regulations, industry standards and other information needed for preparing bids. The BAC maintains a plan room for construction contractors.

INDUSTRIAL COORDINATOR

Red River Technology Center (RRTC) provides customized training and services to new and existing businesses and industries. RRTC works with company representatives to outline the content of training, time frame for implementation and responsibility for completion. RRTC works with companies to identify current and future needs of existing businesses. The industrial coordinator develops long-term training partnerships with new and existing businesses and industries.

ENVIRONMENTAL, HEALTH AND SAFETY SERVICES

We have on staff an **Environmental, Health and Safety** Coordinator **who can** help your company reduce losses from accidents or illness. State and Federal regulations require an adequate safety plan be in place. **Our** office can assist you in meeting these requirements. The initial planning and the actual training can all be accomplished by contacting the Environmental, **Health and Safety** Office.

BUSINESS DEVELOPMENT SERVICES

The Business Development Services program provides entrepreneurs with the resources and information they need to start and grow a successful business venture. The program provides adult entrepreneurship and financial education throughout the year through training workshops and individual consultations. Free QuickBooks financial management classes are offered continuously during the year in the computer lab in the BIS Center.

The Business Development Services program provides information in the following areas:

- Entrepreneurship Education
 - Vision and Mission Statements
 - Financial Management
 - Marketing Plan
 - Business Management
 - Business Plan
- Effective Leadership
- Strategic Planning
- Risk Management
- Business Law
- Employee/Management Training
- QuickBooks Training

The overall objective of the program is to administer a training program that focuses on the challenges of the entrepreneur and empower him/her to bridge the gap between a business idea and building a profitable and successful business venture. You can visit Jackie Jabobi's website to learn more about the program and for many online resources: www.CareerCoachOnDemand.com

APPENDIX

PATHWAY / MAJORS DESCRIPTIONS

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 www.rrtc.edu to see each program's disclosure.



AUTOMOTIVE COLLISION TECHNOLOGY

Auto Collision Pathway

Today's auto body technician is a skilled professional with expertise in complex automotive systems and the modern materials used in today's automobiles.

Students acquire the basic skills necessary to restore damaged cars and trucks to original showroom quality. The students learn shop safety, major and minor framework, panel replacement and alignment, frame alignment, color coat and clear coat paint systems, and estimating.

Equipment used in class will include hand and air tools, frame machine, MIG welding, and HVLP spray equipment.

I-Car curriculum is utilized in this ASE certified program.

Career Majors

Combination Collision Repair Technician

<ul style="list-style-type: none"> • Intro To Collision Repair Technology • Auto Collision Trim and Hardware • Auto Collision Non-Structural Metal Straightening Repair • Auto Collision MIG (GMAW) Welding • Automotive Body Panel Adjustment and Alignment • Refinish Preparation • Refinish Application • Refinish Color Adjustment • Refinish Blending and Painting Defects • Auto Collision Plastic Component Repair and Replacement • Automotive Glass Replacement • Auto Collision Damage Analysis • Auto Collision Written Estimating • Automotive Detailing • Workforce Staging 	<p>Certification</p> <p>*ASE program certifications in these areas.</p> <p>At the completion of this course, the student shall be prepared to take the ASE test. Student is responsible for the cost of the test.</p>
	<p>Clock Hours 975</p> <p>No tool cost unless lost or destroyed.</p>

Detailing Specialist

<ul style="list-style-type: none"> • Intro To Collision Repair Technology • Automotive Detailing • Workforce Staging 	<p>Clock Hours 135</p>
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Non-Structural Repair Technician

<ul style="list-style-type: none"> • Intro To Collision Repair Technology • Auto Collision Non-Structural Metal Straightening Repair • Auto Collision MIG (GMAW) Welding • Auto Collision Trim and Hardware • Auto Collision Plastic Component Repair and Replacement • Automotive Body Panel Adjustment and Alignment • Automotive Glass Replacement • Workforce Staging 	<p>Clock Hours 465</p>
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Refinishing Technician

<ul style="list-style-type: none">• Intro To Collision Repair Technology• Auto Collision Trim and Hardware• Refinish Preparation• Refinish Application• Refinish Color Adjustment• Refinish Blending and Painting Defects• Automotive Detailing• Workforce Staging	<table border="1"><tr><td data-bbox="1167 163 1463 247"></td></tr><tr><td data-bbox="1167 247 1463 424">Clock Hours 510</td></tr></table>		Clock Hours 510
Clock Hours 510			



College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College throughout the various majors.



AUTOMOTIVE SERVICE TECHNOLOGY

Automotive Service Pathway

From tune-ups to brake shoes, from front-ends to computers, operations related to all eight ASE Certification areas of automotive repair and maintenance are covered in this course. Students work with the basic hand tools before advancing to using electric and air-powered tools and the latest computer diagnostic equipment.

Among the areas of instruction are general engine diagnosis, lubrication and cooling systems, fuel and exhaust systems, transmission/transaxles, steering systems, front and rear suspensions, and drum & disc brakes, electrical systems, and engine performance. As students become competent in the trade, they gain hands on work experience in diagnosing and repairing vehicles.

Career Majors

Automotive Service Technician

<ul style="list-style-type: none"> • Introduction to Automotive Service • Automotive Electrical / Electronics Introduction I • Automotive Electrical / Electronics Fundamentals II • Automotive Brakes Introduction I • Automotive Steering and Suspension Introduction I • Automotive Engine Repair Introduction I • Automotive Brakes Fundamentals II • Automotive Heating and Air-Conditioning Introduction I • Automotive Manual Drive Train and Axle Introduction I • Automotive Automatic Transmission Introduction I • Automotive Engine Performance Introduction • Automotive Steering and Suspension Fundamentals II • Automotive Heating and Air-Conditioning Fundamentals II • Automotive Electrical / Electronics Advanced III • Automotive Engine Fundamentals II • Automotive Brakes Advanced III • Automotive Steering and Suspension Advanced III • Automotive Engine Performance Advanced III • Workforce Staging 	<p>Certification</p> <p>*ASE certifications in these areas.</p> <p>At the completion of this course, the student should be prepared to take the ASE test. Student is responsible for the cost of the test.</p> <hr/> <p>Clock Hours 915</p> <p>No tool cost unless lost or destroyed.</p>
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Automotive Air Conditioning Technician

<ul style="list-style-type: none"> • Introduction to Automotive Service • Automotive Electrical / Electronics Introduction I • Automotive Heating and Air Conditioning Intro I • Automotive Electrical/Electronics Fundamentals II • Automotive Heating and Air Conditioning Fundamentals II • Automotive Electrical/Electronics Advanced III • Automotive Heating and Air Conditioning Advanced III • Workforce Staging 	<p>Clock Hours 420</p>
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Automotive Alignment Technician

<ul style="list-style-type: none">• Introduction to Automotive Service• Automotive Steering and Suspension Introduction I• Automotive Electrical / Electronics Introduction I• Automotive Steering and Suspension Fundamentals II• Automotive Electrical/Electronics Fundamentals II• Automotive Steering and Suspension Fundamentals III• Workforce Staging	<table border="1"><tr><td data-bbox="1096 159 1461 231"></td></tr><tr><td data-bbox="1096 231 1461 422"><i>Clock Hours 345</i></td></tr></table>		<i>Clock Hours 345</i>
<i>Clock Hours 345</i>			



College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College and Murray State College throughout the various majors.



BIOMEDICAL SCIENCE ACADEMY

Science and Mathematics Pathway

Biomedical science is a broad field consisting of many different medical, health-care and science disciplines. Young people with a solid foundation in math, science and health are better prepared for post-secondary education and will find that the career opportunities are limitless.

Red River Technology Center has teamed with Project Lead the Way®, a national organization that has developed a Biomedical Sciences curriculum, in order to provide a rigorous academic program to students interested in careers in biomedical science. The two-year Biomedical Science Academy provides hands-on, project-based, and problem-based learning which increases student motivation, cooperative learning skills, and higher-order thinking.

Students will become active participants in the learning process as they develop their skills through the application of the scientific method to relevant, real-world scenarios. Students will gain in-depth knowledge of the human body, disease mechanisms, major biological themes, mathematical topics and other concepts related to biomedical science.

Students will become proficient in the laboratory as they learn laboratory safety, practice aseptic technique, and follow many standard laboratory protocols using research/industry grade laboratory equipment.

Daily, students will utilize laptop computers and the internet to gather up-to-date information as they research, design and conduct an experiment, as well as interpret and present the results.

Career Major

Biomedical Science and Medicine

<p><i>Junior Year</i></p> <p><i>Principles of Biomedical Science *</i> <i>Anatomy & Physiology</i> <i>Human Body Systems *</i> <i>Trigonometry/Pre-Calculus</i></p> <p><i>Senior Year</i></p> <p><i>Medical Interventions *</i> <i>AP Statistics **</i> <i>Biomedical Innovations</i> <i>AP Biology **</i></p>	<p><i>* Indicates Project Lead the Way® course</i> <i>**Indicates CollegeBoard Advanced Placement Program™ Course (college credit available for AP Exam scores of 3 or better)</i></p> <p><i>Student is responsible for cost of AP Exam(s).</i></p>
	<p>Clock Hours 960</p>



BUSINESS AND INFORMATION TECHNOLOGY EDUCATION

Business and Information Technology Education (BITE) is a two-year program available to high school juniors, seniors and adults. It is designed to teach students marketable skills in the Business Management and Administration and Finance career clusters. Business, Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Finance careers include those that record, classify, summarize, analyze, and communicate a business's financial information/business transactions for use in business decision-making.

BITE career opportunities are available in every sector of the economy. Our goal is to provide the opportunity for individuals to obtain the education needed to become productive and skilled employees in today's changing workplace. Students will select a career major to meet their career goals from the Financial Management and Accounting or Administration and Information Support pathways. Detailed course requirements and class descriptions may be obtained from the counselor or BITE department.

Financial Management and Accounting Pathway

<p>Career Major: Accounts Payable/Receivable Clerk</p> <ul style="list-style-type: none"> • Business and Computer Technology (1/2 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 100 Introduction to Document Processing or ○ BMAC 200 Advanced Document Processing ○ BMAC 101 Computer Fundamentals I ○ BMAC 201 Computer Fundamentals II • Fundamentals of Admin Tech I (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 001 Telephone Etiquette ○ BMAC 102 MS Word ○ BMAC 103 Office Procedures ○ BMAC 104 MS Excel • Accounting I <ul style="list-style-type: none"> ○ BMAF 100 Business Math/10-Key Data Entry I ○ BMAF 200 Fundamental Accounting I ○ BMAF 201 Fundamental Accounting II • Computerized Accounting (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAF 400 Automated Accounting ○ BMAF 401 Computerized Accounting • Accounting II <ul style="list-style-type: none"> ○ BMAF 202 Fundamental Accounting III ○ BMAF 203 Fundamental Accounting IV • Accounting Capstone <ul style="list-style-type: none"> ○ BMAF 500 Accounting Capstone 	<p style="text-align: center;">CERTIFICATIONS</p> <p>Students will complete the following Brainbench certification tests:</p> <ul style="list-style-type: none"> ○ Computer Fundamentals ○ Telephone Etiquette ○ Office Procedures ○ MS Word Fundamentals ○ MS Excel Fundamentals ○ MS Access Fundamentals ○ Data Entry 10-Key ○ Business Math ○ Accounts Payable Fundamentals ○ Accounts Receivable Fundamentals ○ Bookkeeping Fundamentals ○ QuickBooks ○ Filing ○ Customer Assistance <p style="text-align: center;">(Brainbench certification tests are free to Oklahoma Career & Technology Education students)</p> <p style="text-align: center;">OHLAP CREDIT – 2 ½ Credits</p> <p style="text-align: center;">COLLEGE CREDIT Murray State College – 18 college hours</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Clock Hours 880</p>
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Administration and Information Support Pathway

Career Major: Administrative Assistant	
<ul style="list-style-type: none"> • Business and Computer Technology (½ OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 100 Introduction to Document Processing or ○ BMAC 200 Advanced Document Processing ○ BMAC 101 Computer Fundamentals I ○ BMAC 201 Computer Fundamentals II • Fundamentals of Admin Tech I (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 001 Telephone Etiquette ○ BMAC 102 MS Word ○ BMAC 103 Office Procedures ○ BMAC 104 MS Excel • Fundamentals of Admin Tech II (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 106 MS Access I ○ BMAC 206 MS Access II • Office Administration and Management (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 301 Management Communications and Technology Applications ○ BMAC 303 Management Fundamentals • Accounting I <ul style="list-style-type: none"> ○ BMAF 100 Business Math/10-Key Data Entry I ○ BMAF 200 Fundamental Accounting I ○ BMAF 201 Fundamental Accounting II • Business Management & Administration Capstone <ul style="list-style-type: none"> ○ BMAC 302 – Business Concepts ○ BMAC 400 Administration & Information Capstone 	<p style="text-align: center;">CERTIFICATIONS</p> <p>Students will complete the following Brainbench certification tests:</p> <ul style="list-style-type: none"> ○ Computer Fundamentals ○ Telephone Etiquette ○ Office Procedures ○ Filing ○ Customer Assistance ○ MS Word Fundamentals ○ MS Excel Fundamentals ○ MS Access Fundamentals ○ MS PowerPoint Fundamentals ○ MS Office Fundamentals ○ MS Outlook ○ MS Publisher ○ Interpersonal Communication ○ Business Concepts ○ Office Management ○ Managing People ○ Accounts Payable Fundamentals ○ Accounts Receivable Fundamentals ○ Business Math ○ Data Entry/10-Key ○ Microsoft Office Fundamentals
<p>(Brainbench certification tests are free to Oklahoma Career & Technology Education students)</p> <p style="margin: 0;">OHLAP Credit – 3 ½ Credits</p> <p style="margin: 0;">COLLEGE CREDIT Murray State College – 21 college hours</p>	
<p><i>Clock Hours 880</i></p>	

Career Major: Medical Office Assistant	
<ul style="list-style-type: none"> • Business and Computer Technology (1/2 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 100 Introduction to Document Processing or ○ BMAC 200 Advanced Document Processing ○ BMAC 101 Computer Fundamentals I ○ BMAC 201 Computer Fundamentals II • Fundamentals of Admin Tech I (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 001 Telephone Etiquette ○ BMAC 102 MS Word ○ BMAC 103 Office Procedures ○ BMAC 104 MS Excel • Foundations of Medical Office/Medical Terminology <ul style="list-style-type: none"> ○ BMAM 100 Medical Terminology ○ BMAM 101 Medical Office Procedures Part 1 ○ BMAM 201 Medical Office Procedures Part 2 • Patient Billing <ul style="list-style-type: none"> ○ BMAF 200 Fundamental Accounting I ○ BMAF 102 Patient Billing Part 1 ○ BMAM 202 Patient Billing Part 2 	<p style="text-align: center;">CERTIFICATIONS</p> <p>Students will complete the following Brainbench certification tests:</p> <ul style="list-style-type: none"> ○ Computer Fundamentals ○ Telephone Etiquette ○ Office Procedures ○ Filing ○ Customer Assistance ○ MS Word Fundamentals ○ MS Excel Fundamentals ○ Medical Terminology ○ Medical Office Skills ○ Medical Billing ○ HIPAA (Privacy) ○ Health Insurance <p style="text-align: center;">(Brainbench certification tests are free to Oklahoma Career & Technology Education students)</p>

<ul style="list-style-type: none"> • Medical Insurance <ul style="list-style-type: none"> ○ BMAM 103 HIPAA for Health Careers ○ BMAM 203 Introduction to Medical Insurance and Coding Part 1 ○ BMAM 303 Introduction to Medical Insurance Part 2 • Medical Office Capstone <ul style="list-style-type: none"> ○ BMAM 400 Medical Office Capstone 	<p>OHLAP CREDIT – 1 ½ Credits</p> <p>COLLEGE CREDIT Murray State College – 28 college hours</p>
	<p><i>Clock Hours 1000</i></p>

Career Major: Medical Insurance Coder	
<ul style="list-style-type: none"> • Business and Computer Technology (1/2 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 100 Introduction to Document Processing or ○ BMAC 200 Advanced Document Processing ○ BMAC 101 Computer Fundamentals I ○ BMAC 201 Computer Fundamentals II • Fundamentals of Admin Tech I (1 OHLAP Credit) <ul style="list-style-type: none"> ○ BMAC 001 Telephone Etiquette ○ BMAC 102 MS Word ○ BMAC 103 Office Procedures ○ BMAC 104 MS Excel • Foundations of Medical Office/Medical Terminology <ul style="list-style-type: none"> ○ BMAM 100 Medical Terminology ○ BMAM 101 Medical Office Procedures Part 1 ○ BMAM 201 Medical Office Procedures Part 2 • Patient Billing <ul style="list-style-type: none"> ○ BMAF 200 Fundamental Accounting I ○ BMAM 102 Patient Billing Part 1 ○ BMAM 202 Patient Billing Part 2 • Medical Insurance <ul style="list-style-type: none"> ○ BMAM 103 HIPAA for Health Careers ○ BMAM 203 Introduction to Medical Insurance and Coding Part 1 ○ BMAM 303 Introduction to Medical Insurance Part 2 • ICD-9-CM/CPT Coding <ul style="list-style-type: none"> ○ BMAM 200 Anatomy & Physiology for Medical Office Use ○ BMAM 205 ICD-9-CM/CPT Coding Part 1 ○ BMAM 206 ICD-9-CM/CPT Coding Part 2 • Medical Office Capstone <ul style="list-style-type: none"> ○ BMAM 305 ICD-9-CM/CPT Coding Part 3 ○ BMAM 400 Medical Office Capstone 	<p style="text-align: center;">CERTIFICATIONS</p> <p>Students will complete the following Brainbench certification tests:</p> <ul style="list-style-type: none"> ○ Computer Fundamentals ○ Telephone Etiquette ○ Office Procedures ○ Filing ○ Customer Assistance ○ MS Word Fundamentals ○ MS Excel Fundamentals ○ Medical Terminology ○ Medical Office Skills ○ Medical Billing ○ HIPAA (Privacy) ○ Health Insurance ○ ICD-9-CM/CPT Coding ○ Accounts Payable Fundamentals ○ Accounts Receivable Fundamentals <p style="text-align: center;">(Brainbench certification tests are free to Oklahoma Career & Technology Education students)</p> <p style="text-align: center;">OHLAP Credit – 1 ½ Credits</p> <p style="text-align: center;">COLLEGE CREDIT Murray State College – 40 college hours</p> <p style="text-align: center;"><i>Clock Hours 1180</i></p>



College Credit: Hours vary from Murray State College throughout the various majors.



CARPENTRY

Construction Pathway

Each year, carpentry students learn and practice the skills needed to work in the commercial and residential areas of construction.

In addition to classroom work and skills practice in the shop, students go on location to build a house from the ground up.

Skills taught include use of hand and power tools, blueprint reading, exterior finishing, and interior finishing. Upon completing the course, students are qualified for entry-level jobs in the building trades.

Career Major Residential Carpenter

<ul style="list-style-type: none"> • Safety 1 and 2 • Construction Core • Advanced Floor Systems • Advanced Floor Systems • Wall and Ceiling Framing • Residential Exterior Trim & Roof • Roofing Applications • Thermal & Moisture Protection • Stairs • Metal Stud Framing • Drywall Installation • Drywall Finishing • Installation of Interior Doors • Suspended Ceilings • Windows, Doors, Floors & Ceiling Trim • Workforce Staging • Fundamentals of Cabinetmaking • Cabinet Design/Planning & Estimating • Basic Cabinet Construction • Cabinet Installation • Interior Doors and Trim • Counter Tops & Laminates Construction • Basic Finishing Techniques • Advanced Cabinet Construction 	<p>Certification</p> <p>After completion of this course, the student has the opportunity to work towards the following certification test.</p> <ul style="list-style-type: none"> ➤ NCCER (National Center for Construction Education Research) sponsored by the Association of General Contractors <p>Student is not responsible for the cost of the test.</p> <p>No tool cost unless tools are lost or destroyed.</p>
	<p>Clock Hours 1020</p>



College Credit: Hours vary from OSU Institute of Technology, Western Oklahoma State College and Murray State College throughout the various majors.



COMPUTER-AIDED DRAFTING

The purpose of the Computer-Aided Drafting/Design (CADD) course offered at Red River Technology Center in Duncan, Oklahoma is to provide students with an understanding of the features associated with the operation of a computer-aided drafting/design (CADD) system. Students will gain valuable hands-on experience using the latest software.

Emphasis is placed on operating the CADD software combined with instruction in mechanical and architectural drafting. The course presents logical, well-tested, step-by-step instruction in all disciplines: CADD, mechanical, and residential architecture, piping, civil drafting.

Strong math, science, and communication skills are required throughout the course.

Manufacturing Production Process Development Pathway

Career Majors:

CAD Drafter

Fundamentals of Computer Aided Drafting and Design Drawing and Document Management Material and Equipment Specifications Principals of CAD Design Architecture Computer Aided Drafting and Design CAD Architecture Level I Engineering Computer Aided Drafting and Design Manufacturing Computer Aided Drafting and Design CAD Civil Introduction CAD Piping Introduction Workforce Staging	Certification <ul style="list-style-type: none"> ➤ Basic Drafting ➤ Mechanical Drafting ➤ Architectural Drafting <p>No tool cost unless tools are lost or destroyed.</p> <p style="text-align: center;">No Cost for Certifications</p>
Clock Hours 1005	

Design Engineer Technician

Fundamentals of Computer Aided Drafting and Design Drawing and Document Management Material and Equipment Specifications Principals of CAD Design Engineering Computer Aided Drafting and Design Manufacturing Computer Aided Drafting and Design Workforce Staging	Certification <ul style="list-style-type: none"> ➤ Basic Drafting ➤ Mechanical Drafting <p>No tool cost unless tools are lost or destroyed.</p> <p style="text-align: center;">No Cost for Certifications</p>
Clock Hours 705	



Construction

CAD Architectural Drafter

<p>Fundamentals of Computer Aided Drafting and Design Drawing and Document Management Material and Equipment Specifications Principals of CAD Design Architecture Computer Aided Drafting and Design CAD Civil Introduction CAD Piping Introduction Workforce Staging</p>	<p>Certification</p> <ul style="list-style-type: none"> ➤ Basic Drafting ➤ Architectural Drafting <p>No tool cost unless tools are lost or destroyed.</p> <p>No Cost for Certifications</p> <hr/> <p>Clock Hours 645</p>
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College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College throughout the various majors.



COSMETOLOGY

The student will study the theory and practice the skills of cosmetology, which includes but is not limited to: hairstyling, haircutting, permanent waving, straightening, coloring, corrective treatments, manicuring, pedicuring, artificial nails, facials, skin care treatments, retailing, receptionist training and business management.

Upon successful completion of this course the student should be able to complete the Oklahoma State Board of Cosmetology Exam at a minimum of 75% on both written and practical exams.

Upon successful completion of the Cosmetologist – Public Career Major and State Board Examination the student should be able to perform the skills of a cosmetologist at entry-level competency.

Personal Services Pathway

**Career Majors:
Cosmetologist - Public**

<p>First Semester Intro to Cosmetology Shampoo/Conditioning I Manicuring/Pedicuring I Hairstyling I Chemical Structuring I Haircoloring I Facials Safety</p> <p>Second Semester Shampoo/Conditioning II Manicuring/Pedicuring II Hairstyling II Chemical Restructuring II Haircoloring II Lash and Brow Scalp Treatments Haircutting Safety</p>	<p>Third Semester Intro to Advanced Cosmetology Adv Hairstyling I Adv Haircoloring I Adv Haircutting I Adv Manicuring/Pedicuring I Adv Chemical Restructuring I Adv Facials State Board Exam Review Safety</p> <p>Fourth Semester Adv Hairstyling II Adv Haircoloring II Adv Haircutting II Adv Manicuring/Pedicuring II Adv Chemical Restructuring Adv Scalp Treatments State Board Exam Review Safety</p>	<p>High School Students only.</p> <p>No tool cost unless tools are lost or destroyed.</p> <p>Clock Hours 1000</p>
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Certification

After successful completion of 1000 clock hours and 500 hours of approved related subjects with proof of high school graduation students should be prepared to sit for the Oklahoma State Board of Cosmetology licensing exam.

Student is responsible for cost of licensure.

Upon successful completion of the Practicing Master Instructor Career Major and State Board Examination the student should be able to perform the skills of master instructor at entry-level competency.

Practicing Master Instructor

Orientation & Review of Cos Curriculum Intro to Teaching/Practicing Course Outline and Development I Law, Beauty School Management I Teaching & assisting in the Classroom I Safety Course Outline and Development II Law, Beauty School Management II Teaching & Assisting in the Classroom II Practice Teaching in the Classroom	Must have a minimum of two years practicing as a licensed cosmetologist to apply. Adults only with the cost of tuition. No tool cost unless tools are lost or destroyed.
	Clock Hours 500

Certification

After successful completion of 500 clock hours students should be prepared to perform the duties of a Master Instructor for the Oklahoma State Board of Cosmetology licensing exam.

Student is responsible for cost of licensure.



ELECTRONICS TECHNOLOGY

Let's face it; we all interact with electronic devices everyday of our lives! Electronics Technology, provides students the skill-sets required within the **STEM** career cluster (**S**cience, **T**echnology, **E**ngineering and **M**ath), and today's leading technology industries to assemble, install, interface, maintain and repair electronic circuits and microprocessor-based devices in Analog and Digital equipment. Today, Solid State and Digital components proliferate our automobiles, satellites, rockets and space probes, appliances, aircraft, entertainment systems, medical care, robotics, and just about anything else you can think of. Again, these devices don't appear out of thin air, someone must lead and assist in the design, assembly, installation and maintenance of these devices. **Why not you?** Assuming no prior electronic background, Electronics Technology - through a combination of instructor lead discussions, defined coursework, all re-enforced by practical hands-on experiments and projects, and state-of-the-art computer assisted instructional trainers and software, - explores the various components and circuits implemented in today's electronics, how they are utilized, and with the option of independent industry certifications and college credit available, fully qualifies our graduates for entry-level employment in many of today's technology-based industries.

Science, Technology, Engineering and Math Pathway

<p>Career Majors: Electronics Technician</p> <p>Electrical Safety Hand and Power Tools Instruments and Measurements DC Circuits AC Circuits Electromechanical Devices Semiconductor Circuits Semiconductor Devices Linear Circuits Digital Circuits Microprocessor Systems Soldering Mechanical Fasteners and Terminals Data Communications Workforce Staging</p> <p>Clock Hours 1050</p>	<p style="text-align: center;">Certification</p> <p>General Electronics Technician (ODCTE)</p> <p>Electronics Assembler (ODCTE)</p> <p>Electronics Systems Association (ESA):</p> <ul style="list-style-type: none"> • Level 1 – DC Circuits Certification * • Level 2 – AC Circuits Certification * • Level 3 – Solid-State Certification * • Level 4 – Digital Certification * <p>*These certification exams carry a testing fee of \$35.00 ea.</p> <p>International Society of Certified Electronics Technicians (ISCET):</p> <ul style="list-style-type: none"> • Associate Level Certification <p>Cooperative Alliances</p> <p>College Credit is available through a cooperative alliance agreement with Western Oklahoma State College, Murray State College</p> <hr/> <p>Additional Focus Areas</p> <p>Computer Repair Aeronautics and Aerospace Technologies Automotive Mobile Electronics Installation</p>
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College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College throughout the various majors.



HEALTH CAREERS CERTIFICATION

Health Careers Certification is a program designed for high school juniors, seniors and adults that are interested in a career in the health care field.

Students are given the opportunity to explore a wide range of health careers through classroom/lab experiences, field trips and guest speakers. Students will participate in specialized studies and clinical experiences depending on the career major.

If you are 18 years of age or older or will be 18 years of age during clinical rotation, you will be required to have a federal background check. The student is responsible for the \$17.00 fee. The background check will be obtained through Red River Technology Center. Students must also provide proof of current vaccinations including: Tetanus Booster, MMR or Rubella Titer, Varicella/Chicken Pox or letter from physician stating you have had Chicken Pox, Hepatitis B, Negative TB skin test. Flu Vaccine is highly recommended.

Students must be able to perform a number of physical activities in the clinical portion of the career majors. At a minimum, students will be required to lift patients, stand for several hours and perform bending activities. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Diagnostic Pathway

Phlebotomist

Health Careers Core Medical Terminology Anatomy/Physiology Health Care Provider CPR/First Aide Clerical Skills and Duties Safety, Legal Issues & Quality Control Phlebotomy Specimen Collection & Processing Phlebotomy Practicum	Clock Hours 630
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Nursing Assistant

Health Careers Core Health Care CPR/First Aide Medical Terminology Anatomy/Physiology Long Term Care Aide Medication Administration Technician Home Health Care Nursing Assistant Restorative Care Aide	Certification State of Oklahoma Examination. Cost is the responsibility of the student
	Clock Hours 618

Basic Medical Assistant

Intro to Medical Assisting Medical Terminology Anatomy/Physiology Pharmacology Intro to Medical Office Clinical Procedures Part 1 Phlebotomy Specimen Collection and Processing Intro to Medical Office Clinical Procedures II Medical Assisting Clinical Experience	Certification Must have completed Nursing Assistant before completing.
	Clock Hours 645

Pharmacy Technician

Health Careers Core Health Care CPR/First Aide Anatomy/Physiology Orientation to Pharmacy Technician Career Intro to Physical Therapy Aide Pharmacy Law and Ethics Pharmacology for PhT Pharmacological Calculations Retail Pharmacy Operations Medical Terminology Professional Skills in the Pharmacy Pharmacy Technician Certification Preparation Pharmacy Technician Internship	Certification Must be High School graduate and 18 yrs of age. National Certification. Cost of Exam is the responsibility of the student.
	Clock Hours 750



College Credit: Hours vary from Murray State College throughout the various majors.

SCOPE

Student Clinical Observation of Professional Experience

SCOPE will be on an individual basis and career specific



RESIDENTIAL HEATING, VENTILATION, AND AIR CONDITIONING

Learn the basics of HVACR repairing, maintaining and troubleshooting much of the equipment that makes life more comfortable today.

Instruction includes classroom time learning about the equipment and shop time, applying what is learned in class on commercial and residential heating units, commercial refrigerators, residential air conditioning, refrigeration units and heat pumps.

Basic electricity, mathematics and physics are taught as they relate to the general operational theory of the equipment.

Maintenance Operations Pathway

Residential Air Conditioning Technician

<p>Introduction to Air Conditioning to Safety, Tools, and equipment Piping and Piping Practices Principles of Thermodynamics and Heat Transfer Electricity for HVACR HVACR Solid State Electronics Air Handling HAVCR Controls Refrigerant System Components Refrigerant and Lubricants Refrigerant Recovery Refrigerant Retrofits Air Conditioning Systems Indoor Air Quality HVACR Preventive Maintenance Heating Systems Heat Pumps Professional Service HVACR System Service & Troubleshooting Codes, Regulations, and Standards Workforce Staging Load Calculations</p>	<p>Accreditation: HVAC Excellence</p> <p style="text-align: center;">Certification</p> <ul style="list-style-type: none"> ➤ Section 608 EPA, Refrigeration Recovery License Fee \$35.00 Including competency exam at end of instruction ➤ Apprentice License, \$25.00 state fee. <p>Student is responsible for the cost of the test.</p> <p>No tool cost unless lost or destroyed.</p>
	Clock Hours 1050

Residential HVAC Installer

<p>Introduction to HVACR; Safety, Tools and Equipment Principles of Thermodynamics and heat Transfer Piping and Piping Practices Refrigerants and lubricants Refrigerant Recovery Refrigerant retrofits Air Handling Load Calculations HVACR System Installation and Start-Up (Residential) Indoor Air Quality HVACR Preventive Maintenance HVACR Codes, Regulations, & Standards Professional Service Load Calculations Workforce Staging</p>	<p style="text-align: center;"><i>Clock Hours 465</i></p>
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College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College throughout the various majors.



PRECISION MACHINE TECHNOLOGY

Precision Machine Technology provides technical students with the opportunity to gain experience using a variety of industrial machine tools. The overall goal of the program is to provide students with the skills and knowledge to become a valuable manufacturing employee.

Each student will practice manual milling, turning, and drilling. Advanced students will gain experience operating computerized machinery. Experience in using hand tools and precision measuring equipment will be integrated throughout the course.

In addition to the machine tool practice, students will receive instruction in general shop safety, blueprint reading and basic machine shop math. Students will be introduced to advanced trade topics such as metallurgy, Geometric Dimensioning, trigonometry, Statistical Process Control, and CNC programming.

Production Pathway

Career Majors:

CNC Assistant Machinist

Intro to CNC Intro to Manufacturing Technology Quality Assurance 2D Graphics Programming Adv Machining Concepts Workforce Staging Print Reading for Machining Precision Measurement Machine Tool Theory Metal Prep For Processing Basic CNC Lathe Operations Basic CNC Milling Operations Metrology, Conventional Milling 1 and 2, Conventional Turning 1 and 2, Process Interpretation CNC Production Machining	<p style="text-align: center;">Certification</p> Students should be prepared to test in the following program certification areas: <ul style="list-style-type: none"> ➤ Drill Press Operator ➤ Engine Lathe Operator ➤ CNC No cost for certification testing. No tool cost unless tools are lost or destroyed.
Clock Hours 1005	

Drill Press Operator

Orientation to Machining Machine Tool Theory Print Reading for Machining Precision Measurement Drill Press Operations Workforce Staging	Clock Hours 270
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Engine Lathe Operator

Orientation to Machining Machine Tool Theory Print Reading or Machining Precision Measurement Engine Lathe Operations Workforce Staging	Clock Hours 270
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College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College throughout the various majors.



PRE-ENGINEERING ACADEMY

Science and Mathematics Pathway

Students in the Pre-Engineering pathway will study pre-engineering through Project-Lead-the-Way curriculum that introduces them to concepts and principles of engineering with a strong emphasis on the development of problem solving skills. The students will learn how engineers apply math, science, and technology to solve problems. The curriculum has been developed with the goal of preparing students to successfully advance to the college level. Students will take four Project-Lead-the-Way courses and four advanced science and math courses as listed in the curriculum below.

**Career Major:
Pre-Engineering**

<p>JUNIOR YEAR: Intro to Engineering Design * Principles of Engineering* Trigonometry/Pre-Calculus Physics</p> <p>SENIOR YEAR: Engineering Digital Electronics Engineering Design & Development AP Calculus** AP Physics**</p>	<p>*Qualifies for Computer Science Credit **Indicates CollegeBoard Advanced Placement Program™ Course (college credit available for AP Exam scores of 3 or better)</p> <p>Student is responsible for cost of AP Exam(s).</p> <p>Clock Hours 960</p>
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PRACTICAL NURSING

The one-year Practical Nursing includes classroom study and clinical practice in area hospitals, nursing homes and other health care facilities. It is a full-time program that meets five days a week. Students satisfactorily completing the program are eligible to take the National Certification Licensure Examination-PN (NCLEX-PN) after approval by the Oklahoma Board of Nursing. After passing NCLEX-PN, the graduate may practice as a Licensed Practical Nurse.

Class size is limited to 26. Application for the program includes:

- a. Aptitude tests
- b. A completed application form
- c. Official school transcript and proof of high school graduation or GED
- d. References
- e. Suggested Proof of Certification in one of the following: Medical Terminology; Pharmacy Tech; Health Careers; Phlebotomy; Certified Medication Aide; Long-Term Care Aide; Home Health Aide: grade of C or better in A & P or Nutrition in college (B or greater required for H.S. A & P).
- f. Interview
- g. Clear OSBI check

Applicants who have tested and submitted all the information requested in b through e will be interviewed. **High** test scores will increase your overall total points which will increase your opportunity to be accepted into the program. Call the school counselor for test score interpretation. Selection of students is made after the interview and OSBI check.

The Practical Nursing Program is divided into two areas. Area I must be completed with a 75% grade or higher in order to advance to Area II. Area II must be completed with a 75% grade or higher in order to graduate. A strict attendance policy is in effect.

This program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the Oklahoma Board of Nursing and the Oklahoma Department of Career and Technical Education.

NLNAC
3343 Peachtree Road, N.E. Suite 500
Atlanta, GA 30326
P(404) 975-5000
F(404) 975-5020
www.nlnac.org

OK Board of Nursing
2915 North Classen, Ste. 524
Oklahoma City, OK 73106
P(405) 962-1800
F(405) 962-1821
www.youroklahoma.com/nursing/

Ok Department of Career and
Technology Education
1500 West 7th Avenue
Stillwater, OK 74074
P(405) 377-2000 F(405)743-5541
www.okcareertech.org

Upon completion, students may take the National Council Licensure Exam for Practical Nurses (NCLEX-PN) to become licensed as a practical nurse.

Note: A complete cost breakdown is available upon request.

RED RIVER TECHNOLOGY CENTER PRACTICAL NURSING 2011 - 2012 CURRICULUM PLAN

Course #8	Course/Segment Title	Theory Hours	Lab Hours	Clinical Hours
Area I July 12, 2011-January 13, 2012, 768 Hrs. (1 clock hr. = 60 min), 112 Days, 23 Wks., 5-3/4 Mo.; theory 6 hr/day, clinic 8hr/day				
LTC/CNA	Long Term Care/Certified Nursing Assistant	45	30	16
MT	Medical Terminology	45		
A&P	Anatomy and Physiology	120		
FON	Fundamentals of Nursing	108	52	
MN	Maternal-Newborn Nursing (ATI Test 3 hrs)	40	0	
CN I	Clinical I- Basic Clinical Nursing			80
CN II	Clinical II – Medical Surgical Nursing (Part I) Includes 28 hrs Maternal Newborn			192

NC	Nursing Concepts	40		
	Area I Totals	398	82	288
Area II January 17, 2012-June 22, 2012,704 Hrs., 107 Days, 22 Wk., 5-3/4 Mo.; theory 6 hr/day, clinical 8 hr/day or 12 hr/day				
PH	Pharmacology & IV Therapy	24	26	
MH	Mental Health (ATI Test 3 hrs)	40		
CN III	Clinical III – Medical Surgical Nursing (Part II)			220
MS I	Medical-Surgical Nursing I (ATI test 6 hrs)	75		
TTP	Transition to Practice	15		
PEDS	Pediatrics Nursing	40		
MS II	Medical Surgical Nursing II	84		
CN IV	Clinical IV – Maternal Newborn, Pediatric & Mental Health (SWBC, Talif., Physician Office , Health Dept., Tower 2, Field Trip)	0		60
CN V	Clinical V – Transition to Practice (Mentorship, Leadership, ICU, Preceptor)	0		120
	Area II Totals	278	26	400
	GRAND TOTAL: 1472 Hours	676	108	688

Long Term Care includes safety, biothreats, legal/ethical issues, basic human needs, normal & abnormal body structure and function, infection control, mobility, basic nursing skills, dementia, Alzheimer's, death & dying.

Medical Terminology covering a wide variety of terms and abbreviations.

Anatomy & Physiology includes modules on each body system.

Fundamentals of Nursing includes modules on safety, asepsis, admit, transfer & discharge of patients, decision making, documentation, pain management, assessment, mobility, digestive care, wound care, urinary, geriatrics, basic nutrition, plan of care, heat and cold, dying, grief & loss, phlebotomy and perioperative

Maternal-Newborn Nursing includes modules on pregnancy, labor and delivery, postpartum & neonate care.

Clinical I & II Basic bedside care is provided to the Geriatric and Med-Surge patient. The students contribute to the development of a nursing care plan. Medication Administration and basic skill are performed

Nursing Concepts includes modules on orientation, learning, communication, professionalism, health and wellness, medical language, human development, nursing ethics and the law, and the changing health systems.

Pharmacology includes modules on medication classifications, administration, medical math, documentation, order transfer, and IV initiation.

Mental Health includes information on psychological responses to illness, psychiatric disorders & substance abuse

Medical-Surgical Nursing I includes modules on introduction, cardiovascular, integumentary, reproduction, hematology, neurology and emergencies.

Transition to Practice includes modules on job seeking skills, licensure application and NCLEX and organizational & management skills.

Pediatrics includes health promotion and basic care of the pediatric client, child physical and mental disorders.

Medical Surgical Nursing II includes modules on urinary, immune, digestive, musculoskeletal, sensory (eye/ear), oncology, respiratory and endocrine.

Clinical III, IV, and V The student will provide advanced nursing care for the seriously ill patient. Experience received are in patient care, total patient care, OB, ER, ICU, Physician Office, Home Health, Pediatrics, Medication Administration (hospital and nursing home), Mental Health and Management

Preceptorship provides care while working in a 1:1 relationship with an LPN or RN in an approved clinical site.

OKLAHOMA BOARD OF NURSING
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

Information for Bulletins and Catalogues
Of Nursing Education Programs

- I. In an effort to provide accurate and appropriate information in the bulletins and catalogues of nursing education programs, the Oklahoma Board of Nursing recommends a statement for inclusion in the bulletin/catalogue of each nursing program. All other references to the role/responsibility of the Oklahoma Board of Nursing should be deleted.
- II. The following statement is the appropriate designation of the role/responsibility of the Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:
- A. "The Red River Technology Center is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Application for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applications for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:
1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
 2. A pending or approved application for asylum in the United States;
 3. Admission into the United States in refugee status;
 4. A pending or approved application for temporary protected status in the United States;
 5. Approved deferred action status; or
 6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6]

- III. The Board requests that this statement be included in your bulletin/catalogue.
Regulatory Authority 59 O.S §567.12



From patching a fence to welding high-pressure pipelines, welders today work at a variety of jobs.

The course covers arc welding and oxyacetylene cutting. Also covered are safety procedures for all welding processes.

The Welding Program has agreed with the American Welding Society to act as a Participating Organization in the Training of Entry Level Welders and to abide by the Requirements of AWS QC10, Specification for Qualification and Certification for Entry Level Welders.

Welding and Fabrication Pathway

Career Majors:

Structural Welder

<p>Fundamentals of Welding SMAW Equipment and Setup SMAW Electrodes SMAW Beads and Fillet Welds Welding Joint Fit Up and Adjustment Metal Preparation and Heat Treatment Metal Characteristics and Properties GMAW/FCAW Equipment and Setup Fundamentals of Cutting Air Carbon Arc Cutting and Gougin Plasma Arc Cutting Oxy Fuel Cutting SMAW Groove Welds with Backing SMAW Open Root V Groove Welds Welding Blue Prints GMAW Plate Welding Detailed Drawings FCAW Plate GTAW Equipment and Filler Materials GTAW Plate GTAW Aluminum Plate Weld Quality Work Force Staging</p>	<p>Certification During this course, a student should be prepared to apply and test, with the Oklahoma Department of Labor. Possible certifications are listed below:</p> <ul style="list-style-type: none"> ➤ Shield Metal Arc - 3G, 2G ➤ Gas Metal Arc - 3G, 2G ➤ S.M.W.A. Pipe Arc - 5G, 6G <p>Students should wear long sleeve shirts, boots, gloves, and a welder's cap."</p> <p>Estimated testing cost for all certifications \$300.00 Student is responsible for the cost of tests.</p> <hr/> <p>Clock Hours 840</p>
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SMAW Structural Welder

<p>Metal Preparation and Heat Treatments Fundamentals of Welding Welding Detail Drawings Metal Characteristics and Properties Fundamentals of Cutting Processes Oxyfuel Cutting Welding Joint fit-Up and Adjustment SMAW Equipment and Setup SMAW Electrodes Welding Blueprints Weld Quality SMAW Beads and Fillet Welds SMAW Groove Welds with Backing SMAW Open V-Groove Welds Workforce Staging</p>	<p>No tool cost unless tools are lost or destroyed.</p> <hr/> <p>Clock Hours 555</p>
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GTAW Structural Welder

Fundamentals of Welding Welding Detail Drawings Welding Joint Fit-Up and Adjustments Metal Preparation and Heat Treatments Fundamentals of Cutting Processes Oxyfuel Cutting GTAW Plate Welding Blueprints Metal Characteristics and Properties Weld Quality GTAW Equipment & Filler Materials Plasma Arc Cutting GTAW Aluminum Plate Workforce Staging	No tool cost unless tools are lost or destroyed.
	Clock Hours 390

GMAW Structural Welder

Fundamentals of Welding Welding Detail Drawings Metal Preparation and Heat Treatments Oxyfuel Cutting Fundamentals of Cutting Processes Metal Characteristics and Properties Welding Blueprints Weld Quality Welding Joint Fit-Up and Adjustments GMAW/FCAW Equipment Setup GMAW Plate Workforce Staging	No tool cost unless tools are lost or destroyed.
	Clock Hours 330

Cutting Processes Technician

Fundamentals of Cutting Processes Welding Detail Drawings Metal Preparation and Heat Treatments Plasma Arc Cutting Air Carbon Arc Cutting and Gouging Oxyfuel Cutting Workforce Staging	No tool cost unless tools are lost or destroyed.
	Clock Hours 180

FCAW Structural Welder

Fundamentals of Welding Welding Detail Drawings Metal Characteristics and Properties Metal Preparation and Heat Treatments Fundamentals of Cutting Processes Oxyfuel Cutting Welding Blueprints GMAW/FCAW Equipment Setup Welding Joint Fit-Up and Adjustments Weld Quality FACW Plate Workforce Staging	No tool cost unless tools are lost or destroyed.
	Clock Hours 330



College Credit: Hours vary from OSU Institute of Technology and Western Oklahoma State College throughout the various majors.