CV TECH

2023-2024 Program Syllabi

Cowan Campus
1701 Czech Hall Road
Yukon, OK 73099
405.345.3333

El Reno Campus
6505 East Highway 66
El Reno, Oklahoma 73036
405.262.2629

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Canadian Valley Technology Center

Our mission is to prepare people to succeed through quality career and technical education programs and services.

Since 1970, we have been providing educational opportunities for high school students and adults. Our programs and services help you if you're ready to enter the workforce, if you're going to college, if you're an adult ready to make a career change or simply ready to expand your skills. CV Tech is ready to help you focus on your future.

CV Tech's student body is a diverse group of high school students from 14 sending schools and adults from the communities we serve. We have three campuses and offer training in 29 career fields.

Each year, hundreds of students choose to maximize their education by adding Canadian Valley's career-focused curriculum to their class schedules. Students are taught the fundamental concepts of their chosen field and learn to apply them in a professional lab/shop environment, all while learning to apply math, science, literacy, and employment readiness into their studies. This approach helps our students master highly technical procedures and gives them a head start on developing the work ethic employers demand from employees. As a result, our graduates are prepared to keep up with today's rapidly changing job market.

At CV Tech, instructors utilize instructional delivery that consists of individualized, standards-based learning through the use of an online learning management system and hands-on, skills-driven, project-based learning that includes work-based learning opportunities and capstone projects. Employability skills and academic skills instruction are incorporated with occupational skills education throughout the program.

El Reno	Cowan	Chickasha

CV Tech Information

Schedule

We offer two daytime class sessions:

AM 8:25 - 11:15   PM 12:25 - 3:15

Class sessions are approximately three hours with a ten minute break. Students will spend the entire time in their program unless they are taking a math class at CV Tech.

Transportation

Bus transportation is provided from each high school campus or students may choose to drive to campus.

Industry Certifications

The District will pay for up to four industry or trade-specific certification examinations and licenses related to the student's approved program of study, not to exceed $350.00 per student, per program. To receive this benefit, a student must be:

- taking their first attempt; does not count for retakes
- currently enrolled or recently completed (within the current year)
- in district student in good standing
- have the program instructor's recommendation to take the exam.

High School Credit

Courses that qualify for credit are marked with this symbol 🖥️ on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.

🧪 = Science Credit   🖥️ = Computer Science Credit   π = Math Credit

All 🖥️ marked courses qualify for OHLAP credit. OCAS codes are listed on the program syllabus. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.
https://oklahoma.gov/careertech/educators/ocas-codes.html

College Credit

Community colleges and universities that offer technical college certificates may award college credit for courses taught at technology centers through Prior Learning Assessments (PLA's). See current Statewide PLA Technical Inventory at
https://showwhatyouknowok.org/careertech-occupational-licenses/
For more information contact a CV Tech counselor. (see next page)

Contact Information

El Reno Campus (405) 262-2629 6505 East HWY 66 El Reno, OK 73036	**Program Administrators**	
	Jennie Croslin	(405) 422-2348
	Brandon Cary	(405) 422-2267
	Josh Shandy	(405) 422-2314
	Alan Cook	(405) 422-2328
	Elliot Shuler	(405) 422-2288
	Counselors	
	Debra Booth	(405) 422-2262
	Kristi Stephens	(405) 422-2252
	Jennifer Davis	(405) 422-2384
	Special Needs Coordinator	
	Kari Stomprud	(405) 422-2284
	Outreach and Recruitment Specialist	
	Alexis Graham	(405) 422-2344
	Katie Voegeli	(405) 422-2522

Cowan Campus (405) 345-3333 1701 S Czech Hall Road Yukon, OK 73099	**Program Administrators**	
	Joe Meziere	(405) 422-2301
	Karen Sneary	(405) 345-3345
	Counselors	
	Carrie Brunk	(405) 345-3340
	Special Needs Counselor / Assessment	
	Melissa Holcomb	(405) 345-3376
	Outreach and Recruitment Specialist	
	Alexis Graham	(405) 422-2344
	Katie Voegeli	(405) 422-2522

Program Counselor and Administrator

Please direct questions to the counselor and/or administrator that supports each program.

Program	Campus	Counselor	Administrator
Accounting and Business Management	Cowan	Melissa Holcomb	Karen Sneary
Automotive Collision Technology	El Reno	Kristi Stephens	Josh Shandy
Automotive Service Technology	El Reno	Kristi Stephens	Josh Shandy
Aviation Maintenance Technology (Adult)	El Reno	Kristi Stephens	Brandon Cary
Aviation Maintenance Technology (HS)	El Reno	Kristi Stephens	Brandon Cary
Basic Peace Officer Certification (Adult)	El Reno	Debra Booth	Josh Shandy
Biomedical Sciences (HS)	Cowan	Melissa Holcomb	Meziere / Sneary
Computer Aided Drafting & Design	El Reno	Debra Booth	Brandon Cary
Computer Information Systems	El Reno	Debra Booth	Josh Shandy
Computer Programming	El Reno	Debra Booth	Josh Shandy
Construction Trades	El Reno	Jennifer Davis	Brandon Cary
Cosmetology	El Reno	Jennifer Davis	Jennie Croslin
Criminal Justice	El Reno	Debra Booth	Josh Shandy
Diesel Technology	El Reno	Kristi Stephens	Josh Shandy
Digital Media Technology	El Reno	Debra Booth	Brandon Cary
Early Care and Education	El Reno	Jennifer Davis	Brandon Cary
Electrical Trades	El Reno	Jennifer Davis	Josh Shandy
Graphic Design	El Reno	Debra Booth	Brandon Cary
Health Careers (HS)	Cowan	Melissa Holcomb	Meziere / Sneary
Heating, Ventilation, Air Conditioning & Refrigeration	El Reno	Jennifer Davis	Josh Shandy
Industrial Automation	El Reno	Kristi Stephens	Josh Shandy
Math	El Reno	All Counselors	Alan Cook
Medical Assistant	Cowan	Carrie Brunk	Joe Meziere
Medical Office	Cowan	Carrie Brunk	Joe Meziere
Practical Nursing (Adult)	Cowan	Carrie Brunk	Lauri Jones
Pre-Engineering (HS)	El Reno	Kristi Stephens	Brandon Cary
Precision Machining Technology	El Reno	Kristi Stephens	Jennie Croslin
Project Connect (HS)	El Reno	Kristi Stephens	Alan Cook
Project Search (Adult)	Cowan	Kari Stomprud	Joe Meziere
Service Careers	El Reno	Kari Stomprud	Josh Shandy
Surgical Technology (Adult)	Cowan	Carrie Brunk	Meziere / Sneary
Teacher Prep (HS)	El Reno	Jennifer Davis	Brandon Cary
Vision Care Technician	Cowan	Carrie Brunk	Joe Meziere
Welding	El Reno	Debra Booth	Jennie Croslin
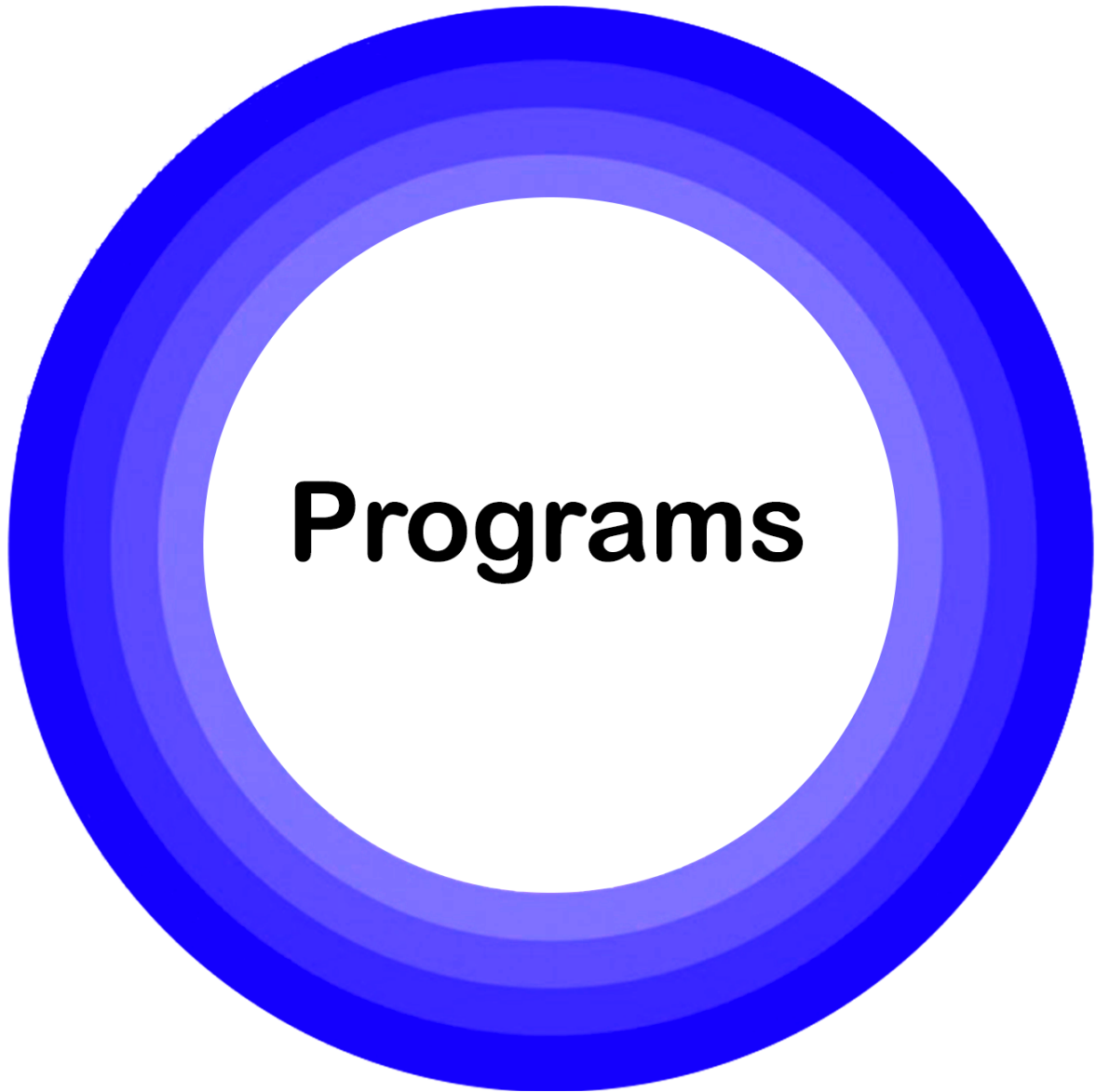
Programs

Accounting and Business Management

The Accounting & Business Management program at CV Tech provides students with technology and managerial skills needed for success in competitive business careers as well as valuable prerequisite skills for success in college business majors such as accounting, finance, marketing and management. Students choose an emphasis on either accounting or administrative support.

A focus on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software, assist with college readiness and provide professional training for immediate job placement in positions related to accounting and administrative support.

Local Program

Accounting Clerk / Administrative Assistant, OCAS 9202/9226
Option 1 Accounting Clerk
Option 2 Administrative Assistant

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Administrative Technologies	120	8103
Office Administration & Management	120	8105
Business Math	40	
Administrative Technologies II *Options 1 & 2*	120	8104
Accounting I *Option 1* Integrated Office Applications *Option 2*	120	
Payroll Accounting *Option 1* Customer Assistance *Option 2*	120	
Computerized Accounting *Option 1* Accounting Basics *Option 2*	120	8109
Capstone	50	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
Administrative Assistant
Receptionist
Financial Clerk
Accounts Payable and Receivable Clerk
Payroll Clerk
Medical Office Assistant

Entry Level Salary Range
$15.00 - $23.00 per hour

Licensure/Certification
Microsoft Office Specialist

Resources
Microsoft Office
GCFLearnFree.org
The Office: Procedures and Technology
Records Management
The Office Specialist
Customer Service
Accounting General Journal
QuickBooks Pro
Payroll Accounting
Administrative & Clinical Competencies
Insurance Handbook for the Medical Office
Exploring Electronic Health Records

Suggested Entry Level Skills
10th grade reading level; Basic math skills

CVTECH

Program Information Sheet

Automotive Collision Technology

The Automotive Collision Technology program at CV Tech is an I-CAR affiliate program. Students will learn auto detailing, nonstructural collision repair, refinishing, structural collision repair, estimating, shop management, and customer service.

Local Program

Collision Repair Technician, OCAS 9904/9905

Courses	Hours	OCAS
Non-Structural Analysis and Damage Repair	300	
Structural Analysis and Damage Repair	40	
Painting and Refinishing	300	
Damage Analysis, Estimating, and Customer Service	70	
Mechanical and Electrical Components	40	
Auto Collision Projects	180	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
Painter Helper
Body Technician Helper
Auto Detailer
Refinishing Technician
Collision Technician
Estimator / Appraiser
Service Writer
Industrial Refinishing

Entry Level Salary Range
$10.00 - $22.00 per hour

Licensure/Certification
I-Car/PDP-EE Pro Level 1
I-CAR Platinum Refinishing
I-CAR Platinum Nonstructural

Resources
I-CAR Collision Repair PDP Online
Auto Collision Repair and Refinishing

Suggested Entry Level Skills
9th grade reading level; Basic math skills; Algebra, Geometry

Clothing Requirement
Students must wear long pants or shorts, shirt, and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty; be prepared to get dusty.

Automotive Service Technology
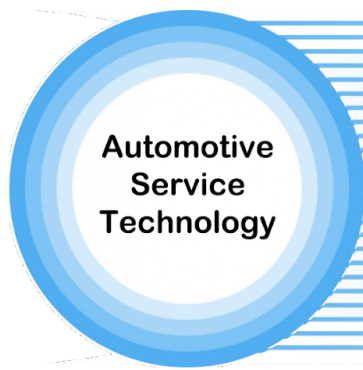
The Automotive Service Technology program at CV Tech is a NATEF certified program that focuses on diagnosing and repairing passenger cars and light trucks, including current computer controlled models. Students learn about the following systems: brakes, steering and suspension, electrical, heating and air-conditioning, automatic transmission, manual transmission and drivetrain, and engine repair and performance.

Local Program

Automotive Technician (NATEF Aligned), OCAS 9906/9907

Courses	Hours	OCAS
Automotive Brakes	115	
Automotive Heating and Air-Conditioning	115	
Automotive Electrical/Electronics	115	
Automotive Steering and Suspension	115	
Automotive Manual DriveTrain and Axle	115	
Automotive Automatic Transmission	115	
Automotive Engine Repair	115	
Automotive Engine Performance	115	
Employment Readiness	40	
TOTAL HOURS	**960**	

Occupations
Automotive Technician
Automotive Service Advisor
Maintenance/Light Repair Tech
Parts Counter Associate

Entry Level Salary Range
$12.00 - $25.00 per hour

Licensure/Certification
Student ASE:
Brakes
Suspension and Steering
Electrical and Electronic
  Systems
Heating and Air Conditioning
Maintenance and Light Repair
Engine Performance
Engine Repair
Manual DriveTrain and Axles
Automatic
  Transmission/Transaxle
Automobile Service Technology

Resources
CDX Online Fundamentals of
  Automotive Technology
AllData website
ProDemand website

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

CV TECH

Aviation Maintenance Technology HS

The Aviation Structural Technician program is composed of training and course work that prepares students for a career as an Aviation Structural Technician.

This program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance, and repair. Students are prepared for a career as aircraft structural technicians and support personnel. Topics include flight line and shop safety, aircraft structures, metals, hand tools, and measuring devices, aircraft riveting, hardware, technical drawings, forming processes, structural repair, and corrosion control.

Local Program • (High School Only Program)
Aviation Maintenance, OCAS 9879/9880

Courses	Hours	OCAS
Regulations and Ground Operations	140	8884
Applied Sciences of Aircraft Maintenance	180	8886
Aviation Electricity	140	8887
Aircraft Materials and Corrosion Control	140	8885
Inspections and Human Factors	60	
Metallic Structures	135	
Non-Metallic Structures	135	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
Aviation Structural Technician

Entry Level Salary Range
$16.00 - $23.00 per hour

Licensure/Certification
Completion of this course may lead to advanced standing in the Adult Aviation Program at CV Tech.

Resources
Aircraft Structural Technician (Dale Hurst)
Texas Instruments TI30XIIS Calculator
A&P Technician General Textbook
A&P Technician Airframe Textbook
ASA General Test Guide
ASA Aircraft Inspection, Repair and Alterations AC43, 13 1B and 2B
Federal Aviation Regulations (FAR-AMT)

Suggested Entry Level Skills
College reading level; Basic math skills; Algebra

Clothing Requirement
Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

CVTECH

Aviation Maintenance Technology
Adult

The Aviation Maintenance Technology program is composed of the training and course work that meet the eligibility requirements to take the Federal Aviation Maintenance (FAA) examinations for Airframe and Powerplant certification.

This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems. The curriculum is structured as follows.

Local Program - (Adult Only Program)
Aviation Maintenance Technician, OCAS 9901

Aviation consists of the three areas below. Individual courses for each area are listed on the next page

Courses	Hours
General	480
Airframe	828
Powerplant	672
TOTAL HOURS	**1980**

Occupations
Aviation Maintenance Technician

Entry Level Salary Range
$18.00 - $25.00 per hour

Licensure/Certification
Preparation for assessment/certifications:
FAA Mechanics Certificate with Airframe and Powerplant ratings
Federal Aviation Administration (FAA, part 147) approved program

Resources
Texas Instruments TI30XIIS Calculator
Aviation Mechanic Series General
A&P Technician Airframe Textbook
A&P Technician Powerplant Textbook
ASA General Test Guide
ASA Airframe Test Guide
ASA Powerplant Test Guide
ASA Aircraft Inspection, Repair and Alterations AC43.13 1B and 2B
Federal Aviation Regulations (FAR-AMT)

Suggested Entry Level Skills
College reading level; Basic math skills; Algebra

Clothing Requirement
Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

CVTECH

Course Name	Hours
General	
Fundamentals of Electricity and Electronics	120
Aircraft Drawings	30
Weight and Balance	30
Fluid Lines and Fittings	30
Aircraft Materials, Hardware, and Processes	42
Ground Operations and Servicing	30
Cleaning and Corrosion Control	36
Mathematics	36
Regulations, Maintenance Forms, Records, and Publications	36
Physics for Aviation	36
Inspection Concepts and Techniques	30
Human Factors	24
Airframe	
Metallic Structures	156
Non-Metallic Structures	114
Flight Controls	72
Airframe Inspection	60
Landing Gear Systems	48
Hydraulic and Pneumatic Systems	60
Environmental Systems	30
Aircraft Instrument Systems	30
Communications, Light Signals, and Runway Lighting Systems	36
Aircraft Fuel Systems	30
Aircraft Electrical Systems	84
Ice and Rain Control Systems	30
Airframe Fire Protection Systems	30
Rotorcraft Fundamentals	30
Water and Waste Systems	18
Powerplant	
Reciprocating Engines	144
Turbine Engines	102
Engine Inspection	84
Engine Instrument Systems	30
Engine Fire Protection Systems	24
Engine Electrical Systems	30
Engine Lubrication Systems	30
Ignition and Starting Systems	42
Engine Fuel and Fuel Metering Systems	30
Reciprocating Engine Induction and Cooling Systems	30
Turbine Engine Air Systems	30
Engine Exhaust and Reverser Systems	30
Propellers	66

CVTECH

Program Information Sheet

Basic Peace Officer Certification
Adult

The Basic Peace Officer Certification (BPOC) at CV Tech is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The program prepares cadets for a career in law enforcement, corrections and public safety. Cadets will learn a variety of police fundamentals and functions, from Firearms and Defensive Tactics to Investigations and Forensics.

Local Program• (Adult Only Program)
Basic Peace Officer Certification Academy, OCAS 9629

Courses	Hours	OCAS
Orientation / Intro to Law	4	
Ethics	16	
Report Writing	15	
Community / Human Relation	14	
Legal Matters	52	
NIMS 700	4	
Traffic	17	
SFST	32	
Radar / Lidar	16	
First Aid for Peace Officers	8	
Criminal Investigations	84	
Patrol	68	
Firearms Training	70	
Law Enforcement Driver Training	42	
Custody and Control	70	
EOI Practical Exercises	16	
Administrative and Exams	14	
Physical Training	54	
Graduation / Rehearsal	9	
Taser Training	8	
LASER	16	
Financial Planning for Law Enforcement	8	
TOTAL HOURS	**637**	

Occupations
Law Enforcement
Security
Corrections
Public Safety

Entry Level Salary Range
$39,981- 57,860- Annually

Licensure/Certification
Basic Peace Officer
Certification

Resources
70 OS 3311 CLEET Training

Suggested Entry Level Skills
10th grade reading level;
Basic math skills

Prerequisites
Must meet CLEET requirements (background check, fingerprints, physical assessment, POSSE Exam, MMPI, H.S. diploma or GED, age 21, U.S. citizen or resident alien), physical agility test, and physician's assessment.

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Program Information Sheet

Biomedical Sciences

HS
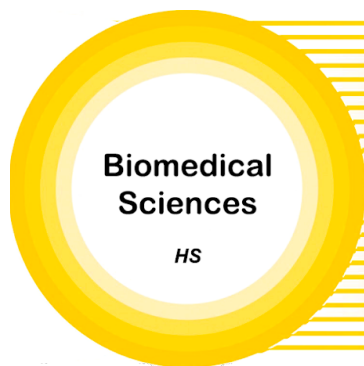
The Biomedical Science program at CV Tech will engage students in relevant hands-on situations related to the human body, cell biology, genetics, diseases, and other topics. Project Lead the Way courses are supplemented by rigorous science and math courses. These courses are designed to give the college-bound student a "head start" on challenging advanced medical studies.

Local Program• (High School Only Program)
Biomedical Sciences STEM Academy, OCAS 9852/9870

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II 🖥️π	120	4412
Accelerated Chemistry 🖥️🧪	120	5051
PLTW Principles of Biomedical Sciences 🖥️🧪 2 semesters	240	8706
Junior		
AP Pre-Calculus 🖥️π	120	4611
AP Chemistry 🖥️🧪 or Anatomy and Physiology 🖥️🧪	120	5055 5333A 5220P
PLTW Medical Interventions 🖥️🧪 2 semesters	240	8708
Senior		
AP Statistics 🖥️π or AP Calculus AB 🖥️π	120	4760 4615
AP Biology 🖥️🧪 *optional dual credit	120	5035
PLTW Biomedical Innovation 🖥️🧪	240	8719
TOTAL HOURS	**1440**	

Retention Criteria
It is recommended that students maintain a C or higher to progress to the next semester.

Credits and Certifications
Students are expected to take AP exams and may earn college credit with qualifying scores

Project Lead the Way college credit hours may be earned

NOCTI Biotechnology Certification

Resources
Biology In Focus: AP Edition
Human Anatomy and Physiology
Introductory Chemistry
Chemistry: A Molecular Approach AP Edition
Pearson Algebra 2
PLTW Curriculum

Suggested Entry Level Skills
Completion of Biology I, Algebra I, and Geometry in high school with a grade of "B" or better in all math and science courses and a strong interest in the medical field. A grade of "C" or better in pre-AP and AP courses. 90% attendance for the previous semester, or supporting documentation for extenuating circumstances.

CV TECH

Program Information Sheet

Computer Aided Drafting and Design
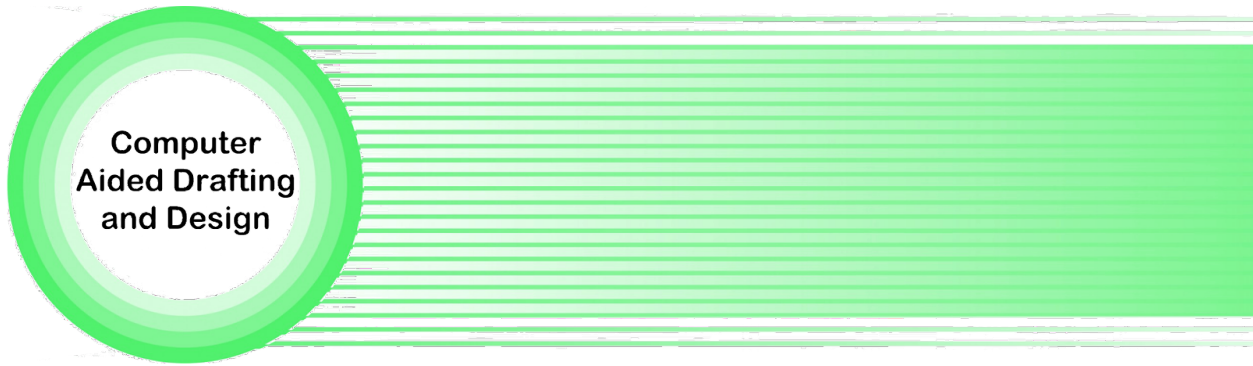
The CADD program at CV Tech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Bentley Systems, Inventor) to prepare for skills and techniques of emerging technologies (advanced real-time rendering, interactive design and virtual reality using Twinmotion, Blender, and Unreal). Options are offered in civil, architectural, and mechanical design and drafting.

Local Program

Computer Aided Drafting, OCAS 9054/9084

Option 1 Civil
Option 2 Architectural
Option 3 Mechanical

Courses	Hours	OCAS
Fundamentals of Computer Aided Drafting and Design	120	8905
Engineering Computer Aided Drafting and Design	120	8904
CADD Exploration	120	
Civil Design and Drafting *Option 1* Architectural Design and Drafting *Option 2* Mechanical Design and Drafting I *Option 3*	190	
Visualization and Media Design	190	
Interactive Gaming and Visualization *Options 1 and 2* Mechanical Design and Drafting II *Option 3*	190	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
CAD Drafter Designer
2D Drafter Designer
3D Drafter Designer

Entry Level Salary Range
$12.00 - $26.00 per hour

Licensure/Certification
AutoDesk-AutoCAD
AutoDesk-Inventor
AutoDesk-Revit
Bentley Systems

Resources
Solid Professor
Bentley Systems

Suggested Entry Level Skills
9th grade reading level; Basic Math

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Program Information Sheet

Computer Information Systems

The Computer Information Systems program at CV Tech focuses on the installation, maintenance, and repair of PCs, servers, and networks. Students will build, install, configure, upgrade, diagnose, troubleshoot, and repair workstations, servers, and networks. Students will also learn to assemble and install ethernet cabling, connect and configure switches, hubs, and routers, and support network communications.

Local Program
Network PC Support Technician, OCAS 9542/9543

Courses	Hours	OCAS
Computer Repair and Troubleshooting I	240	8136
Computer Repair and Troubleshooting II	240	8137
Routing and Switching I	240	8125
Cybersecurity Basics	240	8256
TOTAL HOURS	**960**	

Occupations
Entry Level Computer Technician
Client Support Technician
Help Desk Technician
Network Technician
PC Technician

Entry Level Salary Range
$15.00 - $19.00 per hour

Licensure/Certification
All students:
PC Pro

Optional:
CompTIA A+
CompTIA Network+
CompTIA Security+
CompTIA Linux+
ITS Device Configuration and Management
ITS Network Security
ITS Cybersecurity
ITS Networking

Resources
LabSIM TestOut

Suggested Entry Level Skills
9th grade reading level; Basic math skills

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Program Information Sheet
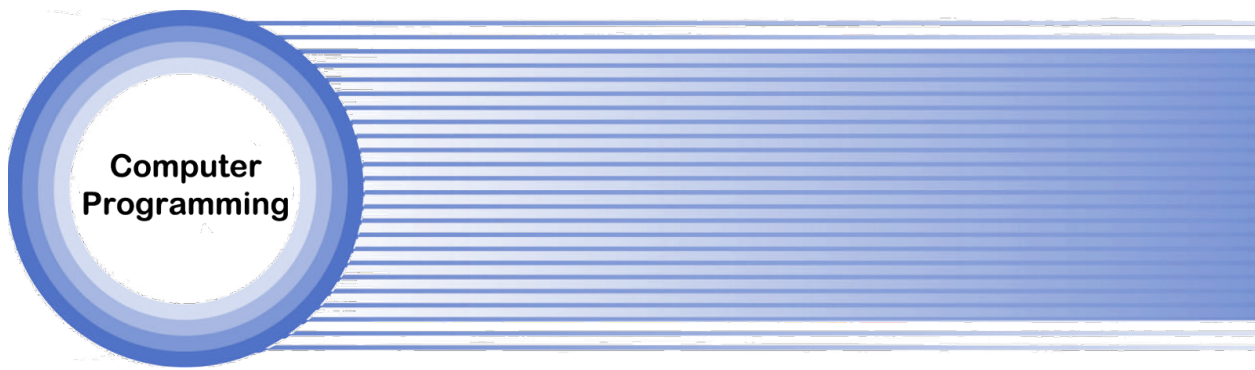
Computer Programming

The Computer Programming program at CV Tech teaches students to write object oriented programs. The students will use various programming languages (HTML5, JavaScript, Python, C#, MySQL, and others) to create event-driven programs and expand their knowledge used in business applications both for Windows and the web. Students will also code game engines to create computer games or other interactive applications with real-time graphics.

Local Program
Web Applications Developer, OCAS 9557/9558

Courses	Hours	OCAS
Fundamentals of Web Design	120	8153
Python	120	
Web Scripting Foundations	240	8157
SQL and PL/SQL Database Applications Development	120	8141
C# Programming	180	8166
Network/Client Operating Systems	120	8121
Employment Readiness (Capstone)	60	
TOTAL HOURS	**960**	

Occupations
Web Designer
.Net/C# Programmer
Python Developer
Artificial Intelligence

Entry Level Salary Range
$15.00 - $28.00 per hour

Licensure/Certification

ITS HTML5 Application Development Fundamentals
ITS Software Development Fundamental - C#
ITS Introduction to JavaScript
ITS Introduction to Programming Using HTML and CSS
ITS Database Fundamentals
ITS Networking
ITS Python

Resources
W3 Schools Website
Fundamentals of Web Development
Gmetrix

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

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Program Information Sheet

Construction Trades
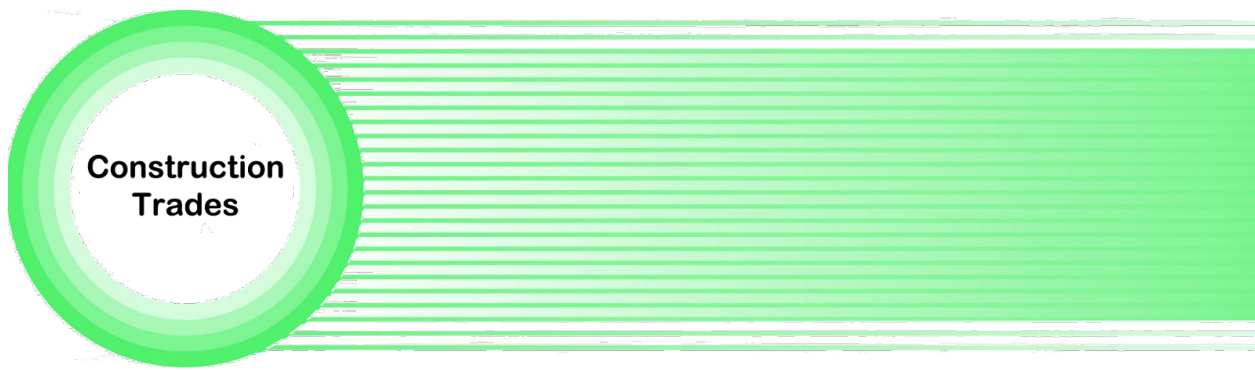
The Construction Trades program at CV Tech develops skills in current commercial and residential building techniques in frame and finish carpentry. This program includes instruction in roofing, framing, siding, doors and trim, cabinetmaking, and countertops.

Local Program
General Carpenter, OCAS 9053/9078

Courses	Hours	OCAS
Core Construction	120	
Framing	180	
Cabinet Making	180	
Advanced Framing	180	
Interior Finishing	90	
Cabinetry Design, Construction, and Installation	150	
Heavy Equipment Safety and Operation	30	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
Carpenter
Cabinet Maker's Assistant
Equipment Operator

Entry Level Salary Range
$15.00 - $22.00 per hour

Licensure/Certification
OSHA 10

Resources
Carpenters International
Career Connections
Project Book 3 Residential and Commercial

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Clothing Requirement
Closed-toe shoes (work boots or tennis shoes); no loose-fitting clothing.

CVTECH

Program Information Sheet
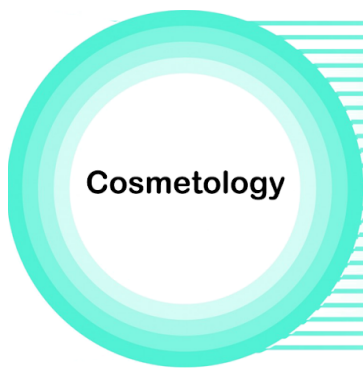
Cosmetology

The Cosmetology program at CV Tech prepares students enrolled in the cosmetologist program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation, hair, scalp, nail, and facial treatments. Students must complete 1500 hours of training; high school students may have 500 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a $5.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class.

Local Program
  Cosmetologist Public and Cosmetologist, OCAS 9478/9488

Courses	Hours HS	Hours Adult	OCAS
Introduction to Cosmetology/Theory	150	150	
Scalp Treatments and Shampoo/Conditioning	30	30	
Hair Cutting and Hair Shaping	180	180	
Hairstyling	120	300	
Hair Color Tints and Bleaching	120	170	
Hair Restructuring/Permanent Waving	180	240	
Basic Manicure/Pedicure	60	90	
Basic Facials	60	160	
Professional Development/Customer Service/Shop Management	100	180	
TOTAL HOURS	**1000**	**1500**	

Occupations
  Cosmetologist
  Nail Technician
  Esthetician

Entry Level Salary Range
  $15.00 - $30.00 per hour

Licensure/Certification
  Cosmetologist License
   from the State Board of
   Cosmetology

Resources
  Pivot Point Cosmetology
  S/P2 Safety

Suggested Entry Level Skills
  10th grade reading level; Basic math skills; Algebra

Clothing Requirement
  Uniforms are required; the cost is typically between $50 to $60 for top and pants and $20 for shoes.

CVTECH

Program Information Sheet

Criminal Justice

The Criminal Justice program at CV Tech is designed to prepare students to pursue not only a career, but their calling to serve as an emergency responder. The students will primarily focus on criminal justice as well as gaining knowledge in the areas of emergency medical response and fire safety. Students will be prepared to be a dispatcher, corrections officer, security guard, or pursue further education to become a police officer. The students will also receive training and test for certification as an emergency medical responder. This program will prepare students to be a well-rounded first responder.

Local Program

Criminal Justice, OCAS 9629/9638

Courses	Hours	OCAS
Introduction to Criminal Justice	100	
Basic Life Support	9	
Telecommunications 911 Simulator	90	
Criminal Law and Procedures	75	
Drugs and Substance Abuse in the CJS	30	
Defensive Tactics and Physical Fitness I	80	
Traffic Management and Crash Investigation	40	
Defensive Tactics and Physical Fitness II	80	
Criminal Investigations and Evidence I	90	
Criminal Investigations and Evidence II	90	
CLEET Unarmed Security Guard	135	
Detention Officer	30	
CLEET Private Investigator	36	
Trauma Awareness and Mental Health for LE	75	
TOTAL HOURS	**960**	

Occupations
Emergency Dispatcher
Security Guard

Requires additional education or certifications:
Police Officer

Entry Level Salary Range
$13.00 - $18.00 per hour

Licensure/Certification
Basic Life Support
Private Security, Phase I Basic
Private Security, Phase II Basic
Private Investigator, Phase III

Resources
Forensic Science Fundamentals & Investigations, 3rd Edition
Law Enforcement I
Private Security, Phase I Basic
Private Security, Phase II Basic
Private Investigator, Phase III

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Clothing Requirement
Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

CVTECH

Program Information Sheet
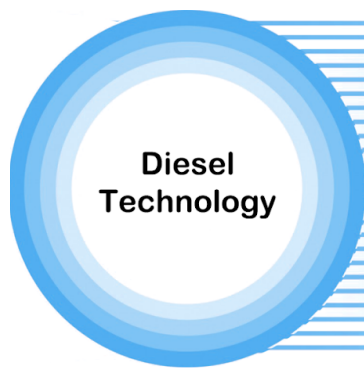
Diesel Technology

The Diesel Technology program at CV Tech is a NATEF aligned program that will prepare students for a career in the diesel maintenance and repair industry. The emphasis of the program is heavy-duty, over-the-road trucks and equipment. Students will learn to service and repair diesel engines, powertrain components, fuel and electrical systems, air brake systems, and cab air conditioning.

Local Program

Commercial Truck Technician - NATEF Aligned, OCAS 9912/9913

Courses	Hours	OCAS
Introduction and Orientation to Diesel Technology	45	
Medium/Heavy Truck Steering and Suspension	90	
Medium/Heavy Truck Brakes	105	
Preventive Maintenance	105	
Medium/Heavy Diesel Truck Drivetrain	45	
Diesel Electrical / Electronics	220	
Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction	90	
Introduction to Engines and Diesel Technology	35	
Diesel Engine Systems	195	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
Diesel Technician
Hydraulic Equipment Technician
Diesel Drive Hydraulic Technician

Entry Level Salary Range
$13.00 - $25.00 per hour

Licensure/Certification
Student ASE:
Brakes
Steering and Suspension
Electrical
Diesel Engines

Resources
CDX Medium/Heavy Vehicle
AllData website
Truck Pro website

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Jeans, steel-toe shoes or boots, and safety glasses are required and metatarsal guards are recommended. Lightweight coveralls may be used to protect clothing.

CVTECH

Program Information Sheet
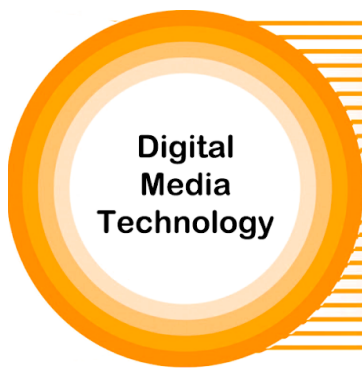
Digital Media Technology

The Digital Media Technology program at CV Tech prepares students for video production and digital communication. Students will create various media pieces using Apple computers and a variety of software. All students will learn how to fly a drone and have the opportunity to become licensed. Video Production students will focus on Adobe Premiere and After Effects while Digital Communications students will learn how to create marketing pieces using Adobe Photoshop and InDesign, as well as online digital marketing through social media.

Local Program

Multimedia Specialist, 9540/9541
Option 1 Digital Communications
Option 2 Video Producer

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Art and Science of Photography/Video	120	
Multimedia & Image Management Techniques	120	8150
Digital Editing and Production	120	
Social Media Marketing *Option 1* Video and Television Production *Option 2*	80	
Non-Linear Digital Editing	80	
Desktop Publishing and Graphic Design *Option 1* Audio Production *Option 2*	120	8149
Marketing and Advertising *Option 1* Non Linear Digital Production *Option 2*	120	
Digital Media Production	20	
Capstone	60	
TOTAL HOURS	**960**	

Occupations
Production Assistant
Digital Media Specialist
Photographer
Marketing Assistant

Entry Level Salary Range
$14.00-$20.00 per hour

Licensure/Certification
Adobe Certified Associate:
InDesign
Photoshop
Premiere Pro

FAA Certification:
Recreational Flyer
Commercial
 Unmanned Aerial
 Systems (UAS)

Students will create a professional portfolio or demo reel

Resources
Gmetrix
AccuSkills
Stukent

Suggested Entry Level Skills
8th grade reading and math levels

CVTECH

Program Information Sheet

Early Care and Education

The Early Care and Education program at CV Tech is designed to prepare students for employment in child care occupations. The National Accreditation Commission for Early Care and Education Programs (NAC) accredits the on-site Child Development Center, where students will experience rotations with children six weeks through five years of age. Students in this program will begin their portfolio to earn The Child Development Associate (CDA) Credential.

Local Program

Early Care Education, OCAS 9480/9489

Courses	Hours	OCAS
Planning a Safe, Healthy Learning Environment	120	
Advancing Children's Physical and Intellectual Development	120	
Supporting Children's Social and Emotional Development	120	
Building Productive Relationships with Families	120	
Managing an Effective Program	120	
Maintaining a Commitment to Professionalism	120	
Observing and Recording Children's Behavior	120	
Understanding Principles of Child Development	120	
TOTAL HOURS	**960**	

Occupations

Early Care & Education Master Teacher

Entry Level Salary Range

$8.00 - $18.00 per hour

Licensure/Certification

CECPD Certifications:
Entry Level Child Care Training
Sleep Safe
Early Learning Guidelines

American Heart Association CPR/First Aid

ODCTE Competency Tests:
Teacher Assistant
Master Teacher
Pathway to Your National Credential

After completing this program, students who complete the CDA process while working at a child development center may apply for their National Credential.

Resources

Working with Young Children
The Child Development Associate National Credentialing Program and CDA Competency Standards
Child Development

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

CVTECH

Program Information Sheet
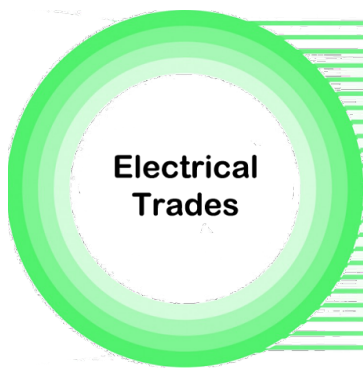
Electrical Trades

The daytime and evening Electrical Trades programs at CV Tech are a CareerTech State affiliated program. Students will learn about both residential and commercial electrical installations. This will include knowledge and skills in the use and understanding of the National Electrical Code, blueprint reading, NEC code calculations, safety, and wiring methods. The certificate of graduation in Electrical Trades is accepted by the Construction Industries Board as one year of experience toward the four years required for a Journeyman License. *The evening program is an adult only program.*

Local Program
Electrician's Assistant, OCAS 9058/9086

Courses	Hours	OCAS
Construction Training	120	
Electrical Safety	30	
Parts and Pieces	30	
Tools and Meters	60	
Electrical Schematic and Blueprint Reading	30	
Electrical Distribution in Construction	30	
Basic Conduit Theory	40	
Residential Wiring: Electrical Box/Cable/Switches	160	
Residential Wiring Installation	115	
Environmental Electrical Practices	25	
Commercial Wiring Methods	250	
Motor Control	80	
Employment Readiness	30	
TOTAL HOURS	**1000**	

Occupations
Electrical Apprentice
Electric Maintenance
Motor Control Apprentice
Junior Electrical Estimator
Generator Installation and
   Maintenance Technician

Entry Level Salary Range
$16.00 - $24.00 per hour

Licensure/Certification
NOCTI

Preparation for assessment:
Residential Certification
Commercial Certification

Apprenticeship License

Resources
Construction Core
   Curriculum;
221 Trainee Guide
Modern Residential Wiring

Suggested Entry Level Skills
11th grade reading level; Basic math skills; Algebra; Geometry; Trigonometry

Clothing Requirement
Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

CVTECH

Program Information Sheet
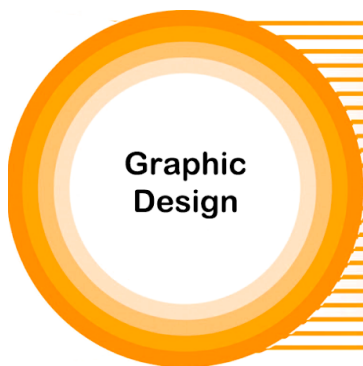
Graphic Design

The Graphic Design program at CV Tech prepares students to enter the graphic design industry in an entry level graphic design position; a print shop, sublimation studio, etc. Students will learn Adobe design software (InDesign, Illustrator, and Photoshop) and a myriad of other support software to create and edit graphics, and create print documents using graphic design principles that include composition, color, layout, illustration, typography, and more. Students learn the use of production equipment, such as the (long roll printer, sublimation tools, making banners, etc.) file management, creativity, and sketching.

Local Program

Graphic Designer, OCAS 9133/9144

Courses	Hours	OCAS
Introduction to Graphic Design	60	
Desktop Publishing and Graphic Design	180	8149
Multimedia & Image Management Techniques	120	8150
Graphic Design Principles	90	
Graphic Design Production I	90	
Advanced Adobe Suite for Graphic Design	220	
Graphic Design Production II	120	
Employment Readiness	80	
TOTAL HOURS	**960**	

Occupations
Introductory Graphic Designer
Graphic Artist
Print Shop Associate
Production Assistant
Sublimation Technician

Entry Level Salary Range
$15.00 - $20.00 per hour

Licensure/Certification
The following certifications are available but not required.
Adobe Certified Associate:
Illustrator
Photoshop

Students will create a professional portfolio

Resources
Advertising and Design
Creative Workshop
GO: A Kidd's Guide to Graphic Design
GMetrix
CONDÈ Video Training
The Print Handbook

Suggested Entry Level Skills
10th grade reading level; Basic math skills (understanding the marks on a ruler for example)

Required Materials
There is a $45 materials fee that is required for all students in this program.

CVTECH

Program Information Sheet

Health Careers CNA
HS
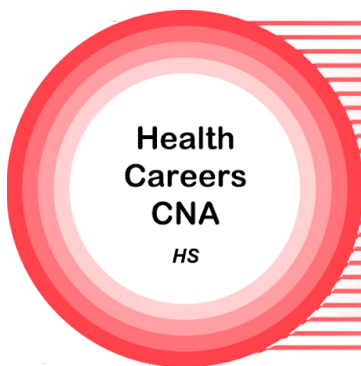
The Health Careers program at CV Tech prepares students through training in core medical knowledge, anatomy, physiology, medical terminology, first aid/CPR, communication pertaining to the health sector, and nursing assistant skills. Students will complete certified nursing assistant (LTCA) training. This is a first year program where students will work toward their CNA. Students who receive their CNA will have the option to enroll in one of the following: Health Careers AUA+ where they will also learn EKG Tech and Phlebotomy; or Medical Assistant. Those who decide not to pursue patient care may enroll in the Medical Office program to learn medical office skills so they may pursue working on the administrative side of a hospital or doctor's office.

Local Program • (High School Only Program)
Health Careers CNA, OCAS 9301

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy	60	5333
Physiology	60	5220
Healthcare Provider CPR and First Aid	9	
Certified Nursing Assistant *includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting*	275	
Home Health Care Nursing Assistant	16	
TOTAL HOURS	**480**	

Occupations
Certified Nursing Assistant
Home Health Aide

Entry Level Salary Range
$15.00 - $16.00 per hour

Licensure/Certification
AHA BLS Provider, CPR, First Aid
Certified Nursing Assistant (LTCA)
Home Health Aide

Resources
Dean Vaughn Medical Terminology
Chabner Medical Terminology
The Human Body in Health and Illness
Hartman's Nursing Assistant Care – Long Term Care and Home Care

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Clothing Requirement
Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

CVTECH

Program Information Sheet

Health Careers AUA+
HS

The Health Careers program at CV Tech prepares students through training in Advanced Unlicensed Assistant where they will also learn EKG Tech and Phlebotomy. Those who decide not to pursue patient care may transfer to the Medical Office program to learn medical office skills so they may pursue working on the administrative side of a hospital or doctor's office. *This program requires that a student has already completed Health Careers CNA.*

Local Program • (High School Only Program)
Health Careers AUA, OCAS 9331

Courses	Hours	OCAS
Advanced Unlicensed Assistant	240	
Option 1		
EKG Technician	120	
Phlebotomy	120	
Option 2		
Fundamentals of Nursing I	75	
Fundamentals of Nursing II	165	
TOTAL HOURS	**480**	

Occupations
Certified Nursing Assistant
Home Health Aide
Advanced Unlicensed Assistant
Phlebotomist
EKG Tech
Monitor Tech

Entry Level Salary Range
$15.00 - $18.00 per hour

Licensure/Certification
AHA BLS Provider, CPR, First Aid
NCCT ECG Technician NCET
NCCT Phlebotomy Technician NCPT
Advanced Unlicensed Assistant

Resources
Lippincott Acute Care Skills for Advanced Nursing Assistants
Basic Arrhythmias
Blood Collection

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Clothing Requirement
Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

CVTECH

Program Information Sheet

Heating, Ventilation, Air Conditioning, & Refrigeration

The daytime and evening Heating, Ventilation, Air Conditioning, and Refrigeration program at CV Tech is a NCCER affiliated program. Students learn the fundamentals of safety, mechanics, refrigeration, electricity for HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal. Students will take the AHRI Certification. *Evening program is adult only.*

Local Program

Residential and Light Commercial HVACR Technician, OCAS 9059/9080

Courses	Hours	OCAS
HVACR Safety	90	
Construction Core	120	
EPA Certification Requirements	40	
Intro and Basic Electricity	60	
Trade Math	60	
Cooling	60	
Heating	40	
Piping And Piping Practices	60	
Sheet Metal	60	
AC Circuits and Components	30	
AC Components and Procedures	80	
Heat Pumps	25	
Basic Maintenance	25	
Chimneys, Vents And Flues	10	
Air Duct Systems and Air Quality	40	
Commercial Airside and Hydronic Systems	30	
Electrical Troubleshooting	35	
Heating and Cooling Systems Troubleshooting	35	
Zoning/Ductless/Variable Refrigerant Flow Systems	20	
Commercial Hydronic and Steam Systems	20	
Retail Refrigeration Systems	20	
Ductless Mini-split	30	
Customer Relations	10	
TOTAL HOURS	**1000**	

Occupations

Apprentice HVAC Technician
Sheet Metal Fabrication Apprenticeship

Entry Level Salary Range

$17.00 - $20.00 per hour
After obtaining a Journeyman's License, employees may earn $20.00/hour or more.

Licensure/Certification

EPA Certification
NCCER Core Certificates
OSHA 10
Gastite Certification
Two years of experience toward the 3-years required for a Journeyman License
Advanced placement with Sheet Metal Union
Techniques and Regulations for the Safe Handling of Flammable Hydrocarbon and Hydrofluoroolefin Refrigerants

Resources

NCCER Core Curriculum Trainee Guide
Your Role in the Green Environment
NCCER HVAC Level 1-4 Trainee Guide
Refrigerant Charging and Service Procedures for Air Conditioning

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Closed-toe shoes and proper PPE are required and long pants are recommended in the shop.

CVTECH

Program Information Sheet

Industrial Automation

The Industrial Automation program at CV Tech prepares students for a career in the manufacturing and automation industries. Career path opportunities include, but are not limited to, electro-mechanical technician, programmable logic controller or controls technician. Students develop skills in the areas of mechanical systems integration and maintenance, electrical controls, robotic automation and controls, fluid power including hydraulics and pneumatics, and programmable logic control. Students will become multi-skilled persons that can grow in a rapidly emerging workplace in a variety of industrial and automation technology fields.

Local Program
  Industrial Automation, OCAS 9723/9724

Courses	Hours	OCAS
Introduction and Safety	45	
Basic Operations	100	
Electrical Systems	100	
Control Systems	140	
Fluid Power	140	
Robot	190	
Mechanical	150	
Process Control	95	
TOTAL HOURS	**960**	

Occupations
  Programmable Logic Control Technician
  Programmable Logic Controller
  Controls Technician
  Electromechanical Technician

Entry Level Salary Range
  $28.00 - $35.00 per hour

Licensure/Certification
  OSHA - Lockout/Tagout
  SACA - Silver Level Certification

Resources
  Amatrol:
    Industrial Maintenance
    Electrical Systems
    Advanced Manufacturing
  Universal Robotics UR Academy
  Tech Labs

Suggested Entry Level Skills
  11th grade reading level; Algebra; Geometry; Trigonometry

Clothing Requirement
  Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

CVTECH

Program Information Sheet
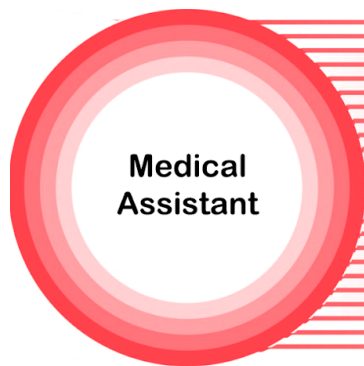
Medical Assistant

The Medical Assistant program at CV Tech prepares students to assist physicians and other healthcare providers in a medical office or clinic setting. Some of the core courses include CPR, First Aid, medical terminology, anatomy and physiology, and an introduction to medical assisting.

More specialized courses include pharmacology (including administering oral, topical and injectable medicines) and clinical procedures for selected disorders of each body system. Some of the independent procedures the medical assistant performs include taking vital signs, obtaining a medical history, and measuring height and weight. The medical assistant will also assist the physician with minor office surgeries. In addition, students will learn how to obtain and prepare blood samples for testing, how to perform point of care diagnostic testing, and executing quality control on the testing equipment. **For high school students: *This program requires that a student has already completed Health Careers CNA.*

Local Program
Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Introduction to Medical Assisting	100	
Medical Terminology	60	
Anatomy	80	
Physiology	80	
Healthcare Provider CPR and First Aid	9	
Clinical Procedures I	200	
Pharmacology	50	
Phlebotomy	80	
Clinical Procedures II	80	
Clinical Practice	61	
Clinical Externship	160	
TOTAL HOURS	**960**	

Occupations
Medical Assistant
Phlebotomist

Entry Level Salary Range
$14.00 - $18.00 per hour

Licensure/Certification
AMT Registered Medical Assistant
NCCT Phlebotomy Certification
Blood Borne Pathogens
American Heart Association- BLS Provider

Resources
Comprehensive Medical Assisting Text, Workbook, & MindTap online
Medical Terminology A short course
Understanding Anatomy & Physiology Text & Workbook
Blood Collection A Short Course
HIPAA Online

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement
Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.
Clean, neat scrubs, navy, are required for clinical rotation.

CVTECH

Program Information Sheet

Medical Office

Adult

The Medical Coding Specialist program at CV Tech prepares students through training in administrative medical assisting, medical terminology, basic anatomy and physiology, medical coding, medical insurance, and electronic health records. This training prepares the student for employment in the medical office, in the medical billing and medical coding field, as well as an administrative medical assistant.

Local Program• (Adult Only Program)
Medical Coding Specialist, OCAS 9230

Courses	Hours	OCAS
Administrative Medical Technology	100	
Medical Insurance	160	
Electronic Health Record	60	
Medical Terminology and Disease Processes for Medical Coding	200	
Medical Coding I	240	
Coding for Inpatient *Option 1* Coding for Outpatient *Option 2*	240	
Capstone/Employment Readiness	120	
TOTAL HOURS	**1120**	

Occupations
Medical Insurance/Billing Specialist
Medical Coder
Medical Office Assistant
Medical Administrative Assistant
Patient Services Representative

Entry Level Salary Range
$15.00 - $19.00 per hour

Licensure/Certification
AHIMA Certified Coding Specialist
AAPC Certified Professional Coder
NHA Certified Billing and Coding Specialist
NHA Certified Electronic Health Record Specialist

Resources
Administrative Medical Assistant
Medical Terminology and Anatomy for Medical Coding
CPT - Step-By-Step
CPT - Professional
Icd-10-Cm/Pcs Coding
Icd-10-Cm Expert for Hospitals
Icd-10-Pcs Expert
Insurance Handbook for The Medical Office

Suggested Entry Level Skills
Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement
Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

CV TECH

Program Information Sheet

Medical Office
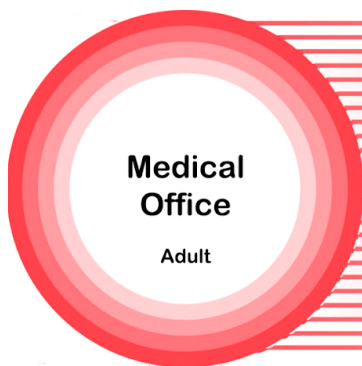
Adult

The Administrative Medical Office Specialist program prepares adult students through training in administrative medical assisting, medical billing, and electronic health records. This training prepares the student for employment in the medical office in an administrative capacity.

Local Program• (Adult Only Program)
Patient Account Representative, OCAS 9213

Courses	Hours	OCAS
Computers for Medical Office	114	
Medical Terminology	60	
Body Systems	60	
Medical Insurance	120	
Electronic Health Records	120	
Administrative Medical Assisting	120	
Employment Readiness	30	
TOTAL HOURS	**624**	

Occupations
Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range
$14.00 - $16.00 per hour

Licensure/Certification
Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record Specialist
NHA Certified Medical Administrative Assistant

Resources
Using Computers In The Medical Office
Medical Terminology Systems
Kinns Administrative Medical Assistant

Suggested Entry Level Skills
Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement
Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

CVTECH

Program Information Sheet

Medical Office

HS

The Administrative Medical Office Specialist program prepares high school students through training in administrative medical assisting, medical billing, and electronic health records. This training prepares the student for employment in the medical office in an administrative capacity.

Local Program• (High School Only Program)
Patient Account Specialist, OCAS 9230/9231

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Administrative Technologies	120	8103
Office Administration and Management	120	8105
Medical Terminology	60	
Body Systems	60	
Electronic Health Records	120	
Patient Billing and Medical Insurance	180	
Administrative Medical Assisting	120	
Employment Readiness	60	
TOTAL HOURS	**960**	

Occupations
Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range
$14.00 - $16.00 per hour

Licensure/Certification
Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record Specialist
NHA Certified Medical Administrative Assistant

Resources
Using Computers In The Medical Office
Medical Terminology Systems
Kinns Administrative Medical Assistant

Suggested Entry Level Skills
Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement
Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

CVTECH

Program Information Sheet

Practical Nursing
Adult

The Practical Nursing program at CV Tech prepares adult students to become a Licensed Practical Nurse. Graduates are eligible to take the NCLEX examination for Practical Nursing licensure after successful completion of the Practical Nursing program.

Local Program• (Adult Only Program)
Practical Nursing, OCAS 9323

Courses	Hours
Medical Terminology	45
Anatomy	60
Physiology	60
Nursing Concepts	40
Fundamentals of Nursing I	165
Fundamentals of Nursing II	70
Pharmacology and Intravenous Therapy Skills	60
Clinical II - Medical Surgical Nursing	193
Medical Surgical Nursing I	85
Pediatric Nursing	65
Clinical III - Medical Surgical Nursing	276
Maternal/Newborn Nursing	65
Mental Health Nursing	40
Medical Surgical Nursing II	95
Clinical IV - Maternal/Newborn, Pediatric, and Mental Health	221
TOTAL HOURS	**1540**

Occupations
Licensed Practical Nurse

Entry Level Salary Range
$12.00 - $27.00 per hour

Licensure/Certification
NCLEX examination for Practical Nursing licensure

Resources
Medical Terminology 350 (2nd edition)
Human Body in Health & Illness (7th edition)
Fundamentals of Nursing Care
Nursing Leadership
Calculate with Confidence
All in One Care Planning
Med-Surg Nursing Concepts and Practice
CPR – BLS for Healthcare Provider
CPR Training Mouthpiece
Introduction to Maternity and Pediatrics
Mental Health Nursing
Understanding Pharmacology

Suggested Entry Level Skills
Minimum scores of 250 in reading and 250 in arithmetic on the Accuplacer exam.

Clothing Requirement
Students are required to wear scrubs of any color to class every day. Scrub tops, tshirts, or sweatshirts can be worn with scrub pants. School uniform scrubs (specific color with specific patches) are only required during clinicals and are purchased from the CV Tech bookstore.

CVTECH

Program Information Sheet

Precision Machining Technology
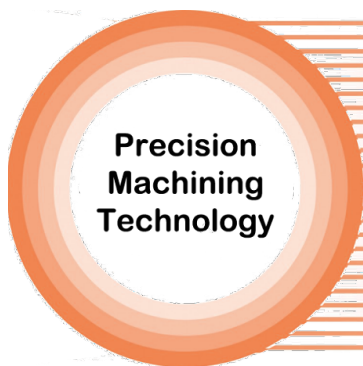
The Manufacturing and Machining program at CV Tech prepares students for a career in the machining field. Students learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, mills during their first two years as a high school student. Students may return as an adult to learn CNC machining where they will set up, operate, and write programs for CNC mills and lathes and complete an introduction to CADD.

Local Program
Manual Machinist, OCAS 9697/9698

Courses	Hours	OCAS
Orientation to Machining	30	
Print Reading	60	
Measurement	45	
Machining Shop Basics	100	
Grinding	25	
Lathe	240	
Drill Press	70	
Mill	240	
Introduction to CNC	120	
Employment Readiness	30	
TOTAL HOURS	**960**	

Occupations
Machinist

Entry Level Salary Range
$15.00 - $20.00 per hour

Licensure/Certification
ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machine Center Operator

Resources
Immerse2Learn
Precision Machining Technology
Machining Center Programming and Operation
Turning Center Programming and Operation
HAAS operator and training manual

Local Program- (Adult Only Program)
CNC Machinist, OCAS 9679

Courses	Hours	OCAS
CNC Lathe	240	
CNC Mill	240	
CADD	120	
TOTAL HOURS	**600**	

Prerequisite
Complete the Machinist program or have comparable, documented work experience

Occupations
CNC Machine Operator
CNC Programmer

Entry Level Salary Range
$19.00 - $23.00 per hour

Licensure/Certification
ODCTE Competency Tests:
CNC Machine Center Operator

Suggested Entry Level Skills
11th grade reading level; Algebra; Geometry; Trigonometry

Clothing Requirement
Long pants, short-sleeved shirt, closed-toe shoes with socks, and safety glasses are required.

CVTECH

Program Information Sheet
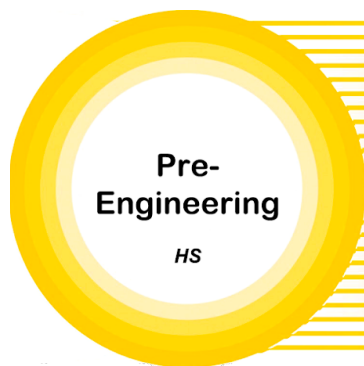
Pre-Engineering
HS

The Pre-Engineering program at CV Tech is a college preparatory program for sophomores, juniors, and seniors that combines advanced math and science with hands-on, real-world application of engineering principles. Design a city, program a robot, and do other projects while learning engineering concepts.

Students will be enrolled in the courses below based on courses completed at their high school prior to entering the Pre-Engineering program.

Local Program• (High School Only Program)
   Pre-Engineering Academy, OCAS 9862/9871

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II	120	4412
Accelerated Chemistry	120	5051
PLTW Intro to Engineering and Design	120	8709
PLTW Principles of Engineering	120	8710
Junior		
Accelerated Pre-Calculus	120	4611
AP Physics I	120	5213
PLTW Aerospace Engineering	120	8715
PLTW Computer Integrated Manufacturing	120	8712
Senior		
AP Calculus BC	120	4616
AP Physics C - Mechanics	120	5216
AP Physics C - Electricity and Magnetism		5217
PLTW Digital Electronics	120	8711
PLTW Engineering Design and Development	120	8716
TOTAL HOURS	**1440**	

Retention Criteria
   A student must make a B or higher each semester to progress to the next semester.

Credits
   Many students earn college credit in the AP courses

   Project Lead the Way college credit hours may be earned

Resources

   Flamingo Math
   College Physics
   Mechanics and Electricity and Magnetism Physics for Scientists and Engineers
   Algebra 2 Common Core
   TI-Nspire CX calculator
   TI-Nspire CX2 CAS calculator
   A Molecular Approach
   World of Chemistry

Suggested Entry Level Skills / Academic Criteria
   A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school math and science courses may be accepted.

CVTECH

Program Information Sheet

Project Connect

HS
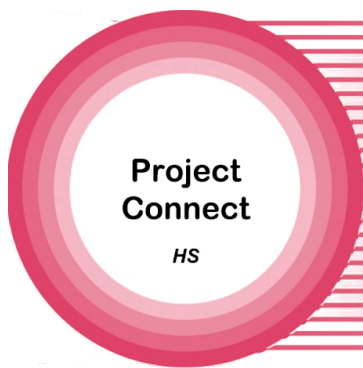
Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. During the six hours in the school day, students are in Project Connect for three hours and they are in a tech program for the other three hours. **

Local Program• (High School Only Program)
   Project Connect

Goals

1. Assist students with gaining the knowledge and understanding of required academic courses with 85% accuracy as presented in individual academic contracts.

2. Practice effective communication and life skills.

3. Provide students with the writing, grammar and math skills necessary to become a successful employee.

4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.

5. Develop character traits that will contribute to success in the workplace and society.

Students must be referred by partner school principals or counselors. Contact the following to make a referral:

Alan Cook
405.422.2328
acook@cvtech.edu

Kristi Stephens
405.422.2252
kstephens@cvtech.edu

Diploma Requirements

Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcripted by the partner high school.

Suggested Entry Level Skills
   8th grade reading level; Basic math skills

CVTECH

Program Information Sheet

Project SEARCH *Adult*

Project SEARCH provides employment and educational opportunities for post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work.

The Project SEARCH "classroom" is in a business setting provided by INTEGRIS Hospital. Students' immersion in the workplace encourages teaching and learning to take place through continuous feedback and the acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Cowan Campus, and a variety of support agencies.

Local Program• (Adult Only Program)
    Project SEARCH

Possible Course/Rotations

Nursing	Patient Materials
Dietary	Building Maintenance Services
Speciality Clinic	Environmental Services
Materials/Warehouse	Women's Center
Admissions	Mail Room
Physical Therapy	Medical Records
TOTAL HOURS	**1137**

Qualifications and Requirements

- One-year successful attendance at career tech or work-study during high school

- Preference given to prior CV Tech students

- Active Department of Rehabilitation Services case file

- Basic math, reading, and communication skills

- Employee Health Screening including a drug screen, two Tuberculosis tests, current COVID vaccination, and any other tests requested by INTEGRIS Employee Health Department

Clothing Requirement

    Closed-toe shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars ($15) to replace the badge.

CVTECH

Program Information Sheet

Service Careers
Building and Grounds

The Service Careers Building and Grounds Maintenance program at CV Tech develops skills in horticulture, facilities cleaning, landscaping, and basic auto detailing. Students gain hands-on experience as they work in the greenhouse, create and maintain the service careers garden, practice landscaping, facilities cleaning, and floral design. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program

Service Careers Building and Grounds, OCAS 9007/9021

Courses	Hours	OCAS
Horticulture and Garden Care	360	
Landscaping and Grounds Care	180	
Floral Design	120	
Facilities Cleaning	120	
Employment Readiness	180	
TOTAL HOURS	**960**	

Occupations
Greenhouse Assistant
Landscape Assistant
Custodian
Auto Detailer
Florist Assistant
Home and Garden Store
 Associate

Entry Level Salary Range
$8.00 - $15.00 per hour

Licensure/Certification
N/A

Resources
Teacher Created and
 Industry Based

Suggested Entry Level Skills
Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement
Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

CVTECH

Program Information Sheet

Service Careers Hospitality

The Service Careers Hospitality program at CV Tech develops skills in customer service, event setup, hotel housekeeping and laundry, office cleaning services, communication, teamwork, and organization. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program
Service Careers Hospitality, OCAS 9434/9442

Courses	Hours	OCAS
Introduction to Hospitality & Tourism	30	
Sanitation and Cleaning	90	
Customer Service	120	
Lodging Services	240	
Food & Beverage Services	240	
Event Services	120	
Employment Readiness	120	
TOTAL HOURS	**960**	

Occupations
Housekeeper
Event Staff
Breakfast Attendant
Laundry Attendant
Room Service Server
Dining Room Attendant

Categories
- Accommodations
- Transportation
- Food and Beverage
- Attractions

Entry Level Salary Range
$8.00 - $18.00 per hour

Licensure/Certification
Hospitabilities

Resources
N/A

Suggested Entry Level Skills
Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement
Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

Surgical Technology
Adult
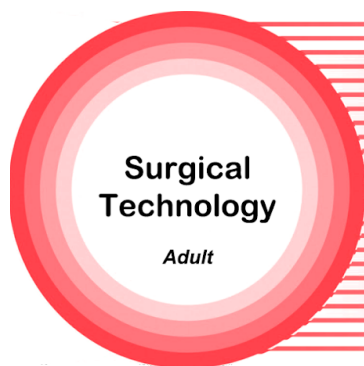
The Surgical Technology program at CV Tech prepares students to provide quality patient care before, during and after surgery as a critical part of the surgical team. Students learn to prepare operating rooms for surgery; sterilize and supply equipment; prepare patients for surgery; assist surgeons and nurses during surgery by passing instruments and other sterile supplies. Students will experience challenging coursework and instruction in a variety of surgical procedures and clinical settings.

Local Program • (Adult Only Program)
   Surgical Technologist (Accredited Program), OCAS 9343

Courses	Hours	OCAS
Surgical Technology Orientation	26	
Core Medical Terminology	45	
Anatomy	80	
Physiology	80	
Introduction to Surgical Technology	60	
Microbiology and Wound Healing	55	
Essentials of Surgical Asepsis	100	
Surgical Pharmacology	60	
Disaster and Emergency Preparedness	15	
Surgical Patient Care	60	
Surgical Case Management	120	
Surgical Procedures I	90	
Surgical Procedures II	73	
Surgical Tech Practicum I	76	
Surgical Tech Practicum II	208	
Surgical Tech Practicum III	208	
TOTAL HOURS	**1356**	

Occupations
   Surgical Technologist

Entry Level Salary Range
   $18.00 - $25.00 per hour

Licensure/Certification
   CST Nationally Certified
   Surgical Technologist

Resources
   Medical Terminology: A Short
   Course
   Understanding Anatomy &
   Physiology Text & Workbook
   The Human Body in Health and
   Illness 7th Ed.
   Surgical Technology Principles
   & Practice 8th Ed.
   Microbiology for the Surgical
   Technologist 2nd Ed.
   Pharmacology for the Surgical
   Technologist 5th Ed.

Suggested Entry Level Skills
   9th grade reading level; Must
   score 250 in reading and 238
   in arithmetic on Accuplacer to
   apply.

Clothing Requirement
   Students must wear scrub bottoms every day (dark gray or black); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

CVTECH

Program Information Sheet

Teacher Prep

HS
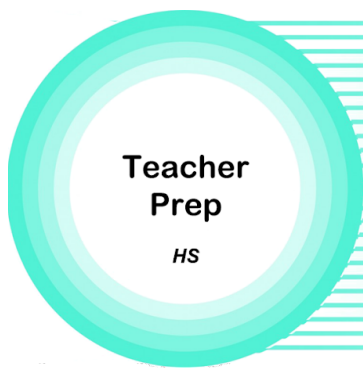
The Teacher Prep program at CV Tech is designed to get students a jump start into becoming a teacher or employment in a school setting as a paraprofessional. This one year program is designed to help high school students explore the various teaching careers in the educational field and gain classroom experience through internships at our local schools. Students will have the opportunity to gain certification as a teacher's aide as well as work toward entry into a college teaching program.

Local Program
Teacher Prep, OCAS 9241

Courses	Hours	OCAS
The Profession of Teaching	30	
The History of Education	30	
Human Growth and Development	90	
Instructional Planning and Methods	90	
Teaching Diverse / Exceptional Learners	90	
Internship	120	
College and Career Preparation	30	
TOTAL HOURS	**480**	

Occupations
Paraprofessional
Teaching Assistant

Requires additional education or certifications:
Teacher

Entry Level Salary Range
$11.00 - $15.00 per hour

Licensure/Certification

Praxis Parapro Assessment

Resources
Teach Oklahoma
Teaching Textbook, 4th edition
Teaching Workbook

Suggested Entry Level Skills
10th grade reading level; Basic math skills

CVTECH

Program Information Sheet

Vision Care Technician
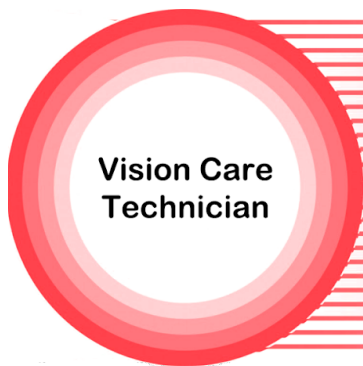
The Vision Care Technician program at CV Tech prepares students through training in the areas of diagnostic testing, clerical skills, and assisting an eye care doctor. Students will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. In addition, students will give patient instructions and provide patient education on proper care and use of corrective lenses. The program offers practical experiences with local eye care specialists.

Local Program
　Vision Care Technician, OCAS 9346/9359

Courses	Hours	OCAS
Vision Care Introduction	30	
Optics	120	
Ocular Anatomy and Physiology	80	
Ocular Medical Terminology	40	
Photography and Imaging	80	
Ocular Disease and Ocular Pharmacology	60	
Clinical Skills	150	
Vision Clinical Practicum	400	
TOTAL HOURS	**960**	

Occupations
　Ophthalmic Assistant
　Optometric Assistant
　Ophthalmic Photographer

Entry Level Salary Range
　$16 - $19 per hour

Licensure/Certification
　Certified Ophthalmic Assistant
　AHA BLS Provider, CPR, First Aid

Resources
　The Ophthalmic Assistant
　Anatomy & Physiology Overview

Suggested Entry Level Skills
　10th grade reading level; Basic Algebra

Clothing Requirement
　Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.
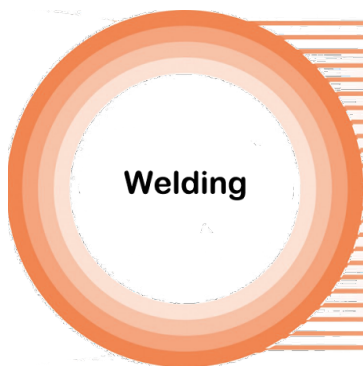
CVTECH

Welding

The daytime and evening Welding program at CV Tech prepares students for a career in the welding field. Students will learn about Shielded Metal Arc Welding (Stick), Gas Metal Arc Welding (MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (TIG). Students will also learn about oxy-fuel cutting and weld shop blueprint reading. *The evening program is for adults only.*

Local Program
Pipe/Structural Welder/Fitter, OCAS 9707/9708

Courses	Hours	OCAS
Welding Fundamentals Equipment, Setup	110	
SMAW Beads and Fillet Welds	120	
Introduction to Welding and Cutting Processes	45	
Welding Blueprints and Drawings	40	
Oxy Fuel Cutting and Heat Treatments	75	
SMAW Open V Groove Welds Plate	90	
Employment Readiness	30	
Advanced Introduction to Welding and Cutting Processes	45	
Cutting: Plasma Arc, Air Carbon Arc Cutting and Gouging	30	
Mitering, Saddling and Branching of Pipe	75	
GTAW Equipment and Filler Material *Option 1* / GMAW/FCAW Equipment and Setup *Option 2 & 3*	15	
GTAW Aluminum Plate/Pipe *Option 1* / GMAW Plate and Pipe *Option 2 & 3*	40	
GTAW Carbon Steel Plate *Option 1* / GMAW Aluminum Plate *Option 2* / SMAW Groove Welds with Backing *Option 3*	30	
GTAW Carbon Steel Pipe *Option 1* / SMAW Open V-Groove Root Pipe Welds Sch40 *Option 2 & 3*	65	
GTAW Low Alloy and Stainless Steel Pipe *Option 1* / FCAW Plate and Pipe *Option 2* / SMAW Open V-Groove Root Pipe Welds Sch80 *Option 3*	90	
Capstone	60	
TOTAL HOURS	**960**	

Occupations
Welder
Fabricator
Fitter
Inspector
Retail Sales

Entry Level Salary Range
$15.00 - $30.00 per hour

Licensure/Certification
Certified Welder

Resources
Welding Technology Fundamentals
Hobart Institute of Welding Technology Step-by-Step Books
Miller Open Book Online

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement
Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves. Adult students must purchase a welding hood.

CVTECH

Program Information Sheet
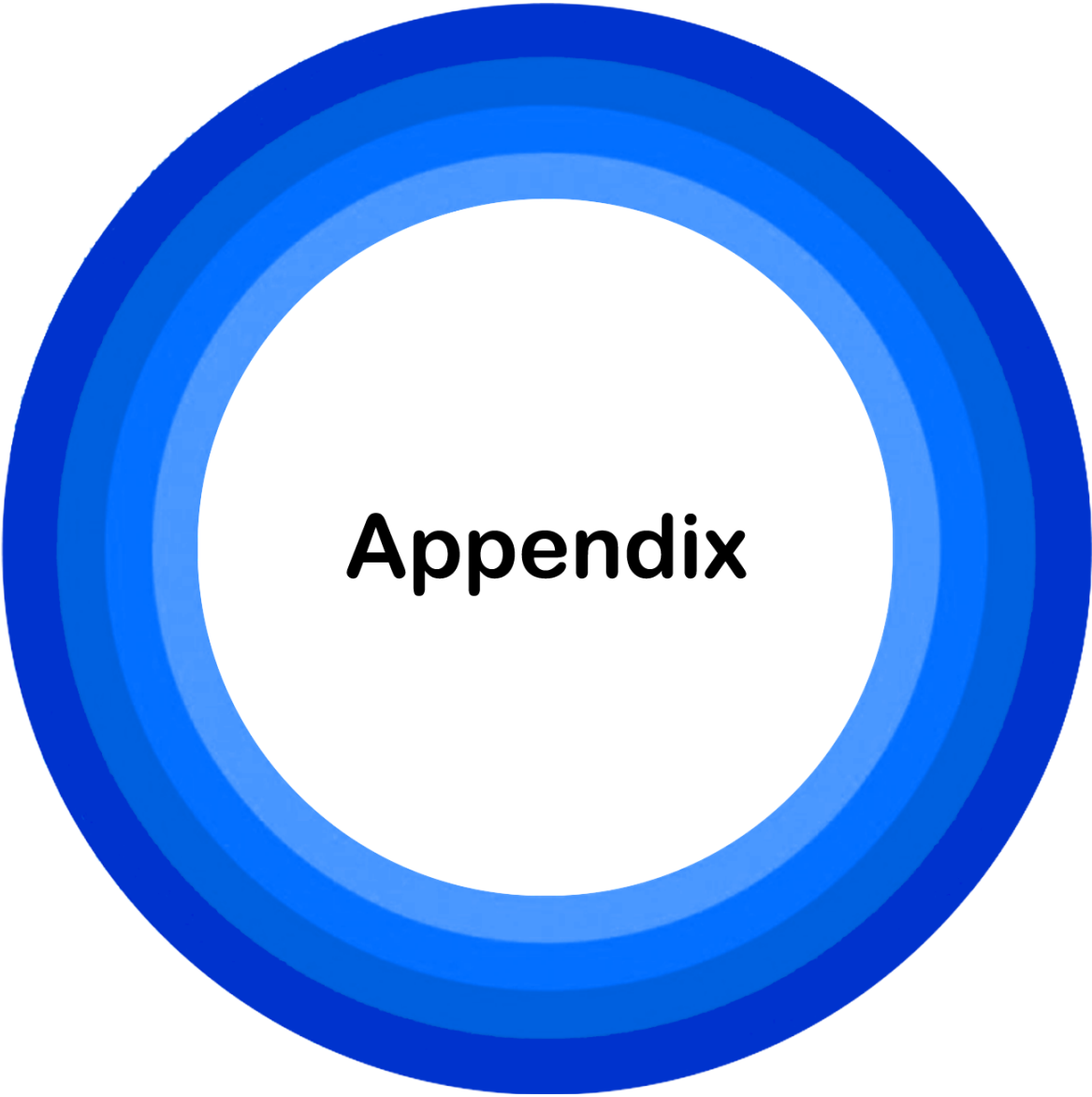
Appendix

Computer Technology Competencies

Secondary students who complete a CareerTech program at CV Tech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using *Canvas* as their Learning Management System.

Programs	Programming / Hardware / Diagnostic Tools / Software / Database	OK Promise Computer Technology Credit *OCAS Code
Accounting and Business Management	Microsoft Office Suite Quickbooks Canva Gmetrix GCFLearnFree.org	Fundamentals of Technology *8169 Fundamentals of Administrative Technologies *8103 Administrative Technologies II *8104 Office Administration & Management *8105 Computerized Accounting *8109
Auto Collision Technology	iCar PPG OneTouch Paint Mixing Software CCC1 Estimating Software Velocity Frame Analysis System AllData CCC1	
Auto Service Technology	CDX Auto Diagnostic Technology Scan tools to pull diagnostic trouble codes Alignment Diagnostic Machine Oscilloscope for Wave Forms AllData ProDemand	
Basic Peace Officer Certification (BPOC)	Google Apps for Education	
Biomedical Sciences	Lab Pro TI-Nspire Logger Pro Spreadsheets Word Processing	See syllabus for complete list
Computer Aided Drafting and Design	AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX	Fundamentals of Computer Aided Drafting and Design *8905 Engineering Computer Aided Drafting and Design *8904
Computer Information Systems	Google Apps for Education LabSim Test Out	Computer Repair and Troubleshooting I *8136 Computer Repair and Troubleshooting II *8137 Routing and Switching I *8125 Cybersecurity Basics *8256

Programs	Programming / Hardware / Diagnostic Tools / Software / Database	OK Promise Computer Technology Credit *OCAS Code
Computer Programming	Google Apps for Education Gmetrix W3 Schools	Fundamentals of Web Design *8153 Web Scripting Foundations *8157 C# Programming *8166 SQL and PL/SQL Database Applications Development *8141 Network/Client Operating Systems *8121
Construction Trades	Laser Level NCCER Testing Center Kapp IQ Construction Master Calculator App	
Cosmetology	Google Apps for Education Pivot Point	
Diesel Technology	CDX Bosch HD Scanner System Snap-On Solus Pro Scanner AllData Tractor Trailer Pro	
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix	Fundamentals of Technology *8169 Desktop Publishing and Graphic Design *8149 Multimedia & Image Management Techniques *8150
Early Care Education	Word Processing Spreadsheets Presentation Safe Sleep Center for Early Childhood PD	
Electrical Trades	Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center	
Criminal Justice	Google Apps for Education Two-way radios Dispatch software Digital Cameras Ultraviolet flashlights Amplivox systems Sirens/emergency lights on vehicles	

Programs	Programming / Hardware / Diagnostic Tools / Software / Database	OK Promise Computer Technology Credit *OCAS Code
Graphic Design	Photoshop Indesign Illustrator GMetrix	Desktop Publishing and Graphic Design *8149 Multimedia & Image Management Techniques *8150
Health Careers	EKG Machine Sonogram Machine Pass Assured system Patient Care database	Anatomy *5333 Physiology *5220
Heating, Ventilation, and Air Conditioning	ECM Tester Digital Thermostats Control Boards on furnaces and AC Load Calculation System NCCER Testing Center	
Industrial Automation	Amatrol Programmable Logic Controllers Universal Robot Hytrol Conveyance Systems Multimeters Oscilloscopes Vibration Analysis Tool	
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry Word Processing Spreadsheets EBSCO Google Patent	Introduction to Engineering Design *8709 Principles of Engineering *8710 Computer Integrated Manufacturing *8712 See Syllabus for complete list
Precision Machine Technology	CNC Programming Ink Scape Bob CAD	
Service Careers	Google Apps for Education	
Surgical Technology	Google Apps for Education YouTube AORN Association of Surgical Techs JOMI	
Welding	Plasma Cutter Programming Auto CAD Mach 3 Sheet Cam	

Suggested Reading and Math Levels for Enrollment

Program	Reading Level	Math Level
Accounting and Business Management	10	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Aviation Maintenance Technology	11	Algebra, Geometry
Basic Peace Officer Certification	10	Basic Math
Biomedical Sciences	11	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	9	Basic Math
Computer Programming	10	Algebra
Construction Trades	10	Basic Math
Cosmetology	10	Algebra
Criminal Justice	10	Algebra, Geometry
Diesel Technology	10	Algebra, Geometry
Digital Media Technology	10	Algebra, Geometry
Early Care and Education	9	Basic Math
Electrical Trades	11	Algebra, Geometry
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heating, Ventilation, Air Conditioning & Refrigeration	10	Algebra, Geometry
Industrial Automation	11	Algebra, Geometry
Medical Assistant	10	Algebra
Medical Office	10	Algebra
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Project Search	3	Basic Math
Service Careers (Building & Grounds / Hospitality)	3	Basic Math
Teacher Prep	10	Basic Math
Vision Care Technician	10	Basic Math
Welding	9	Basic Math

World-of-Work Map and
U.S. Department of Education
Career Clusters

Legend:
- U.S. Department of Education 16 Career Clusters
- CV Tech Local Programs

Finance
- Accounting & Business Education
- Medical Office Assistant

Business, Management, & Administration

Law, Public Safety, & Security
- Criminal Justice

Business, Management, & Administration
- Medical Office Assistant

Human Services
- Cosmetology
- Service Careers-Bldg. & Grnd. Main.
- Service Careers-Hospitality

Human Services
- Cosmetology
- Service Careers-Bldg. & Grnd. Main.
- Service Careers-Hospitality

Human Services
- Cosmetology
- Service Careers-Bldg. & Grnd. Main.
- Service Careers-Hospitality

Health Science
- Biomedical Sciences
- Health Careers
- Vision Care Technician

Education & Training
- Early Care & Education

Human Services
- Cosmetology
- Criminal Justice
- Service Careers-Bldg. & Grnd. Main.
- Service Careers-Hospitality

Law, Public Safety, & Security
- Criminal Justice

Arts, A/V Technology, & Communications
- Digital Media Technology
- Graphic Design

Health Science
- Biomedical Sciences
- Health Careers
- Vision Care Technician

Arts, A/V Technology, & Communications
- Digital Media Technology

Human Services
- Cosmetology
- Criminal Justice
- Service Careers-Bldg. & Grnd. Main.
- Service Careers-Hospitality

Health Science
- Biomedical Sciences
- Health Careers
- Vision Care Technician

Science, Technology, Engineering & Mathematics
- Pre-Engineering

Architecture & Construction
- Computer Aided Drafting & Design
- Construction
- Electrical Trades
- Heating, Ventilation, AC & Refrigeration
- Pre-Engineering

Manufacturing
- Precision Machining Technology
- Welding
- Industrial Automatoin

Manufacturing
- Industrial Automatoin
- Precision Machining Technology
- Welding

Architecture & Construction
- Computer Aided Drafting & Design
- Construction
- Electrical Trades
- Heating, Ventilation, AC & Refrigeration
- Pre-Engineering

Transportation, Distribution & Logistics
- Automotive Collision Technology
- Automotive Maintenance Service Technology
- Aviation Maintenance Technology
- Diesel Technology

Hospitality and Tourism
- Service Careers - Hospitality

Transportation, Distribution & Logistics
- Automotive Collision Technology
- Automotive Service Technology
- Aviation Technology
- Diesel Technology

Information Technology
- Computer Aided Drafting & Design
- Computer Information Systems
- Computer Programming

Transportation, Distribution & Logistics
- Automotive Collision Technology
- Automotive Service Technology
- Aviation Maintenance Technology
- Diesel Technology

Inner green band (clockwise): Administration & Sales · Business Operations · Technical · Science & Technology · Arts · Social Service

Inner blue band labels:
- Finance
- Business, Management, & Administration
- Law, Public Safety, & Security
- Transportation, Distribution, & Logistics
- Transportation, Distribution, & Logistics
- Agriculture, Food, & Natural Resources
- Information Technology
- Manufacturing
- Architecture & Construction
- Transportation, Distribution, & Logistics
- Hospitality & Tourism
- Science, Technology, Engineering, & Mathematics
- Architecture & Construction
- Agriculture, Food, & Natural Resources
- Manufacturing
- Health Science
- Arts, A/V Technology, & Communications
- Human Services
- Health Science
- Education & Training
- Human Services
- Law, Public Safety, & Security
- Hospitality & Tourism
- Human Services
- Business, Mngmnt, & Adm.
- Marketing, Sales, & Service
- Human Services
- Government & Public Administration
- Law, Public Safety, & Security
- Government & Public Administration

Center hexagon: DATA · PEOPLE · THINGS · IDEAS

Numbered regions 1–12 with lettered job families:
- F. Financial Transactions
- E. Communication & Records
- C. Management
- B. Marketing & Sales
- D. Regulation & Protection
- A. Employment-Related Services
- Z. Personal Services
- G. Distribution and Dispatching
- H. Transport Operation & Related
- I. Ag/Forestry & Related
- J. Computer/Info Specialties
- K. Construction & Maintenance
- L. Crafts & Related
- N. Mechanical & Electrical Specialties
- M. Manufacturing & Processing
- Y. Community Services
- X. Education
- W. Health Care
- O. Engineering & Technologies
- P. Natural Sciences & Technologies
- V. Applied Arts (Written & Spoken)
- T. Applied Arts (Visual)
- Q. Medical Technologies
- U. Creative & Preforming Arts
- S. Social Science
- R. Medical Diagnosis & Treatment

Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education.

Law	Year	Description of Qualifiers	How Counted	Process
HB 3218	2016 (Original SB 497 in 2006)	Business and industry recognized endorsements **attained** by students: 1) Business and industry recognized endorsements are listed on the approved list here*. 2) Approved business and industry recognized endorsements follow A-F guidelines. Use the ones that appear in the A-F column with "Yes."	Business and industry recognized endorsements **attained** by students shall be **transcripted** on the student's high school transcript.	Technology centers send the name of the business and industry recognized endorsement and the name of students **earning** that endorsement to the high school counselor/registrar. At the high school, CTE teachers inform counselor/registrar the name of the business and industry recognized endorsement and the name of students **earning** that endorsement. Counselor/registrar adds name of endorsement to students' transcript in "notes" or "testing" section.
HB 3218	2016	**Postsecondary Opportunities:** *Students enrolling and successfully completing technology center industry certification programs* earn points that count towards the A-F report card of the local high school. 1) Industry certification programs must lead to specific certifications on the approved list here*. 2) Use certifications that appear in the A-F column with "YES."	Students may earn any number of points addressed in "Postsecondary Opportunities." Only 1 point per student can count on the A-F report card of the high school, however. Schools should submit all students qualifying for points. SDE will determine duplicative points.	**Technology centers** will report enrollment, participation and grades to ODCTE for all students in qualifying industry certification programs. ODCTE compiles this data and reports it to SDE. **High schools** will use approved CTE OCAS subject codes for reporting in the WAVE to ensure credit in the report. SDE guidelines can be found at http://sde.ok.gov/sde/accountability-assessments (includes approved CTE courses). Select **"Postsecondary Opportunities Guide."**

*career*tech
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Law	Year	Description of Qualifiers	How Counted	Process
SB 1370	2018	**CORE students only:** Successful completion of 1 year of a full time, 3-hour CareerTech program leading to an industry-valued credential/certificate **(industry-endorsed or industry-aligned)** or college credit. 1) Industry certification programs must lead to specific certifications on the approved list here*. 2) Use certifications that appear in the Endorsed or Aligned column with "Yes."	Can fulfill high school graduation requirements **for CORE students only** by counting as 1 of the 2 math credits that are at or above the level of Algebra I.	Technology center sends student grades to the high school. It is a local decision as to how the high school records it on the transcript. Following local board of education approval, counselor/registrar adds to students' transcripts. Technology Centers should use current CTE Subject Codes for reporting program completion to the high schools. The OSDE will provide guidance to school districts for transcripting, including suggestions for tracking the completion of math requirements. A statewide "Core Curriculum Enrollment" form for the core curriculum will be available on the OSDE Accreditation Division's website.

*Approved Assessment List – Updated: https://www.okcareertech.org/educators/assessments-and-testing/testing/testing.

Other academic resources including **Oklahoma CTE Guidelines for Academics** at
https://oklahoma.gov/careertech/educators/counseling-and-career-development.html.

If you have questions or need more information, please contact Shawna Nord, Counseling and Career Development manager, 405.743.5524, shawna.nord@careertech.ok.gov, or Julie Childers, Academic Coordinator, 405.743.5110, julie.childers@careertech.ok.gov.

career **tech**
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

17913

Career Tech Program Meeting Math Requirement

SB 1370 (Regarding Math)

For students under the age of 18, school districts **must** require a parent or legal guardian of the student to **meet with a designee of the school prior to enrollment** in the **CORE** curriculum. All parties must sign off.

Allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential / certificate (endorsed or aligned) to ***satisfy*** a **third math to meet graduation requirements for students on the CORE curriculum.**

Career Tech programs cannot satisfy both CORE Math and a computer credit in the same year.

The CORE curriculum counts for high school graduation only. It does not meet college entrance requirements or OK Promise requirements.

Using Career TEch to satisfy a 3rd math credit in high school **should be the exception rather than the rule.** Students should not be discouraged from taking Algebra II. (We do not want to make it more difficult for our students should they choose to continue to higher education, as 52% of our students do).

How to show on transcript, from SDE:

(Found in SDE Graduation Requirements for Math PDF on page 4)

Q: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

A: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been *satisfied* by [course or program name/code].

Example: mark the CT course with an * , then denote what the * means on the transcript;

9707 Welding MN *

*Student satisfied 3rd math credit with an approved 3 hour CareerTech program.

- **S.B. 1370 is NOT the same as a student taking a pull-out math course at Career Tech.**
- Student's taking a math course at a Career Tech need to be transcripted the exact same way as they would be if the student was taking it at their local High School.

From Julie Childers, Academic Coordinator, ODCTE
https://oklahoma.gov/careertech/educators/counseling-and-career-development/resources/academics.html

Math and Science Courses

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and select high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.

2) NCAA – High schools will need to submit to NCAA course syllabi's for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by NCAA.

3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.

4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcripting.** Here is the link to the list of courses on the SDE's website: https://oklahoma.gov/careertech/educators/ocas-codes.html

Adult Enrollment Steps
(updated May 2023)

The LPN and Surg Tech program has different admission and testing requirements. There are no testing waivers for these programs. Ask a counselor about the application process or see the Practical Nursing page on our website www.cvtech.edu.

Do you qualify for a testing Waiver(s)? Test scores are valid for **5 years** from the test date.

- ACT: Composite of 19 or higher
- SAT: Composite of 980 new SAT / 1330 old SAT or higher
- Prior Assessment
    - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
    - Accuplacer Classic: 53 in Reading; 41 in Arithmetic
    - WorkKeys: 3 in all areas
- Pass at least 12 hours of level 1 college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school(s).
- Bachelor/Master's Degree (can be older than 5 years, no time restriction)

If qualifying for the waiver, all qualifying documents must be submitted to the appropriate program counselor.

- You will be enrolled or placed on a waitlist.

If you do not meet any of the criteria above, schedule the Accuplacer Assessment

- (405) 422-2382 or (405) 422-2318 to schedule assessment
    - 1st test is free; retest or no show will cost a small fee.
    - Cut scores: Reading 235 (250 LPN; 250 Surg Tech; 245 Aviation)
                          Arithmetic 238 (250 LPN; 238 Surg Tech; 245 Aviation-QRAS)

If taking Accuplacer: Upon completion of the assessment, you'll meet with the appropriate program counselor.

- You will be offered remediation, enrolled, or placed on a waitlist.

If accommodations are needed: Prior to scheduling your assessment: Call (405) 422-2284 for

El Reno; or (405) 245-3376 for Cowan

Complete FAFSA application online, if applicable: **https://studentaid.gov**

School Code: 009965

Determine if you qualify for the Next Step Scholarship

- Are you 23 years of age or younger?
- Do you have a high school diploma or GED?
- Do you live in one of our partner school districts?

CVTECH
PROJECT CONNECT

New Student Intake Schedule 2023-2024

Dates/times/locations subject to change in the CVTC Return to Learn Plan

START DATE/EVENT	Date	Time	Place
FIRST 9 WKS – START 8/10/2023			
PC Intake Interviews	Scheduled by Staff	TBD	CV Tech - El Reno
Application Cut-off	August 1, 2023		
SECOND 9 WEEKS – START 10/16/2023 OR Monday following Fall Break			
PC Intake Interviews	October 2, 2023	8:00AM - 4:00PM	PC Conference Room
Application Cut-Offs	September 9, 2023		
THIRD 9 WEEKS – START 1/4/2024			
PC Intake Interviews	December 4, 2023	8:00 a.m. – 4:00 p.m.	PC Conference Room
Application Cut-Offs	November 28, 2023		
FOURTH 9 WEEKS – START 3/25/2024			
PC Intake Interviews	March 4, 2024	8:00 a.m. – 4:00 p.m.	PC Conference Room
Application Cut-Offs	February 23, 2024		
FIRST 9 WEEKS for NEXT YEAR 2024-25			
PC Intake Interviews	April 29, 2024	8:00 a.m. – 4:00 p.m.	PC Conference Room
Application Cut-Offs	April 19, 2024		
PROJECT CONNECT GRADUATION **Wednesday, May 15th @ 2:00 PM in the Seminar Center** *Please join us in celebrating our 2024 Project Connect Graduates!*			

Please email completed Project Connect applications to:

Alan Cook	or	Kristi Stephens
Project Connect Principal		CVTC Counselor
422-2383 (office)		422-2252 (office)
acook@cvtech.edu		kstephens@cvtech.edu

Canadian Valley Technology Center
6505 East Highway 66
El Reno, OK 73036
422-2278 (fax)