

**Great Plains Technology Center  
Frederick Campus  
Career Major Descriptions  
2010-2011**

***Agriculture Food & Natural Resources (AG)***

**Agricultural & Machinery Repair Technician (1590 AD; 1050 HS) - Jim Smith**

The Agricultural Machinery & Technology is a two year major designed to provide a general knowledge of the field. The primary goal of this career major is to provide basic skills necessary for entry level employment in the field of agriculture mechanics and associated equipment, as employed in the farming industry.

The instructional material format presents complex mechanical activities in simple logical sequence. The format allows each student some flexibility and control over the learning rate. Instruction focuses on the basic theories of operation, service, and repair of agricultural engines and applicable farm equipment.

The instructor materials provide an excellent coverage of:

- Internal combustion engine fundamentals
- Power trains
- Electrical and electronic systems
- Hydraulic systems
- Agricultural equipment systems

***Architecture & Construction (AC)***

**Residential Carpentry (1050 AD; 1050 HS) – Jimmy Lovejoy**

This career major will provide a 'hands-on' experience in the management aspects of the Carpentry Trades occupation and outline the role of a project leader in planning and managing a construction site during the layout through framing phases of a storage building. Course requirements include work scheduling, preparation and solicitation of material lists to building suppliers, selection for building supplies, and scheduling for delivery and availability of materials.

**Maintenance/Repair Carpenter (525 HS) – Jimmy Lovejoy**

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

## ***Business, Management and Administration (BA)***

### **Medical Insurance Coder (1050 AD; 1050 HS) – Julie Tyler**

This career major is designed to train students to become proficient in medical office procedures, medical terminology, and general office administration as related to the business operations of medical facilities. This career major covers several areas of instruction which will include computer applications, Internet navigation, basic office skills, medical terminology, patient billing, medical insurance, and ICD9-CPT coding. Students will participate in an internship during the fourth quarter where they will have exposure to the actual workplace. Areas of employment include local physician offices, hospitals, dental clinics, veterinary clinics, or any type of business office. Job placement is currently 95% largely due to the opportunities that arise from the internships.

### **Medical Transcriptionist (1050 AD; 1050 HS) – Julie Tyler**

In this career major, students learn the necessary skills for entry-level employment in physicians' offices, clinics, home health care offices, hospitals, insurance companies and medical records departments. A Medical Transcriptionist interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessments, work-ups, therapeutic procedures, clinical courses, diagnosis, prognosis, etc., in order to document patient care and to facilitate delivery of healthcare services. The student will become proficient in transcribing medical reports using correct spelling and definitions of medical terms and using terms correctly in a medical context. Students will also become familiar with medical laws and ethics.

### **Office Information Specialist (1050 AD; 1050 HS) – Julie Tyler/Lindsey Treadwell**

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

### **Administrative Assistant (600 HS) – Julie Tyler**

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

## ***Finance***

### **Payroll Accounting Clerk (1050 AD; 1050 HS) – Julie Tyler**

This career major is designed to provide students who want to earn a living as an employee in the financial services area with the occupational skills and knowledge essential to initial employment. Students will become skilled in accounting practices and office management, as well as developing computer skills.

### **Financial Clerk (525 HS) – Julie Tyler**

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

## ***Health Science (HS)***

### **Certified Medication Aide (61 HS) – Teresa Smith**

This career major is designed to provide students with an introduction to health care and to teach them technical skills normally performed by health assistants. Each technical and theory unit has specific objectives pertaining to the health field. Upon completion of this career major, students are eligible to sit for the Certified Medicaiton Aide certification exam.

### **Chiropractic Assistant (555 HS) – Teresa Smith**

This career major is an introduction to the health care field and chiropractic profession. Topics of instruction will include Medical Terminology, First Aid, CPR, Anatomy and Physiology; billing and coding, history, philosophy, and vocablulary of the chiropractic profession; and an understanding of ethical issues as it relates to insurance, collections, and chiropractic office management. Students will also have hands on experience in a chiropractic office setting.

### **Electrocardiograph Technician (525 HS) – Teresa Smith**

This career major prepares the student to perform routine electrocardiograms. These readings assist the physician to diagnose irregularities or changes in the patient's heart. These courses will train students to recognize normal and abnormal rhythms, document rhythm strips to provide reliable test results for the physician's interpretation, and operate the electrocardiograph machine. EKG Technicians may be employed in hospitals, emergency care clinics or physicians offices. They may also function as entry level monitor technicians.

### **Licensed Practical Nurse (1463 AD) – Tammy Crosswhite**

Core medical terminology, anatomy and physiology as well as long term care assistant are included in this career major. This career major prepares the student to become a licensed practical nurse, an important member of the health care team who works under the supervision or direction of a registered nurse, licensed physician or dentist. Students will learn the role of the LPN and how to

care for a variety of patients including geriatric, pediatric, oncology, and pre/post operative patients. Students will learn how to identify patient problems, identify appropriate interventions and evaluate nursing care. Graduates of this career major will be eligible take the National Council Licensing Examination for Practical Nurses (NCLEX-PN) and become licensed through the Oklahoma Board of Nursing.

**Nursing Assistant (525 HS) – Teresa Smith**

This career major is designed to provide students with an introduction to health care and to teach them technical skills normally performed by health assistants. Each technical and theory unit has specific objectives pertaining to the health field. The career exploration phase is coordinated with the study of technical skills, body structures and functions.

**Pharmacy Technician (555 AD; 555 HS) – Teresa Smith**

Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients in hospitals and in the community. Technicians usually perform routine tasks to help prepare prescribed medication for patients, such as counting or measuring medications, labeling containers, maintaining patient records, and preparing insurance claim forms. It is expected that demand for trained technicians will increase due to the aging population and the increased use of medications. Students will participate in an externship which is designed to provide hands-on experience in a local pharmacy setting.

**Phlebotomist (600 AD; 600 HS) – Teresa Smith**

This career major prepares the student to obtain blood specimens for laboratory testing. Graduates from this career major will be prepared for an entry level position as a phlebotomist. Students will participate in an externship which is designed to provide hands-on experience in a clinical setting at a physician's office or laboratory setting.

**Physical Therapy Aide (600 AD; 600 HS) – Teresa Smith**

Physical therapy Aides help make therapy sessions productive, under the direct supervision of a physical therapist or physical therapist assistant. The physical therapist aide performs tasks assigned by the therapist. The aide maintains and transports equipment and supplies, and prepares and cleans treatment areas. The aide may also perform general office duties. The duties of aides include some clerical tasks, such as ordering depleted supplies, answering the phone, and filling out insurance forms and other paperwork.

**Radiology Aide (705 AD; 705 HS) – Teresa Smith**

Radiology Aides assist with the non-technical, non-medical aspects of patient care. Aides can enhance patient care and improve department productivity. The Radiology aide is responsible for assisting registered and licensed Radiology Technologists as instructed during routine procedures such as lifting, transporting, and directing patients in and out of the Radiology suite(s). The Radiology Aide helps file and retrieve images digitally, and performs housekeeping duties within the department. Students will participate in an

externship which is designed to provide hands-on experience in a clinical setting at a physician's office or laboratory setting.

**Veterinary Assistant (600 AD; 600 HS) – Teresa Smith**

Veterinary Assisting is a rewarding career in a growing field. As a Veterinary Assistant you can work with animals and be a part of a professional veterinary staff. Within this career major, students will learn about the care of animals as well as how to recognize signs of illness and disease. These courses cover interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are emphasized, and basic information about pet insurance.

**Vision Care Assistant (900 AD; 900 HS) – Teresa Smith**

After completion of the Health Careers Core Curriculum (Technology Center), students in this major will learn about major body systems with an emphasis on the interaction of these systems and ocular anatomy and physiology. Students will also learn about common ocular abnormalities and disease processes along with eye care medications and their uses. They will also learn the basic concepts and principles of office practices and procedures including maintenance of diagnostic and vision care equipment. In addition, students will also learn about ocular examination techniques, basic optics and refractive error correction, and contact lens types and their appropriate wear and care regimen. Students will practice in a variety of settings as chosen by the instructor. Upon completion of this career major, students will have experience and skills necessary to become employed in a vision care setting.

***Information Technology (IT)***

**Desktop Publisher/Graphic Designer (600 AD; 600 HS) – Lindsey Treadwell**

The goal of this career major is to focus on the foundational skills necessary to be successful in the field of Desktop Publishing and Graphic Design. Students will apply desktop and graphic design principles to print media and will learn how to utilize digital imaging, manipulation technologies and software. Students, through individual projects, will apply learned aesthetic principles in the production of digital projects.

**Video Editor (1050 AD; 1050 HS) – Lindsey Treadwell**

The goal of this career major is to focus on the foundational skills necessary to be successful in the field of Video Editor. Students will apply media aesthetic principles to visual media and will learn how to utilize digital imaging and manipulation technologies and software. Students, through individual projects, will apply narrative and media aesthetic principles in the production of a series of structured digital projects.

**Web Producer (1050 AD; 1050 HS) – Lindsey Treadwell**

The goal of this career major is to focus on the foundational skills necessary to be successful in the field of web producing. Course content includes an introduction to HTML, fundamentals of web layout, interface design, knowledge structuring, content organization, planning management and client relations. Theory will be integrated into practice through several guided projects, culminating in a major interactive media design published to CD, DVD or the web.

**Video Production Assistant (600 HS) – Lindsey Treadwell**

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

**Web Designer (600 HS) – Lindsey Treadwell**

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