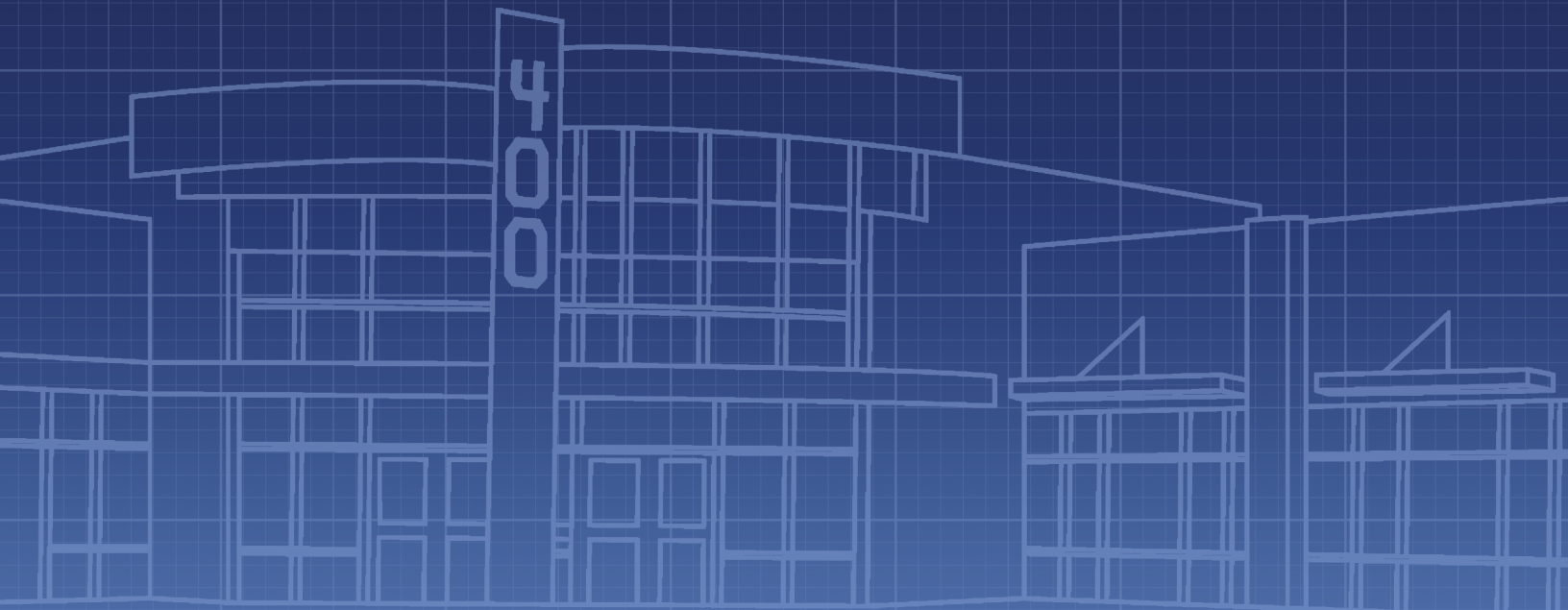


2026-2027

Program Information Sheets

Chickasha Campus



Chickasha Campus
1401 W Michigan Ave
Chickasha, OK 73018
(405) 222-7220

Table of Contents

Information

About CV Tech	1
Technology Center Information	2
Contact Information	3
Program Counselor and Administration	3

Program Information Sheets

3D Design and Modeling	5
Accounting and Business Management	6
Automotive Collision Technology	9
Automotive Service Technology	10
Computer Information Systems	11
Cosmetology (HS)	12
Digital Media Technology	13
Early Childhood Education	14
Electrical Trades	15
Graphic Design	16
Health Careers - Medical Assistant (HS)	17
Heating, Ventilation, Air Conditioning & Refrigeration	18
Practical Nursing (Adult)	19
Precision Machining Technology	20
Pre-Engineering (HS)	21
Service Careers - Building and Ground Maintenance	22
Service Careers - Hospitality	23
Surgical Technology (Adult)	24
Welding	25

Appendix

Academic Credits	27
Adult Enrollment Steps	28

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 8:00 - 11:00

PM 12:05 - 3:05

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 up to \$350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:

- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an 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



= Math Credit

All  marked courses qualify for Oklahoma Promise credit. OCAS codes are listed on the program information sheet. 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.

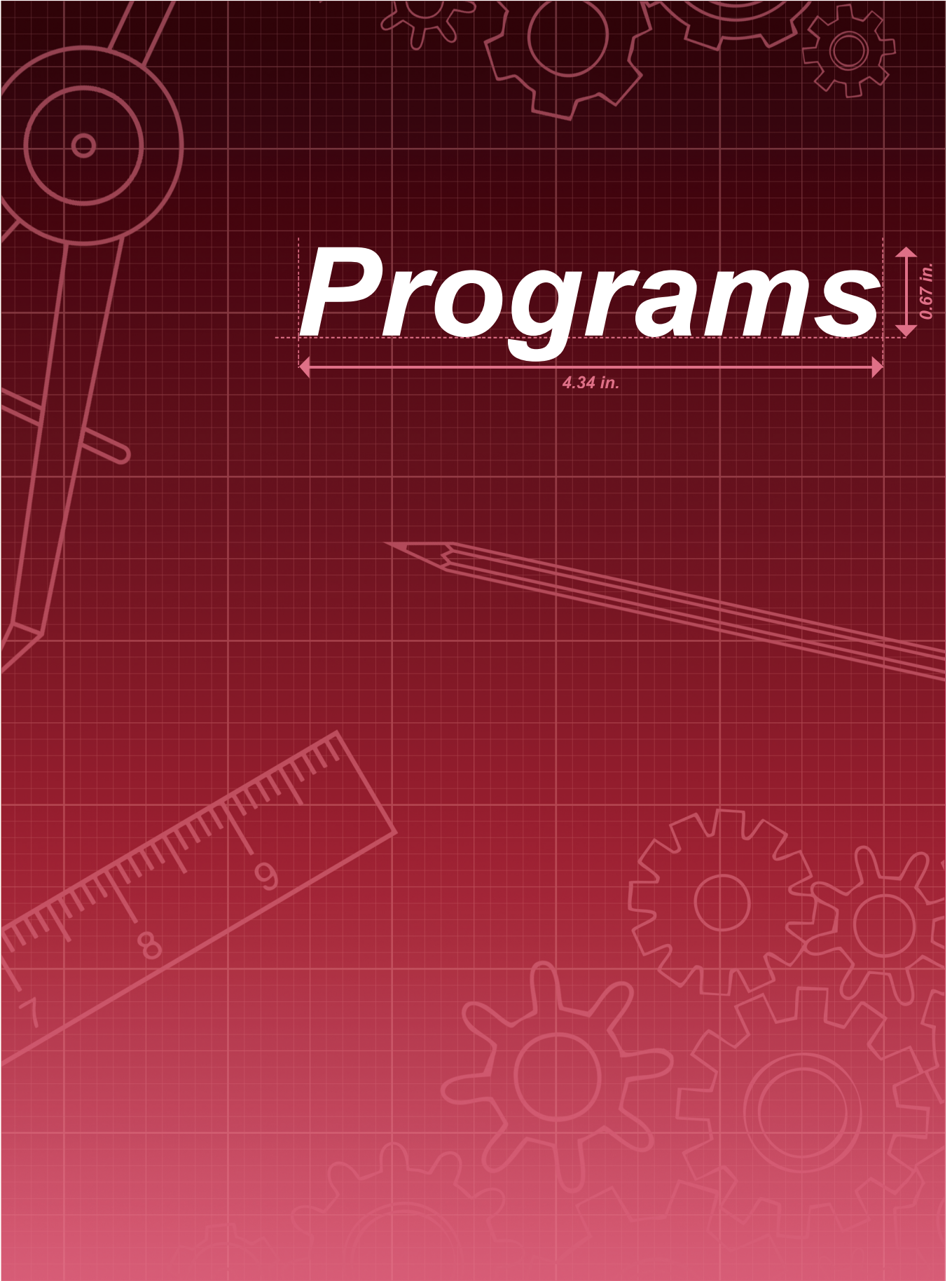
Contact Information

Chickasha Campus (405) 224-7220 1401 W Michigan Ave Chickasha, OK 73018 Director - Ronnie Bogle	Administrators	
	Bogle, Ronnie	(405) 222-7527
	Williams, Wendi	(405) 222-7524
	Counselor	
	McNeff, Traci	(405) 222-7553
	Special Needs Counselor	
	Burns, Denise	(405) 222-7557
	Outreach and Recruitment Specialist	
	Dowdle, Breann	(405) 222-7503

Program Counselor and Administrator

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

Program	Campus	Counselor	Administrator
3D Design and Modeling	Chickasha	McNeff/Burns	Wendi Williams
Accounting and Business Management	Chickasha	McNeff/Burns	Wendi Williams
Automotive Collision Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Automotive Service Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Computer Information Systems	Chickasha	McNeff/Burns	Ronnie Bogle
Cosmetology	Chickasha	McNeff/Burns	Wendi Williams
Digital Media Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Early Childhood Education	Chickasha	McNeff/Burns	Ronnie Bogle
Electrical Trades	Chickasha	McNeff/Burns	Ronnie Bogle
Graphic Design	Chickasha	McNeff/Burns	Ronnie Bogle
Health Careers - Medical Assistant	Chickasha	McNeff/Burns	Wendi Williams
Heating, Ventilation, Air Conditioning & Refrigeration	Chickasha	McNeff/Burns	Wendi Williams
Practical Nursing	Chickasha	McNeff/Burns	Pam Roberts
Pre-Engineering	Chickasha	McNeff/Burns	Wendi Williams
Precision Machining Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Service Careers - Building and Grounds	Chickasha	McNeff/Burns	Ronnie Bogle
Service Careers - Hospitality	Chickasha	McNeff/Burns	Wendi Williams
Surgical Technology	Chickasha	McNeff/Burns	Pam Roberts
Welding	Chickasha	McNeff/Burns	Ronnie Bogle



Programs

4.34 in.

0.67 in.

3D Design and Modeling

The 3D Design and Modeling program at CVTech focuses on developing students' skills in communication design through 3D modeling, texturing, animation, rigging, and game design. Students receive foundational training in traditional design software such as AutoCAD, Revit, Civil 3D, and SolidWorks, while also being introduced to emerging technologies including advanced real-time rendering, interactive design, and virtual reality using Twinmotion, Blender, and Unreal Engine. The program offers specialization tracks in civil, architectural, and mechanical design and drafting.

Local Program

Computer Aided Drafting, OCAS 9681/9682

Courses	Hours	OCAS
Fundamentals of Computer Aided Drafting and Design 	120	8905
Engineering Computer Aided Drafting and Design 	120	8904
Drawing and Document Management	240	
Fundamentals and Applications in CAD	240	
CAD Mechanical (option 1)	240	
CAD Architectural (option 2)		
CAD Civil (option 3)		
Total Hours	960	

Occupations

CAD Drafter Designer
2D Drafter Designer
3D Drafter Designer

Entry Level Salary Range

\$17.00 - \$26.00 per hour

Licensure/Certification

AutoDesk-AutoCAD
AutoDesk Inventor
Autodesk Maya
Autodesk 3DS Max
AutoDesk-Revit
AutoDesk-Civil 3D
Solidworks

Suggested Entry Level Skills

9th grade reading level; Basic math skills;

Resources

- Solid Professor
- AutoDesk

Accounting and Business Management - Accounting Clerk

Prepare for a career in accounting with CVTech's Accounting Clerk program. This program equips students with a foundation in financial principles, including bookkeeping, payroll, budgeting, and tax preparation. Students gain hands-on experience using industry-standard tools such as QuickBooks and Microsoft Excel to develop financial statements, analyze business transactions, and address real-world accounting challenges. The curriculum emphasizes ethical practices, precision, and critical thinking—key competencies in today's financial landscape. Participants have the opportunity to earn valuable credentials, including QuickBooks Certification and Microsoft Office Specialist (MOS) Certification. To bridge classroom learning with real-world application, the program includes opportunities for internships with local businesses and accounting firms, providing practical experience in a professional setting.

Local Program

Accounting Clerk, OCAS 9258/9266

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Fundamentals of Administrative Technology 	120	8103
Office Administration & Management 	120	8105
Business Math	40	
Accounting I	120	
Administrative Technologies II 	120	8104
Accounting II	120	
Payroll Accounting	120	
Capstone	80	
Total Hours	960	

Occupations

Financial Clerk
Accounts Payable/Receivable Clerk
Payroll Clerk

Entry Level Salary Range

\$12.00 - \$23.00 per hour

Licensure/Certification

Microsoft Office Specialist
Quickbooks Certified User

Suggested Entry Level Skills

10th grade reading level;
Basic math skills

Resources

Microsoft Office
Foundations of Business
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

Accounting and Business Management - Entrepreneurship

The Entrepreneurship program at CVTech provides students with hands-on experience in launching and managing a business. Through projects like developing a business plan, conducting market research, budgeting, and pitching ideas, students build essential entrepreneurial skills. They also explore customer service, branding, advertising, ROI, and digital marketing strategies. Students can earn the Entrepreneurship and Small Business (ESB) certification and MOS Office Suite certification. Opportunities for work-based learning experiences with local entrepreneurs or businesses offer students a first-hand look at business ownership and innovation in action.

Local Program Entrepreneurship, OCAS 9206/9207			Occupations Administrative Assistant Receptionist Financial Clerk Accounts Payable/Receivable Clerk Payroll Clerk Entrepreneur Marketing Assistant
Courses	Hours	OCAS	Entry Level Salary Range \$12.00 - \$23.00 per hour
Fundamentals of Technology 	120	8169	
Fundamentals of Administrative Technology 	120	8103	Licensure/Certification Microsoft Office Specialist Quickbooks Certified User Entrepreneurship and Small Business
Office Administration & Management 	120	8105	
Business Math	40		Suggested Entry Level Skills 10th grade reading level; Basic math skills
Accounting I	120		
Introduction to Entrepreneurship	120		Resources Microsoft Office Foundations of Business 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
Human Resources Concepts	120		
Digital Marketing	60		
Business Development	120		
Career Major Capstone	20		
Total Hours	960		

Accounting and Business Management - Medical Office Assistant

CVTech's Medical Office Assistant program prepares students with the administrative expertise needed to thrive in healthcare environments such as clinics, hospitals, and private practices. The curriculum covers essential topics including medical terminology, patient scheduling, electronic health records (EHR), insurance billing, and HIPAA compliance. Students apply their knowledge in simulated medical office settings, gaining hands-on experience in professional, real-world scenarios. Certifications offered include Certified Medical Administrative Assistant (CMAA) and Microsoft Office Specialist (MOS). Opportunities for work-based learning experiences with local healthcare providers offer valuable on-the-job training in clinical and administrative office roles.

Local Program

Medical Office Assistant, OCAS 9230/9231

Courses

Hours

OCAS

Fundamentals of Technology 

120

8169

Fundamentals of Administrative
Technology 

120

8103

Office Administration & Management 

120

8105

Business Math

40

Accounting I

120

Foundations of Medical Office

120

Patient Billing and Medical Insurance

240

Medical Terminology

60

Capstone

20

Total Hours 960

Occupations

Administrative Assistant
Receptionist
Financial Clerk
Accounts Payable/Receivable Clerk
Payroll Clerk
Medical Office Assistant

Entry Level Salary Range

\$12.00 - \$23.00 per hour

Licensure/Certification

Microsoft Office Specialist
Quickbooks Certified User

Suggested Entry Level Skills

10th grade reading level;
Basic math skills

Resources

Microsoft Office
Foundations of Business
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

Automotive Collision Technology

CVTech's Automotive Collision Technology program, an I-CAR affiliate, prepares students for success in the collision repair industry. Students gain hands-on experience in auto detailing, nonstructural and structural repair, refinishing, shop management, and customer service. The program emphasizes industry standards, safety, and precision to develop well-rounded, job-ready technicians.

Local Program

Collision Repair Technician, OCAS 9904/9905

Courses	Hours	OCAS
General Safety	25	
Repair and Refinishing	75	
Damage Analysis, Estimating, and Customer Service	30	
Non-Structural Repair	155	
Plastic and Adhesives	75	
Structural Analysis and Repair	100	
Mig (GMAW) Welding	155	
Electrical / Electronics	40	
Painting and Refinishing	180	
Detailing	50	
Trim and Hardware	75	
Total Hours	960	

Occupations

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

Entry Level Salary Range

\$10.00 - \$18.00 per hour

Licensure/Certification

I-CAR Academy Certifications

Student ASE:

Painting and Refinishing
Structural Analysis and Damage Repair
Non-structural Analysis and Damage Repair
Mechanical and Electrical

Suggested Entry Level Skills

9th grade reading level; Basic math skills; Algebra

Resources

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing
- Chief Measuring System
- CCC Estimating Software

Clothing Requirement

Students must wear long pants and close-toe shoes. Must wear clothes that can get dirty; be prepared to get dusty.

Automotive Service Technology

CVTech's Automotive Service Technology program focuses on diagnosing and repairing today's passenger cars and light trucks, including advanced computer-controlled systems. The curriculum covers key areas such as brakes, steering and suspension, electrical systems, heating and air conditioning, automatic and manual transmissions, drivetrains, and engine repair and performance. Students gain hands-on experience using industry-standard tools and technology to become skilled, job-ready technicians.

Local Program

Automotive Technician, OCAS 9906/9907

Courses	Hours	OCAS
Automotive Brakes	120	
Automotive Heating and Air-Conditioning	120	
Automotive Electrical/Electronics	120	
Automotive Steering and Suspension	120	
Automotive Manual DriveTrain and Axle	120	
Automotive Automatic Transmission	120	
Automotive Engine Repair	120	
Automotive Engine Performance	120	
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

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).

Resources

- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

Computer Information Systems

The Computer Information Systems program at CVTech prepares students to repair, maintain, and troubleshoot personal computers and related hardware, as well as install and configure operating systems and application software. Students also learn to install, configure, and support local area networks (LANs) within an organizational setting. The curriculum equips students with the technical skills necessary to pursue industry-recognized certifications.

Local Program

Network PC Support Technician, OCAS 9542/9543

Courses	Hours	OCAS
Computer Repair & Troubleshooting I 	240	8136
Computer Repair & Troubleshooting II 	240	8137
Routing & Switching I 	240	8125
Routing & Switching II	240	8126
Total Hours	960	

Occupations

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

Entry Level Salary Range

\$12.00 - \$20.00 per hour

Licensure/Certification

CompTIA Tech+
CompTIA A+
CompTIA Network+
CCST Networking
CCST Cybersecurity
CCST IT Support

Suggested Entry Level Skills

10th grade reading level;
Basic math skills;

Resources

- LabSIM TestOut PC Pro
- Total Seminars CompTIA A+ Video Lectures
- Total Seminars CompTIA Network+ Video Lectures
- CBT Nuggets Cisco CCNA 200-301 Video Lectures
- uCertify Cisco 200-301 Simulator
- Cisco Packet Tracer

Cosmetology

High School Only

The Cosmetology program at CVTech 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 1250 hours of training; high school students may have 250 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a \$10.00 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, OCAS 9478/9488

Courses

Hours HS

Introduction to Cosmetology/Theory	150
Scalp Treatments and Shampoo/Conditioning	30
Hair Cutting and Hair Shaping	180
Hairstyling	120
Hair Color Tints and Bleaching	120
Hair Restructuring / Permanent Waving	180
Basic Manicure/Pedicure	60
Basic Facials	60
Professional Development/Customer Service/Shop Management	100

Total Hours 1000

Occupations

Cosmetologist
Nail Technician
Esthetician

Entry Level Salary Range

\$17.00 - \$35.00 per hour

Licensure/Certification

Cosmetologist License from
the State Board of
Cosmetology

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.

Resources

- Pivot Point Cosmetology
- S/P2 Safety

Digital Media Technology

The Digital Media Technology program at CVTech prepares students for careers in video production and digital communication. Using an iMac computer lab and professional-grade equipment, students create a variety of media projects while developing technical and creative skills. The program emphasizes proficiency in Adobe Creative Cloud applications, including Premiere Pro, After Effects, Photoshop, InDesign, and Illustrator. Students also explore digital marketing strategies through social media platforms. Upon completion, students have the opportunity to earn certification in up to two Adobe programs.

Local Program

Marketing Communications Associate, OCAS 9783/9784

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Advertising Strategies	120	
Business and Marketing Communications	60	
Customer Service	60	
Employment Essentials	60	
Marketing Fundamentals	120	
Desktop Publishing and Graphic Design 	120	8149
Marketing Research	120	
Product & Service Sales	60	
Public Relations Marketing	60	
Capstone	60	
Total Hours	960	

Occupations

Production Assistant
Digital Media Specialist
Photographer
Videographer
Social Media Management
Marketing Assistant

Entry Level Salary Range

\$12.00 - \$16.00 per hour

Licensure/Certification

Adobe Certified Associate:
InDesign
Photoshop
Premiere Pro
Illustrator

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

Students will create a
professional portfolio or
demo reel

Suggested Entry Level Skills

8th grade reading and
math levels

Resources

- Gmetrix
- Digital Photography
- ICEV
- Better Photo Basics
- Drone Workshop

Early Childhood Education

The Early Childhood Education program at CVTech prepares students for careers in child care and early childhood education. The program includes hands-on experience at CVTech's on-site, NAC-accredited Child Development Center, where students work directly with children ranging from six weeks to five years of age. Throughout the program, students begin developing their professional portfolio in preparation to earn the nationally recognized Child Development Associate (CDA) Credential.

Local Program Early Childhood Education, OCAS 9480/9489			Occupations Early Childhood Education Master Teacher
Courses	Hours	OCAS	Entry Level Salary Range \$9.00 - \$18.00 per hour
Planning a Safe, Healthy Learning Environment	120		Licensure/Certification <i>CECPD Certifications:</i> Entry Level Child Care Training Sleep Safe Early Learning Guidelines AHA CPR/First Aid <i>ODCTE Competency Tests:</i> Teacher Assistant Master Teacher Pathway to Your National Credential CDA Child Development Association Credential
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		Suggested Entry Level Skills 9th grade reading level; Basic math skills
Total Hours	960		

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.

Resources

- Working with Young Children
- The CDA National Credentialing Program and CDA Competency Standards
- Child Development
- Early Care & Education: Pathway to Your National Credential
- Developing Appropriate Curriculum for Young Children
- Integrated Curriculum for Young Children

Electrical Trades

The Electrical Trades programs at CVTech, affiliated with Oklahoma CareerTech, prepare students for both residential and commercial electrical work. Students gain hands-on experience and foundational knowledge in electrical installations, safety practices, blueprint reading, National Electrical Code (NEC) standards, NEC code calculations, and wiring methods. Graduates who meet specific requirements earn a certificate recognized by the Oklahoma Construction Industries Board as one year of experience toward the four years required for a Journeyman License.

Local Program

Electrician's Assistant, OCAS 9058/9086

Courses	Hours	OCAS
General Safety	100	
Tools and Meters	40	
Blueprint Reading	30	
Electrical Distribution in Construction	40	
Basic Conduit Theory	100	
Alternative Current Theory	60	
Electrical Wiring Installations	390	
Environmental Electrical Practices	80	
Electric Motor Control	80	
National Electrical Code	80	
Total Hours	1000	

Occupations

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

Entry Level Salary Range

\$16.00 - \$24.00 per hour

Licensure/Certification

OSHA 10 Construction Safety

Preparation for assessment:

Residential Certification
Commercial Certification

Suggested Entry Level Skills

9th grade reading level; Basic
math skills; Algebra; Geometry

Clothing Requirement

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

Resources

- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

Graphic Design

The Graphic Design program at CVTech prepares students for entry-level positions in the graphic design industry, including roles in print shops, sublimation studios, and related fields. Students gain proficiency in Adobe Creative Cloud software—InDesign, Illustrator, and Photoshop—along with various supporting tools used to create and edit visual content. The curriculum emphasizes core design principles in addition to providing hands-on training with industry-relevant production equipment. By the end of the course, students will have built a professional portfolio to showcase their creativity and skills.

Local Program

Graphic Designer, OCAS 9133/9144

Courses	Hours	OCAS
Desktop Publishing & Graphic Design 	180	8149
Multimedia & Image Management Techniques 	120	8150
Graphics Installation	80	
Typography	100	
Production Techniques	140	
Illustration	140	
Page Layout Advertising Design	180	
Fundamentals to Portfolio Development	20	
Total Hours	960	

Occupations

Graphic Artist
Print Shop Associate
Production Assistant
Sublimation Technician

Entry Level Salary Range

\$15.00 - \$25.00 per hour

Licensure/Certification

Adobe Certified Associate:
InDesign
Illustrator
Photoshop

Students will create a professional portfolio

Suggested Entry Level Skills

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

Resources

- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- The Print Handbook
- Gmetrix
- History of Graphic Design

Health Careers - Medical Assistant

High School Only

The Medical Assistant program at CVTech 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. 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.

Local Program

Medical Assistant, OCAS 9326/9388

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology 	120	5333
Medical Assisting Simulation	60	
Law and Ethics for Medical Careers	120	
Clinical Procedures I	120	
Medical Assisting Lab Procedures	120	
Pharmacology	120	
Clinical Procedures II	120	
Administrative Medical Office	60	
Medical Assisting Practicum	60	
Total Hours	960	

Occupations

Medical Assistant
Phlebotomist

Entry Level Salary Range

\$14.00 - \$18.00 per hour

Licensure/Certification

NCCT Certified Medical Assistant
NCCT Phlebotomy Certification

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- Understanding Anatomy & Physiology Text & Workbook
- Blood Collection A Short Course
- HIPAA Online

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.

Heating, Ventilation, Air Conditioning, & Refrigeration

The HVACR program at CVTech provides an introduction to residential and light commercial systems. Students gain foundational knowledge and hands-on experience in key areas, including workplace safety, mechanical systems, refrigeration principles, electrical systems specific to HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal fabrication. As part of the program, students will complete the OSHA 10-Hour Certification and state competency exams.

Local Program Residential HVACR Technician, OCAS 9059/9080		Occupations Apprentice HVAC Technician Apprentice HVAC Installer Sheet Metal Fabrication Apprenticeship
Courses	Hours	Entry Level Salary Range \$14.00 - \$20.00 per hour After obtaining a Journeyman's License, employees may earn \$20.00/hour or more.
General Safety	30	Licensure/Certification EPA Certification OSHA 10 Construction FlashShield Certification CTE Competencies Two years of experience toward the 3-years required for a Journeyman License Advanced placement with Plumbers and Pipefitters Union
Principles of Heat Transfer and Thermodynamics	60	
Refrigeration Handling and Systems	180	
Electricity for HVAC	135	
Heat and Air Flow	150	
HVAC Systems Installation and Start-Up	340	
Heat Pumps	30	
Capstone - Work Based Learning	75	Suggested Entry Level Skills 9th grade reading level; Basic math skills; Algebra; Geometry
Total Hours	1000	

Clothing Requirement

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

Resources

- Modern Refrigeration and Air Conditioning 21st Ed.
- International Mechanical Code
- International Fuel Gas Code

The Practical Nursing program at CVTech is designed to prepare adult students for a career as Licensed Practical Nurses (LPNs). Upon successful completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the required step for obtaining licensure and entering the workforce as a qualified LPN.

Local Program

Practical Nursing, OCAS 9323

Courses	Hours	OCAS
Medical Terminology	45	
Anatomy & Physiology	120	
Intro to Nursing	40	
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	70	
Pharmacology and Intravenous Therapy Skills	60	
Clinical Level II	167	
Medical Surgical Nursing I	85	
Pediatric Nursing	65	
Clinical Level III	241	
Maternal/Newborn Nursing	65	
Mental Health Nursing	40	
Clinical Level IV	205	
Medical Surgical Nursing II	95	
Total Hours	1463	

Occupations

Licensed Practical Nurse

Entry Level Salary Range

\$12.00 - \$27.00 per hour

Licensure/Certification

Students able to apply for NCLEX examination for Practical Nursing licensure

Entry Level Skills

Minimum scores of 250 in reading and 250 in arithmetic on the Accuplacer exam.

Prerequisite

Must complete a Medical Terminology and Anatomy & Physiology course at an approved post secondary institution prior to being admitted into the Practical Nursing program. Canadian Valley also offers prerequisite courses through our Flex Health program. See program director or counselor for more information on these courses.

Clothing Requirement

Students are required to wear scrubs of any color to class every day. School uniform scrubs (specific color with specific patches) are only required during clinicals and are purchased from the CV Tech bookstore.

Resources

- Human Body in Health & Illness
- 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

Precision Machining Technology

The Manufacturing and Machining program at CVTech equips students with the skills needed for a successful career in the machining industry. In the first year, students develop foundational knowledge in blueprint reading, applied mathematics, precision measuring tools, and the setup and operation of manual machine tools, including lathes, mills, and grinding machines. The second year focuses on Computer Numerical Control (CNC) machining, where students learn to set up, operate, and write programs for CNC mills and lathes. Graduates may return as adult students to advance their CNC machining skills and complete an introductory course in Computer-Aided Design and Drafting (CADD).

Local Program: Machinist, OCAS 9679/9680			Occupations Machinist
Courses	Hours	OCAS	Entry Level Salary Range \$20.00 - \$22.00 per hour
General Safety	30		Licensure/Certification <i>ODCTE Competency Tests:</i> Vertical Milling Lathe Operator CNC Machine Center Operator
Industrial Print Reading	50		
Precision Measurement	50		
Fundamentals of Manufacturing	200		
Production Process	50		Suggested Entry Level Skills 11th grade reading level; Algebra; Geometry; Trig
Manual Milling I	140		
Manual Lathe I	140		
CNC Machining I	300		
Total Hours	960		Resources Immerse2Learn Precision Machining Technology Turning and Machine Center Programming and Operation HAAS training manual

Local Program (Adult Only): Advanced CNC Machinist			Prerequisite Complete the above Machinist program or have comparable, documented work experience
Courses	Hours	OCAS	Occupations CNC Machine Operator / Programmer
CNC Lathe Programming	240		Entry Level Salary Range \$22.00 - \$24.00 per hour
CNC Mill Programming	240		
CADD / Cam	120		
Total Hours	600		
			Licensure/Certification <i>ODCTE Competency Tests:</i> CNC Machine Center Operator

Clothing Requirement

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

The Pre-Engineering program at CVTech is a college preparatory program designed for high school juniors and seniors. It integrates advanced mathematics and science with hands-on, real-world applications of engineering principles to prepare students for post-secondary engineering and STEM-related fields. Course placement within the program is based on each student's prior coursework at their home high school. As a result, individual course schedules may vary.

Local Program

Pre-Engineering Academy, OCAS 9862/9871

Courses	Hours	OCAS	Credits
Pre-Calculus 	160	4611	Many students earn college credit in the AP courses Project Lead the Way college credit hours may be earned
Accelerated Physics 	160	5211	
PLTW Intro to Engineering & Design 	160	8709	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.
AP Calculus BC 	160	4616	
<u>Choose 2 of the following 4 classes:</u>			
PLTW Digital Electronics 	160	8711	
AP Physics C - Mechanics 	160	5216	Licensure/Certification Opportunities AP Subject Tests SACA certifications
PLTW Engineering Design and Development (Capstone Course)	160	8716	
Robotics Engineering	160	8833	
Total Hours	960		

Resources

- My Open Math
- University Calculus and University Physics Volume 1 and 2 by OpenStax
- CK-12 Interactive Physics and Calculus Concepts
- PLTW Curriculum
- Amatrol

Service Careers - Building and Grounds

The Service Careers – Building and Grounds Maintenance program at CVTech offers students training for entry-level employment in building and grounds maintenance fields. The curriculum covers a broad range of skill areas, including light construction, woodworking, custodial services, landscape design and maintenance, as well as the operation and upkeep of grounds equipment. The program also emphasizes the development of essential employability skills, including a strong work ethic, positive attitude, and professional behavior—key traits for long-term career success.

Local Program

Building and Grounds Maintenance Technician, OCAS 9071/9076

Courses	Hours	OCAS
Construction Core	245	
Groundskeeping and Tool Operation I	235	
Groundskeeping and Tool Operation II	200	
Introduction to Service Careers I	75	
Building Maintenance Tools I	45	
Building Maintenance Tools II	100	
Professional Service	60	
Total Hours	960	

Occupations

Facilities Maintenance
Facilities Groundskeeper
Construction Assistant
Welder Assistant
Customer Service
Representative

Entry Level Salary Range

\$10.00 - \$18.00 per hour

Licensure/Certification

ODCTE Competency

Tests:

Construction Trainee
Facilities Maintenance
Technician

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.

Resources

- Core Curriculum: Introductory Craft Skills 5th Edition

Service Careers - Hospitality

The Service Careers – Hospitality program at CVTech trains students toward employment in the hospitality and service industries by developing essential, hands-on skills. Training areas include customer service, event setup, hotel housekeeping and laundry operations, office cleaning services, and key soft skills such as communication, teamwork, and organization. The program places a strong emphasis on employability skills, fostering positive attitudes, strong work ethic, and professional conduct to support long-term success in the workplace.

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
- Custodial
- Food and Beverage
- Attractions

Entry Level Salary Range

\$8.00 - \$18.00 per hour

Licensure/Certification

ServSafe - Food Handler
ServSafe - Allergens

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 non-slip, closed-toe work shoes (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.

Resources

- ServeSafe
- Teacher created and Industry driven

The Surgical Technology program prepares competent entry-level surgical technologists through education in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be equipped to provide high-quality healthcare to a diverse patient population, with consideration for individuals of all ages and cultural backgrounds. Students are encouraged to remain engaged in continuing education to stay current with evolving trends in healthcare. Throughout the program, emphasis is placed on developing professional behavior that aligns with legal standards and the ethical principles outlined in the Association of Surgical Technologists (AST) Code of Ethics.

Local Program

Surgical Technologist (Accredited Program), OCAS 9343

Courses	Hours	OCAS
Medical Terminology	40	
Anatomy and Physiology	120	
Surgical Techniques I	30	
Introduction of Surgical Technology	60	
Basic Sciences of Surgical Technology	50	
Essentials of Surgical Asepsis	120	
Surgical Case Management	120	
Surgical Procedures I	120	
Surgical Technology Practicum I	210	
Surgical Procedures II	120	
Surgical Technology Practicum II	210	
Total Hours	1200	

Occupations

Surgical Technologist

Entry Level Salary Range

\$20.00 - \$25.00 per hour

Licensure/Certification

CST Nationally Certified
Surgical Technologist
TS-C Tech in Surgery - Certified
CPR

Entry Level Skills

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

Clothing Requirement

The Surgical Technology Program dress code requires students to wear black scrubs every day. See classroom rules and ST Policy and Procedure book for any further clothing requirements.

Prerequisite:

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation. Canadian Valley also offers prerequisite courses through our Flex Health program. See program director or counselor for more information on these courses.

Resources

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed. with MindTap
- Surgical Case Counts
- Practical Pharmacology for the Surgical Technologist 1st Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

Welding

The Welding program at CVTech provides instruction and hands-on training for students pursuing a career in the welding industry. The curriculum includes Shielded Metal Arc Welding (SMAW/Stick), Gas Metal Arc Welding (GMAW/MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW/TIG). Students also receive training in oxy-fuel cutting and weld shop blueprint reading.

Local Program:

Pipe/Structural Welder/Fitter, OCAS 9707/9708

Courses	Hours	OCAS	Occupations
General Safety	15		Welder Fabricator Fitter Inspector Retail Sales
Fundamentals of Metal Fabrication	60		
Advanced Metal Cutting and Fabrication	85		
Shielded Metal Arc Welding (SMAW)	185		
Advanced Shielded Metal Arc Welding	255		Entry Level Salary Range \$15.00 - \$30.00 per hour
Gas Metal Arc Welding (GMAW)	70		
Flux Core Arc Welding	35		Licensure/Certification Certified Welder
Welding Plans and Symbols	30		
Precision Grinding	60		
Gas Tungsten Arc Welding (GTAW)	45		Suggested Entry Level Skills 9th grade reading level; Basic math skills
Advanced Gas Tungsten Arc Welding	120		
Total Hours	960		

Clothing Requirement

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap, welding hood, and welding gloves.

Resources

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books

Appendix

4.28 in.

0.67 in.

The background of the page is a dark red color with a fine grid pattern. In the top left corner, there are faint line drawings of three interlocking gears. On the left side, there is a faint line drawing of a pair of scissors. In the bottom right corner, there is a faint line drawing of a computer keyboard, showing keys like tilde (~), numbers 1-5, tab, QWERTY, caps lock, ASDF, shift, ZXCV, ctrl, alt, and cmd. The word 'Appendix' is written in a large, white, italicized serif font. A horizontal double-headed arrow below the word indicates a width of 4.28 in. A vertical double-headed arrow to the right of the word indicates a height of 0.67 in.

Academic Credits

Secondary students who complete one of the following CareerTech programs at CVTech will have gained the set of academic credits below.

Program	OK Promise Credit with OCAS Code
3D Design and Modeling	• 8905 Fundamentals of Computer Aided Drafting and Design • 8904 Engineering Computer Aided Drafting and Design
Accounting and Business Management	• 8103 Fundamentals of Administrative Technology • 8105 Office Administration & Management • 8169 Fundamentals of Technology
Computer Information Systems	• 8136 Computer Repair & Troubleshooting I • 8137 Computer Repair & Troubleshooting II • 8125 Routing & Switching I • 8126 Routing & Switching II
Digital Media Technology	• 8169 Fundamentals of Technology • 8149 Desktop Publishing and Graphic Design
Graphic Design	• 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques
Health Careers - Medical Assistant	• 5333 Anatomy and Physiology
Pre-Engineering	• 8709 Introduction to Engineering Design • 8711 Digital Electronics • 8716 Engineering Design and Development (Capstone Course) • 8833 Robotics Engineering • 4611 Pre-Calculus • 5211 Accelerated Physics • 4616 AP Calculus BC • 5216 AP Physics C - Mechanics

Adult Enrollment Steps

How do I apply?

Step 1: Submit your testing waiver or complete placement testing.

Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school.
- Bachelor or Master's Degree (can be older than 5 years, no time restriction)
- Prior Assessment
 - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
 - Workkeys: 3 in all areas
 - ASVAB: 65 or higher

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

- Call (405) 222-7521. The first test is free; retest or no show will result in a fee.
- Cut scores: Reading 235 / Arithmetic 238
 - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250
Surgical Technology: Reading 250; 238 Arithmetic
Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment, call (405) 222-7557.

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

Step 2: Payment options

- Students may complete the FAFSA application online:
<https://studentaid.gov> Use 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?
 - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CV Tech.
- Self pay or other scholarships awarded.