

OZARKS TECHNICAL COMMUNITY COLLEGE

Career Center



OTC CAREER CENTER STUDENTS EARN FREE COLLEGE CREDIT WHILE STILL IN HIGH SCHOOL AND BECOME COLLEGE AND CAREER READY

Juniors and seniors from area high schools have a unique opportunity to jump-start college. Qualified high school juniors and seniors can earn up to **40 hours of FREE college credits** in specialized career and technical programs while earning their high school diploma.

Students use state-of-the-art equipment and experience hands-on instruction by the area's top career and technical educators. OTC Career Center students' tuition is paid by the local high school district and does not utilize A+ Scholarship funds. The experience is designed to guide students toward college and career readiness.

When students attend OTC Career Center they may work toward an Associate of Applied Science (A.A.S.) degree or Certificates of Achievement or Specialization after completing the required courses. To be eligible for the Certificates, a cumulative grade point average of 2.0 ("C") or better is required.

Enrollment through the OTC Career Center is an excellent way for students to explore their futures, supplement courses available at their high school, learn about careers, develop high tech skills needed in today's global economy and workforce and prepare for full time enrollment at a community college or university.

Career and Technical Education Programs Offered

- AGR** SELECT Turf and Landscape Management OR Animal Science
- ABR** Auto Collision Repair Technology
- AUM** Automotive Technology
- CIS** Computer Information Science
- CST** Construction Technology
- CUL** Culinary Arts (one year offering, program fees apply)
- DSL** Diesel Technology
- DDT** Drafting and Design Technology
- ECD** Early Childhood Development (program fees apply)
- ELC** Electrical Trades
- EMP** Electronic Media Production
- FST** Fire Science Technology (seniors only, 17 years of age, ability to meet physical requirements, program fees apply, student responsible for transportation)
- GDT** Graphic Design Technology
- HLT** Health Sciences (program fees apply, student responsible for transportation in second year)
- HRA** Heating, Refrigeration and Air Conditioning
- IMT** Industrial Maintenance Technology
- MTT** Machine Tool Technology
- NET** Networking Technology
- WLD** Welding Technology



College and High School Credit... How Does It Work?

Students attend a half day of classes at their high school as well as a half day at OTC's Springfield campus. During the hours at OTC, students will take college level classes in one of 19 career and technical education program offerings. Each year of enrollment, students have the opportunity to earn 3 elective credits from their high school. In some programs students can earn up to 40 hours of college credit when enrolled in a two-year program at OTC. Students typically enroll for both junior and senior year; however, a student can choose to enroll in either junior or senior year. Students may also choose to apply to a different program at semester or for their second year.

Tuition scholarship and transportation are provided by the student's high school, while the OTC Career Center loans college textbooks to the student; the cost for tuition, books, and transportation is FREE! **Students are responsible for the cost of supplies, uniforms, health physicals and immunizations, drug screenings, or criminal background checks in some programs.**

Classes meet Monday through Friday and follow the OTC academic calendar schedule. Students enrolled in the morning session begin classes at 8:00 a.m. and end at 10:30 a.m. The afternoon session begins at 12:20 p.m. and ends at 2:50 p.m.

Eligible High Schools

- Ash Grove High School
- Bolivar High School
- Central High School
- Clever High School
- Everton High School
- Fair Grove High School
- Fordland High School
- Glendale High School
- Hillcrest High School
- Kickapoo High School
- Logan-Rogersville High School
- Marion C. Early High School
- Nixa High School
- Parkview High School
- Pleasant Hope High School
- Republic High School
- Seymour High School
- Sparta High School
- Strafford High School
- Walnut Grove High School
- Willard High School

Students attending private or home school who reside within one of the districts listed may be eligible for enrollment. Contact your public high school for eligibility.

Contact Information

Susan Blakey, M.S., LPC, NCC

Assistant Director
of High School Programs
(417) 447-8123 or blakeys@otc.edu

Piper Wilson, M.S.

Coordinator/Counselor
to High School Programs
(417) 447-6977 or wilsonp@otc.edu

OTC High School Programs Offices

Industry Transportation & Technology
Center (ITTC), Room 109
1001 East Chestnut Expressway
Springfield, MO 65802
Phone: 417-447-8126

Agriculture: Turf and Landscape Management or Animal Science Option (AGR)

Students selecting the Turf and Landscape Management option will learn about basic plant and environmental issues to prepare for a career as a turf and landscaping professional. Students learn basic operation and maintenance of common landscaping and turf management equipment, proper installation of rock patios and walls, identification of commonly used trees, shrubs and flowers and how to design a landscape for a customer's needs. Students will have the opportunity to prepare for numerous certifications. The one year animal science option allows students to develop academic abilities and skills associated with the animal science and general agriculture industry. Students with long-term goals of obtaining a Bachelor of Science degree in any chosen field of Agriculture will benefit from the Animal Science option. Students will be required to wear the proper personal equipment, including work boots.



Opportunities for employment with additional training include:

- Grounds Manager
- Exterior/Interior Landscape Professional or Technician
- Arborist
- Nursery Manager or Operator
- Landscape Designer
- Irrigation Installation and Maintenance

Auto Collision Repair (ABR)

Auto Collision Repair prepares students for the challenging, ever-changing field of collision repair and related automotive fields. Classrooms and labs featuring state-of-the-art equipment currently found in the industry allow for meaningful hands-on experiences for students. Instructors are ASE- and I-Car-certified and bring years of industry experience to the learning environment. Students may be eligible to receive Automotive Service Excellence (ASE) Student Certification in Collision Repair and Finish content areas.



Opportunities for employment with additional training include:

- Refinish Technician
- Frame Repair
- Auto Body Repairman
- Glass Technician
- Detailing Service
- Insurance or Independent Appraiser

Automotive Technology (AUM)

Students in the Automotive Technology program have the benefit of learning from ASE-certified instructors. In addition, curriculum and in-shop training meet rigid NATEF standards. An on-site, in-ground Dynamometer and transmission dyno gives students an opportunity to learn many aspects of this industry through hands-on training. Courses are presented in 2 - eight week block classes per semester. Students may be eligible to receive Automotive Service Excellence (ASE) Student Certification in multiple Automobile content areas.



Opportunities for employment with additional training include:

- Brake, Steering, Suspension Service and Repair
- Service Advisor
- Heating, Ventilation and Air Conditioning Technician
- Diagnostic and Automotive Electrical Technician
- Engine, Transmission, and Drivability Technician

Computer Information Science (CIS)

The Information Technology industry is always changing and evolving to meet the needs of business and to stay abreast of technology trends. Both large and small companies will need computer specialists who can keep up with these fast-changing technologies. Students in the CIS program will learn how to create various business-related computer applications using object-oriented programming techniques. They will also be introduced to the key business and technology elements of electronic commerce, learn to develop Web sites using HTML/XHTML, and discover how to employ cascading style sheets (CSS). A successful CIS student will be a good problem solver and goal-oriented individual who pays attention to details. Applicants must complete the ACT and/or COMPASS test and demonstrate placement scores for Math 110 or higher. The ACT score in mathematics must be 20 or higher, while the COMPASS algebra score must be 43 or higher.

Opportunities for employment with additional training include:

- Software Developer
- Web Developer
- Database Technician/Manager
- Systems Analyst
- Technical Support
- Software Game Developer



Construction Technology (CST)

The Construction program is designed to provide hands-on instruction, technical knowledge and related information that will prepare students for employment in the field of residential and commercial building construction. Classroom labs feature the latest equipment and tools for all areas of construction.



Opportunities for employment with additional training include:

- Residential and Commercial Framer
- Finish Carpenter
- Sub-Contractor
- Contractor
- Job Superintendent Assistant
- Self-employed or Union Carpenter
- Cabinetmaker

Culinary Arts & Hospitality Management (CUL)

The Culinary Arts program continues to grow and adapt, offering a wide range of educational opportunities. Instructors with extensive industry experience offer insight to this career field. Fully equipped, state-of-the-art kitchens and classrooms allow for excellent hands-on training and taste-testing of foods. The program also gives students an in-depth look into the Hospitality Industry including hotels, restaurants, casinos, private clubs, cruise lines and more. Students will have the opportunity to become ServSafe® Certified which is industry recognized. Students must purchase the approved OTC Culinary Arts uniform and black non-skid sole shoes. These program costs are approximately \$50.

Opportunities for employment with additional training include:

- Professional Chef
- Restaurant Owner/Manager
- Caterer
- Culinary Instructor



Diesel Technology (DSL)

Students in Diesel Technology gain the skills for the challenging, growing trucking and diesel related areas. Classrooms and labs feature the latest technology in diesel engines and computers, providing many opportunities for hands – on experience and skills development. Courses are presented in 2 - eight-week blocks per semester and are based on ASE/NATEF standards. Students may be eligible to receive Automotive Service Excellence (ASE) Student Certification in Medium/Heavy truck multiple content areas.

Opportunities for employment with additional training include:

- Diesel Technician
- Steering and Brakes Technician
- Agriculture Mechanic
- Heating, Ventilation and Air Conditioning Technician



Drafting and Design Technology (DDT)

This program provides a solid foundation for a successful career in Drafting and Design Technology. Step-by-step, students use the most powerful computer design tools available and learn skills needed to advance into engineering, architecture, civil design, 3-D design and management. In class, students prepare technical drawings and plans using tools and software currently used in the industry.

Opportunities for employment with additional training include:

- Computer-Aided Design Technician
- Architectural Drafter
- Structural Detailing
- Civil Design Technician
- Land Surveyor
- Construction Management
- Project Management
- Industrial Management



Early Childhood Development (ECD)

The Early Childhood Development program prepares students to enter into the field of child care or related areas of study. Students explore various aspects of child development including the study of infants and toddlers, exceptional children, and relationships in early childhood.

The program is based on the National Association for the Education of Young Children (NAEYC) Standards and the Kansas and Missouri Core Competencies for Early Care and Educational Professionals. Students are required to be current on all immunizations, have a Tuberculosis (TB) Risk Assessment form completed and signed by a medical provider and submit a copy of their immunization record to the Manager of the Early Childhood Education Center. Students must register with the Family Care Safety Registry (FCSR). A valid social security number must be provided when registering. Program costs are approximately \$40 for the TB test and registry for FCSR.



Opportunities for employment with additional training include:

- Preschool Teacher or Assistant
- Childcare Facility Director
- Home Childcare Program – Owner/Director
- Public School Substitute Teacher
- Public School Paraprofessional
- Nanny
- Cruise Ship Childcare Coordinator
- Summer Camp Counselor/Activities Instructor
- Hotel/Casino Childcare Coordinator

Electrical Trades (ELC)

The Electrical Trades program provides individuals the opportunity to develop technical skills and knowledge necessary for entrance and advancement in a career as an electrician. The program can prepare those individuals who desire an apprenticeship. The National Electrical Code (NEC) is used extensively and considerable time is devoted to problem solving in AC and DC circuits. A major part of the course is devoted to three phase power and motor controls. Many circuits are designed and wired: including transformers, motors, magnetic starters, timers and relays.



Opportunities for employment with additional training include:

- Construction Wiring
- Industrial Maintenance
- Sales
- Electric Utilities

Electronic Media Production (EMP)

The Electronic Media Production program students prepare for a career in creative arts. Students will learn many aspects of pre and post production using state-of-the-art studios, cameras and multi-media software. Classes consist of training in videography, video and audio production, 3-D animation and video game design. This program provides students the hands-on experience and skills needed to break into the fast moving world of electronic media.



Opportunities for employment with additional training include:

- Television or Radio Producer
- Video Editor
- Videographer
- 3-D Animation Artist
- Production Assistant
- Audio Technician

Fire Science Technology (FST)

The Fire Science Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. This program is designed for the student who would like to prepare for a career in firefighting and provides them with knowledge and basic skills in firefighting and following proper firefighter and safety procedures.

This program is for high school seniors only, at least 17 years of age. Students will be required to provide their own transportation to the training site, possibly more than once a week. Students must purchase the approved OTC Fire Science uniform. Uniform costs are approximately \$80.

Participation in the Fire Science program can involve physical exertion in extreme conditions, height and potentially hazardous environments. Applicants must be able to perform the essential functions of this program with or without reasonable accommodations. Questions regarding medical conditions and accommodations should be directed to the Vocational Resource Educator.

To take the Fire Fighter I, II, and Hazardous Materials exam for state level certification, students must meet all requirements for Fire Fighter I & II and Hazardous Materials certification within one year of the course completion date. A student entering the program at 17 would be allowed to take the certification exam, after successfully completing the class, only if they meet the required age of 18 within one year of the course completion date. Students can test before they turn 18 but would not receive certification until they meet the minimum age requirement.



Opportunities for employment with additional training include:

- Firefighter
- Fire Inspector
- Fire Instructor
- Fire Investigator
- Fire Protection Systems Installer

Graphic Design Technology (GDT)

This program prepares students for a wide variety of jobs within the visual communication field. Students develop skills in different design areas such as advertising, graphic, 3-D, web, screen print and vinyl sign. Also digital photography and print publishing. Through the study of design concepts, color theory, typography, and digital design and print technology, students will create a graphic design portfolio for both print and web publishing.



Opportunities for employment with additional training include:

- Graphic Design
- Advertising Design
- Print Publishing
- Motion Graphics
- Illustrator
- Screen Printer
- Sign Maker
- Animator
- Web Designer

Health Sciences (HLT)

Health Sciences is a program in which the student will have an opportunity to observe and explore many health-related occupations while receiving college credit. Demonstrations, laboratory practice and supervised clinical rotations are utilized to reinforce healthcare concepts. A first-year student who wishes to enroll in the second year must have maintained a 2.50 grade-point average, excellent attendance and be recommended by first year instructors. Second year students are provided the opportunity to choose a special area of interest in order to obtain additional knowledge and clinical experience. Potential areas of interest for second year students may include pharmacy aide, radiology aide, physical therapy aide, dietary aide, administrative medical assistant, dental aide, activity director in a long-term-care facility, certified nurse assistant and respiratory therapy aide. **Second-year students are required to provide their own transportation to clinical site, two days per week.** Students are required to be up-to-date on immunizations and records. Students must purchase a uniform and shoes, healthcare patch and a watch with a second-hand in order to participate in the healthcare sites. In addition, students are responsible for all fees associated with a criminal background check, drug screening, physical, TB skin test and immunizations. These program costs are approximately \$300.

Opportunities for employment with additional training include:

- Home Health and Personal Care Aide
- EMTs/Paramedics
- Licensed Practical (Vocational) Nurse
- Massage Therapist
- Medical Assistants
- Medical Record Technician
- Pharmacy Technician
- Surgical Technologist
- Veterinary Assistant
- Physical Therapist Assistant
- Occupational Therapist Assistant
- Laboratory Assistant
- Dental Assistant
- Athletic Trainer

Heating, Refrigeration and Air Conditioning (HRA)

In this diverse and rapidly growing field there are many opportunities for students to learn a variety of trade skills. Students will gain an understanding of the refrigeration cycle and components, electricity, electrical component functions, residential and industrial refrigeration, heating and air conditioning systems.

Opportunities for employment with additional training include:

- Self-Employed Repair Technician
- Installer
- Estimator
- Heating and Air Conditioning Salesperson
- Energy Management Technician
- Heating and Air Technician
- Electrical Assistant



- HVAC Maintenance Technician, Residential or Commercial



Industrial Maintenance Technology (IMT)

This program prepares students for work in the field of industrial maintenance, machinery control systems and plant automation. Persons employed in this field are responsible for the installation, operation and maintenance of production machinery and other automated systems related to manufacturing and industrial processes within manufacturing facilities, hospitals, hotels, public utilities and schools.

Opportunities for employment with additional training include:

- Machinery Maintenance and Repair
- Plant Operations
- Manufacturing Line Installer
- Programmable Logic Controller (PLC) Programmer
- Industrial Mechanic
- Robotics Technician

Machine Tool Technology (MTT)

Machine Tool Technology is designed to teach manufacturing processes and methods using both manual and computer-controlled machine tools. Students develop skills on a variety of machines such as lathes, milling machines, and Computer Numerical Control (CNC) machines. Students have the opportunity to earn a certificate or can pursue a degree in Manufacturing Technology, a cross-disciplinary program.



Opportunities for employment with additional training include:

- Machine Shop Owner
- Machine Maintenance Specialist
- Mold Maker
- Computer Numeric Control (CNC) Programmer
- Machinist for Industrial, Aircraft or Small Business
- Maintenance Machinist

Networking Technology (NET)

Networking Technology prepares students to enter the challenging, growing field of information technology implementation and support. Students begin with basic computer hardware, software, networking concepts and technology. Classroom labs feature the latest hardware and software, providing ample opportunity for hands-on experience and skills development. A strong emphasis is placed on soft-skills and skills in verbal and written communication. Students will receive training to prepare them for successful completion of major IT certifications through Cisco and CompTIA. Certification exam vouchers reduce student costs for testing and an on-campus test center is available to students.



Opportunities for employment with additional training include:

- Systems Administrator
- Network Security Specialist
- Help-Desk / Support Technician
- Transmission Media Specialist

Welding Technology (WLD)

Students learn the basic theories of welding and continue into advanced classes, perfecting their skills in welding carbon steel, aluminum, stainless and in plasma arc cutting and carbon arc gouging. Classroom instruction includes in-depth study of blueprint reading, welding symbols and practical math.

Opportunities for employment with additional training include:

- Industrial Welder
- Welding Inspector
- Welding Equipment Salesperson
- Self-Employed Business Owner



What qualities make a successful OTC Career Center student?

- Good attendance
- Respect and responsibility
- Success in math and science
- A "can do" attitude
- Working independently
- Working as part of a team
- Computer skills
- A desire and commitment to learn

If you have participated in Career Exploration Days, you should have a good idea which programs interest you most. If you have not, and are uncertain of your interest, please contact your high school counselor.

OTC Career Center Students Experience a College and Career Centered Environment

- The college level curriculum and learning environment is both challenging and rewarding. High School students work, learn and study with adult students in classes taught by college instructors. Students enrolled in 2 or 3 college classes per semester for two years can earn up to 40 college credits.
- Students benefit from support services offered by High School Program Advisors; through Breaking Traditions, Career Employment Services, Tutoring and Learning Center and the Speech and Writing Center. The Vocational Resource Educator provides support to students with disabilities to ensure equal access to college programs and services.
- The Vocational Resource Educator provides support to students with disabilities to ensure equal access to college programs and services.
- Students who attend classes daily outperform students who do not attend class. All students are expected to be present for their scheduled classes and labs. Regular attendance and participation are required. OTC Career Center students follow the OTC college-wide attendance policy and are subject to administrative withdrawal from classes. Students are encouraged to read each course syllabus, which will provide the number of absences that can result in administrative withdrawal from a course.
- OTC Career Center students are encouraged to develop leadership and work skills. Students can join the SkillsUSA national student organization. SkillsUSA is an applied method of instruction for preparing skilled, high-performance workers who excel in the workforce.



SkillsUSA provides quality educational experiences for students in leadership, teamwork, citizenship and character development with opportunity to earn a scholarship to OTC.

- Each year the Director of High School Programs awards OTC scholarships to outstanding qualified seniors representing each of the career and technical education programs who are not included in the A+ Scholarship Program.
- OTC Career Center students are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Admission Criteria

- Students who would like to be considered for admission are encouraged to tour the campus during Career Exploration Days and then discuss whether OTC would be a good fit for them.
- Students must have $\frac{1}{2}$ the units required for graduation when fall classes begin (or request a waiver for exception), or have 18 units of credit in their senior year.
- Students who have maintained a 90% daily attendance rate during the current school year have proved to be more successful as Career Center students. We strongly encourage consistent attendance.
- Students who would like to be considered for admission are encouraged to possess a cumulative 2.50 grade point average.
- Students are advised to have successfully completed at their high school at least 2 mainstreamed classes at the time of application. Mainstreamed courses include math, science, social studies and English.

Application Process

- OTC now has an online application process that students will use, from home or high school. The application can be accessed from [www.otc.edu/admissions/getting started](http://www.otc.edu/admissions/getting%20started). Parental permission as well as recommendation from their high school counselor is required. While we encourage online applications, a paper application is available upon request.
- Students may choose 2 programs in the application. If a student is not accepted for their 1st choice, they can be placed on a wait list or considered for their 2nd choice.
- Once the student and counselor have completed the online application process, including GPA, attendance records and, if applicable, IEP and 504 Plans, all the applications will be reviewed and considered for admission by a committee. In some programs additional testing and/or interview may be requested as part of the admissions process.
- Current OTC Career Center students who would like to attend a second year must complete paperwork indicating their desire and preferred program choice. Enrollment is not guaranteed and is based upon the student's past performance, attendance and recommendation of OTC instructors and the high school counselor. Returning students interested in enrolling in a different program must complete a new application.
- Admission to the OTC Career Center is a selective and competitive process. Students are encouraged to apply before the application deadline, usually in late February/early March. The high school counselors are notified in mid-May of the applicant's enrollment status.
- The high schools counselors are notified of the applicant's enrollment status in mid-May. Students are notified shortly thereafter. Applications may be submitted online throughout the year. See your high school counselor for the application start date and final deadline date.
- Students who are accepted to the OTC Career Center must attend an OTC Career Center student orientation with their guardian. During the mandatory orientation, students and their guardians complete required registration and enrollment materials. The orientation is held in the summer, prior to the start of fall classes. Information concerning date, time and location of orientation is mailed to the student during the summer months prior to the beginning of fall classes.

Course Cancellations and Program Changes

See the Ozarks Technical Community College catalog or visit the college website at www.otc.edu for course descriptions. Courses may be cancelled due to low enrollment numbers or other factors.

Every effort has been made to make this publication accurate. However, all policies, procedures, tuition and fees, and curricula and course sequence are subject to change. This is not intended to be a contract explicit or implied, and the college reserves the right to make changes to the information contained herein.

Non-Discrimination Statement

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender, or physical requirements are determined to be essential to the program.

Any person having inquiries concerning compliance with the regulations implementing Title VI and Title IX is directed to contact:

Assistant Dean of Disability Support Services
Title IX and Section 504 Coordinator
1001 E. Chestnut Expressway
Springfield, Missouri 65802
417-447-8188

Family Educational Rights and Privacy Act

Students enrolled with the OTC Career Center are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).

OZARKS TECHNICAL COMMUNITY COLLEGE

High School Programs

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