

## INFORMATION TECHNOLOGY

**\$16-47 PER HOUR**  
(OK SALARY RANGES)

### ✔ To prepare individuals to succeed in today's fast-paced, competitive world of work.

Provides students with the knowledge and skills necessary for success in managing, troubleshooting and securing networks. Students learn to install, configure and troubleshoot software and hardware on networks, desktop and mobile devices and to manage various network protocols on both Local Area Networks and Wide Area Networks. Training is provided in configuring and maintaining servers, routers and switches. Our new cyber security curriculum is designed to provide a solid theoretical understanding of cyber security challenges, tools and techniques, as well as to develop the foundations of a professional cyber security skill set that can be applied to different network environments such as Enterprise IT, Industrial/Utility, Medical Network and Data Security. Curriculum is designed for those who wish to become network administrators, support technicians and systems managers. Following this intensive training, students will be eligible to take certification exams in the areas of client operating systems, server operating systems, Cisco, A+, Network+ and Security+.



*"Not only was I able to get a free higher-level education during high school, I was able to get the education I felt like I needed to succeed."*

*- Caleb B.*

### CAREERS AVAILABLE IN THE INDUSTRY:

- Educational entities
- Banks
- Entrepreneurship
- Legal
- Telecommunication
- Oil and gas
- Computer repair & IT support
- Manufacturing
- Hospitals
- Transportation
- Insurance
- Government

### LICENSURE / CERTIFICATIONS:

- A+
- Network+
- Security+
- Cisco Certified Entry Network Technician (CCENT)
- Cisco Certified Entry Network Associate (CCNA)
- Installing and Configuring Windows 10 70-698
- Installing and Configuring Windows 7 70-680
- Installing and Configuring Windows Server 2012 R2 70-410
- Administering Windows Server 2012 R2 70-411
- MTA-Windows Operating System Fundamentals
- MTA-Windows Server Fundamentals
- MTA-Database Fundamentals
- MTA-Networking Fundamentals
- MTA-Security Fundamentals



**CONTACT STUDENT SERVICES**  
for current tuition rates  
and enrollment information.  
**580.242.2750**

✔ Oklahoma's Promise Availability

**Tuition is free for in-district high school students.**  
**Tuition for in-district adults is \$2.00/hour.**

\*2016 Oklahoma salary ranges were obtained from O\*Net OnLine



## COURSE LENGTH/IN-DISTRICT TUITION AND COSTS

Aug-May M-F High School: 8:15-10:45am/12:30-3:15pm\*  
M-F Adult: 8:15-11:15am/12:30-3:30pm  
*\*One block options are available for scheduling in this program.*

Tuition: In-District / Out-of-District \$1050 / \$2100 Half Day  
or \$2100/ \$4200 Full Day

Who Can Enroll: Adults and High School Juniors & Seniors

Additional cost of books and supplies approx.: \$2,446

## HIGHLIGHTS

- Hands-on experience using state-of-the-art equipment and current software.
- Industry recognized certification.
- Development of work ethics and leadership skills through the student organization, Business Professionals of America.
- Supervised work experience and job shadowing available.

## AREAS OF INTEREST & HELPFUL SKILLS

- Normal color perception
- Ability to climb ladders and work at heights
- Possess average strength and intelligence
- Tolerate small and enclosed spaces
- Ability to work in teams

This program is accredited by the Oklahoma State Department of Education and the Oklahoma Board of Career and Technology Education.

## APPLICATION POLICY

**High school** juniors and seniors make application for Autry enrollment during their high school spring and/or fall enrollment (**in-district only**).

**Adults** make application for enrollment following the completion of high school spring enrollment (in-district only). Out-of-district adults may make application for enrollment after the completion of in-district enrollment.

## ADMISSION PROCEDURES

**Who can enroll:** Adults and High School Juniors & Seniors

**Graduating seniors and high school students** submit standardized test results, attendance records, and transcripts with their application forms. Before being admitted, a career counselor will interpret the results of standardized tests and review transcripts, attendance, and behavior to determine interest and suitability for enrollment. If current standardized testing is not available, an ACT KeyTrain Curriculum assessment may be required. A personal interview will be conducted with each applicant.

**Adults** applying for admission must take the ACT KeyTrain Curriculum assessment if current standardized testing is not available. An Autry career counselor will interpret the results of the assessment to determine interest and suitability for enrollment. A personal interview will be conducted with each applicant.

## ENROLLMENT INFORMATION

**Financial Aid:** There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

**Autry Scholarship:** This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

**Tuition:** In-district high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in the Autry district. All others pay out-of-district rates.

**Expenses:** May include, but are not limited to, textbooks and supplies available at <http://autrytech.edu/student-services/books-supplies/>.

autrytech.edu





- **EMPLOYMENT OPPORTUNITIES**

The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry. Any questions regarding current employment opportunities should be directed to the Job Developer.

- **SALARY RANGE**

Listed below is the salary range in Oklahoma for Information Technology obtained from O\*Net OnLine.

2016			
	Lowest 10%	Median	Highest 10%
Hourly	\$16.11	\$29.43	\$46.80
Annually	\$33,520	\$61,210	\$97,340

- **OCCUPATIONAL CHARACTERISTICS**

(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)

Computer repairers, also known as computer service technicians or data processing equipment repairers, service mainframe, servers, and personal computers; printers; and auxiliary computer equipment. These workers primarily perform hands-on repair, maintenance, and installation of computers and related equipment. Workers who provide technical assistance, in person or by telephone, to computer system users are known as computer support specialists or computer support technicians.

Computer repairers typically replace subsystems instead of repairing them. Commonly replaced subsystems include video cards, which transmit signals from the computer to the monitor; hard drives, which store data; and network cards, which allow communication over the network. Replacement is common because subsystems are usually inexpensive and businesses are reluctant to shut down their computers for time-consuming repairs. Defective modules may be given to bench technicians, who use software programs to diagnose the problem and who may repair the modules, if possible.

- **ACCREDITATIONS**

Oklahoma Board of Career and Technology Education  
Oklahoma State Department of Education

## INSTRUCTOR(S)



### MELISSA HULA

Melissa Hula has been a Business and Information Technology instructor at Autry Technology Center since 1983. She has a bachelor's degree and a master's degree from Oklahoma State University. Mrs. Hula is a National Board Certified Teacher. She has industry certifications in A+, Microsoft Certified Professional and Microsoft Technology Associate. In 2013, Mrs. Hula was selected as Oklahoma's Business Education Teacher of the Year. She joins the others instructors in the department as a sponsor of the student organization Business Professionals of America.



### BARBARA LEATHERS

Barbara Leathers has been a Business and Information Technology instructor at Autry Technology Center since 1983. She has a bachelor's degree and a master's degree from Oklahoma State University. Ms. Leathers has industry certifications in CCNA, Network+, Microsoft Certified Professional and Microsoft Technology Associate. She is a National Board Certified Teacher. In 2000, Ms. Leathers was selected as Oklahoma's Business Education Teacher of the Year. She is also a sponsor of the student organization Business and Professionals of America.

AUTRY TECHNOLOGY CENTER	ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION	2018-2019
What to Disclose, When & to Whom	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
What: <b>Institutional Information</b> When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• Cost of attending Autry Technology Center i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>• Information regarding the school's programs &amp; academic support</li> <li>• Entities that accredit, approve, or license the school &amp; its programs &amp; procedures for reviewing accreditation, approval, or licensing documentation</li> <li>• Description of any special services &amp; facilities for students with disabilities</li> <li>• Titles &amp; availability of employees responsible for dissemination of institutional &amp; financial assistance information &amp; how to contact them</li> <li>• Penalties &amp; institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing</li> <li>• Net Price Calculator</li> <li>• Constitution Day/Voter Registration/Vaccination Polices</li> <li>• Grievance Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Autry Website <a href="http://www.autrytech.edu">www.autrytech.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Autry Course Catalog</li> <li>• Program Description Handouts</li> </ul>
What: <b>Financial Assistance Information</b> When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private &amp; institutional financial assistance, &amp; a description of: (1) application form &amp; procedures; (2) student eligibility requirements; (3) selection criteria; &amp; (4) criteria for determining the amount of a student's award</li> <li>• Rights &amp; responsibilities of students receiving Title IV &amp; other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</li> <li>• Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>• Autry Website <a href="http://www.autrytech.edu">www.autrytech.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• FAFSA website: <a href="http://www.fafsa.gov">www.fafsa.gov</a></li> <li>• Financial Aid Policy &amp; Procedures</li> </ul>
What: <b>Family Education Rights and Privacy Act (FERPA)</b> When: Upon Request, Annually Local Newspaper To: Enrolled Students Parents of enrolled students under the age of 18 Perspective Students	<ul style="list-style-type: none"> <li>• Right to &amp; procedures for inspecting &amp; reviewing student's education records</li> <li>• Right to &amp; procedures for requesting amendment of student's education records believed to be inaccurate or misleading</li> <li>• Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31)</li> <li>• Students right &amp; procedures for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Board of Education Policy and Procedure Manual</li> <li>• <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></li> </ul>
What: <b>Completion/Graduation Rate, Retention Rate, &amp; Transfer Out Rate</b> When: Ongoing Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</li> <li>• Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS)</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept. of Ed's College Opportunities On-Line website: <a href="http://nces.ed.gov/collegenavigator">nces.ed.gov/collegenavigator</a></li> <li>• Autry ODCTE Profile</li> </ul>
What: <b>Drug &amp; Alcohol Abuse Prevention</b> When: Annually & Upon Enrollment or Hire To: Enrolled Students Current Employees	<ul style="list-style-type: none"> <li>• Information on preventing drug &amp; alcohol abuse</li> <li>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs &amp; alcohol by students &amp; employees on the school's property, or as part of the school's activities</li> <li>• A description of the sanctions under local, state &amp; federal law for unlawful possession, use or distribution of illicit drugs &amp; alcohol</li> <li>• A description of drug &amp; alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students &amp; employees</li> <li>• A description of the health risks associated with the use of illicit drugs &amp; alcohol</li> <li>• A clear statement that the school will impose sanctions on students &amp; employees for violations of the standards of conduct (consistent with local, state &amp; federal law) &amp; a description of these sanctions, up to &amp; including expulsion, termination of employment, &amp; referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>• Autry Website <a href="http://www.autrytech.edu">www.autrytech.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Board of Education Policy and Procedure Manual</li> </ul>
What: <b>Campus Security Report</b> When: Annually by October 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: Annually by date specified To: U.S. Dept. of Education	<ul style="list-style-type: none"> <li>• Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property &amp; public property reported to campus security authority or local police. Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes or other emergencies</li> <li>• Disciplinary actions regarding the possession, use &amp; sale of alcoholic beverages &amp; illegal drugs &amp; enforcement of state underage drinking laws &amp; federal &amp; state drug laws</li> <li>• Programs to inform students &amp; employees about campus security policies, procedures &amp; practices &amp; encourage responsibility for the prevention of crime.</li> <li>• Policies regarding sex offenses &amp; where to obtain information concerning registered sex offenders.</li> <li>• Emergency response &amp; evacuation policy, procedures &amp; programs</li> <li>• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Autry Website <a href="http://www.autrytech.edu">www.autrytech.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Emergency Handout for Staff</li> </ul>
What: <b>Gainful Employment</b> To: Prospective/Enrolled Students	<ul style="list-style-type: none"> <li>• Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Autry Website: <a href="http://www.autrytech.edu/student-services/gainful-employment-disclosures">www.autrytech.edu/student-services/gainful-employment-disclosures</a></li> </ul>

Paper copies of Disclosure Information available from Student Services.

This notice is distributed annually to all current and prospective students. It is also located on Autry's website, in the Student Handbook, and Consumer Information Guide.

*Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.*

*Questions or concerns should be directed to the Director of Student Services or the Assistant Superintendent.*

*Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.*

*Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Asistente del Superintendente.*