It's About Choice.
2009-2010
it's about choice

At Francis Tuttle, you have more than 30 choices for classes with college credit available in almost all of them – some even up to 41 credit hours – all tuition free. Plus, you get access to unlimited online learning classes at no cost to you!

• Focus on classes that interest you
• Make the most of the time you have by spending it doing something you enjoy
• Get a head-start on college, your career or both
• Prepare yourself for a successful career or have a great way to fund your college education

Training at Francis Tuttle is offered in two different sessions, morning or afternoon. Francis Tuttle classes count as electives at your high school. Students attending high schools on block schedules receive two units of credit per semester, and students attending high schools not on block schedule receive 1 ½ units of credit per semester. For the most part, students qualify to attend Francis Tuttle during their junior and/or senior years. In the Academies, however, students can apply to attend their sophomore year too.
Francis Tuttle focuses on hands-on training. You get to use the equipment and technology that you will find in the workplace. You will have the chance to make your ideas become reality. Additionally, with small class sizes you will be able to have more individualized instruction allowing you to make the most of your education. Through an Alliance Agreement with OCCC, you can get a head start on an associate’s degree in applied science or technology TUITION FREE. College credit is available through OCCC, OSU-OKC or OSU-Okmulgee, depending upon the class in which you are enrolled.

Meet New People, Be Involved, Have Fun, Be Yourself! Have the chance to meet other students from the Crescent, Deer Creek, Edmond, Millwood, Putnam City and Western Heights school districts. More than 1,000 high school students from around the metro area attend Francis Tuttle, so you will be sure to meet new people. As a student at Francis Tuttle, you will also have the opportunity to participate in student organizations and compete in your chosen field on a regional, state or even national level with your peers.
• Prepare for a career as a health and science professional through this college preparatory program
• Engage in rigorous and relevant hands-on training for problems related to the human body, cell biology, genetics, diseases and other biomedical science topics
• Receive exposure to diverse long-term careers in health care, research, specialized laboratory work, education and management
  – Sophomores and Juniors accepted

BIOSCIENCES & MEDICINE ACADEMY

PRE-ENGINEERING ACADEMY
• Prepare for success in colleges of engineering through this program
• Combine rigorous math and science with engineering related classes
• Learn about the field of engineering and use the experience to decide if it is truly the field you wish to pursue
  – Sophomores, Juniors and Seniors accepted
CARPENTRY/CABINETRY
• Prepare for residential, commercial or remodeling industry
• Learn framing, interior and exterior trim, insulation, drywall and cabinet making
• Accredited by the Association of General Contractors (AGC)

COMPANY-ALIGNED DESIGN & DRAFTING

up to 29 credit hours
• Create blueprints to turn ideas into reality
• Focus on architectural, civil or mechanical projects
• Use AutoCAD, Autodesk Architecture, Revit, AutoCAD Civil 3D and more

MASSONRY
• Learn to lay brick, block, stone and tiles in a variety of designs
• Have career opportunities in residential, commercial and remodeling industries
• Be part of an industry with high demand for skilled workers and many opportunities
• Advance your creativity and digital design skills related to audio and/or video production to the next level
• Prepare for the entertainment industry as you develop a demo reel showcasing advanced audio, video and broadcast production techniques using state-of-the-art equipment and software
• Use a variety of tools including Dreamweaver, Flash, Adobe Production Studio Suite, Apple Final Cut Pro Studio, Avid MediaComposer, Pro Tools and work with High Definition cameras, teleprompters and professional video switchers and audio mixers

• Study graphic design, electronic publishing and digital printing, fundamentals of photography, digital and studio photography, image editing, color management, screen process printing and graphic imaging
• Work with computers, software and other equipment to gain hands-on experience and produce visual images
• Be prepared for a job entry in the field of graphic communications

• up to 33 credit hours
• up to 18 credit hours
ACCOUNTING & FINANCE

- up to 14 credit hours
  - Prepare to enter the workplace with solid financial skills and respect for global commerce
  - Build a broad background to allow you to move freely into a specialized area of accounting, economics, finance, international business or management
  - Use the latest in software: Peachtree Accounting, QuickBooks Pro, plus Microsoft Applications

BUSINESS, MANAGEMENT & ADMINISTRATION

- up to 39 credit hours
  - Gain experience in Microsoft Office software, business administrative skills, legal terminology and documentation, communications and customer service
  - Train to be an Administrative Assistant, Legal Secretary or Customer Service Representative
  - Be part of a rapidly growing career field
Focus computer applications, business communications, data entry and customer assistance skills

Gain knowledge of clerical procedures and systems

Study to enhance English language acquisition skills

Learn the fundamental concepts, principles and ideas needed to understand the basics of owning your own business

Explore career and entrepreneurial opportunities, basic business functions, use of technology, communication skills, preparing a business plan and financial management

Experience, through virtual business ownership, the life of an entrepreneur

BILINGUAL CUSTOMER SERVICE

up to 12 credit hours

Entrepreneurship

Management

Business, Management & Administration
- Learn to compile and keep personnel records, record data for employees, support and coordinate compensation and benefits activities
- Understand how to read and interpret the policies and procedures of an organization and develop and conduct training for employees
- Gain experience in personnel activities such as staffing, recruitment, performance evaluations and more

**HUMAN RESOURCES**

**MEDICAL OFFICE TECHNOLOGY**

- Prepare for employment in a medical, dental or hospital office setting
- Specialize in administration with emphasis in medical office skills
- Study medical terminology, medical coding, medical insurance, anatomy and physiology, and medical law and ethics

_up to 40 credit hours_
HEALTH SCIENCES

• Prepare for the growing need for health care professionals
• Participate in work-based learning opportunities in health care settings
• Complete common core curriculum and study entry-level skills for a career pathway including: Nursing Assistant, Medical Assisting Clinical Procedures, Pharmacy Technician and Advanced Unlicensed Assistant
• Learn basic health assistant skills, medical terminology and anatomy and physiology
• Research various health careers
• Prepare for a career in health sciences

HEALTH SCIENCE ADVANCED

up to 11 credit hours
• Prepare for the growing need for health care professionals
• Participate in work-based learning opportunities in health care settings
• Complete common core curriculum and study entry-level skills for a career pathway including: Nursing Assistant, Medical Assisting Clinical Procedures, Pharmacy Technician and Advanced Unlicensed Assistant

HEALTH SCIENCE

up to 3 credit hours
• Learn basic health assistant skills, medical terminology and anatomy and physiology
• Research various health careers
• Prepare for a career in health sciences
• Prepare for a career as a health and science professional through this college preparatory program
• Engage in rigorous and relevant hands-on training for problems related to the human body, cell biology, genetics, diseases and other biomedical science topics
• Receive exposure to diverse long-term careers in health care, research, specialized laboratory work, education and management

– Sophomores and Juniors accepted
Hospitality & Tourism

- Prepare for employment in hotels, restaurants, institutions and resorts in positions above entry level
- Gain valuable experience working with the most modern equipment and by exposure to metropolitan area restaurant kitchens
- Address topics such as catering, nutrition, menu and facility planning and food service management from basic to advanced

CULINARY ARTS

- Train to become a department manager for the hotel and hospitality industry
- Gain valuable experience with paid on-the-job training in marketing and sales, front desk operations, food and beverage and housekeeping departments
- Learn management functions and techniques
  - Seniors only accepted
COSMETOLOGY

- Train to care for and beautify hair, complexion, hands and feet
- Study the latest beauty industry techniques in the on-campus salon
- Prepare for the State Board of Cosmetology Basic Operator’s License

EARLY CARE & EDUCATION OF CHILDREN

- up to 9 credit hours
  - Learn about a career in child development through classroom instruction and working with young children
  - Choose training options to receive the Child Development Association credential
  - Prepare for a career in child development by working with children in the on-campus Child Development Center
- Train for one of the hottest specialties in the beauty profession today in the on-campus salon
- Learn facial massage, characteristics and functions of the skin, electrical, chemical and light therapy, facial machine techniques and skin analysis
- Qualify to take the State Board of cosmetology exam for licensing as an Esthetician Technician
• Train to provide services for men and women related to beautifying the hands and feet
• Prepare for this specialty service career by practicing professional techniques with clients in the on-campus salon and qualify to take the State Board of Cosmetology exam
• Learn massage techniques, arm, leg and foot anatomy, manicuring, pedicuring and various artificial nail applications

• Receive technical training and experience in a variety of service occupations
• Train for employment in the following areas: child and adult care, food service, floral design, greenhouse and grounds maintenance
• Learn personal life skills and employability skills such as job readiness and independent living
• Redefine reality through 3D design and animation, visual effects and advanced composition of using motion graphics

• Advance your visual effects and 3D animation skills to the next level as you learn to bring your creations to life using Autodesks’ Oscar Winning software, Maya, and Adobe Flash, After Effects, Apple Final Cut Pro Studio, Mudbox, MotionBuilder, plus more

• Prepare for careers in several industries like movies, television, video games, web animation and more

3D Animation & Visual Effects

Cyber Security

• Train to design, support and keep communication systems secure and learn to configure routers and switches and maintain wide area networks

• Select optional courses in Linux and Sun Solaris and prepare for certification in areas including CCNA, CCNP, CompTIA Security+, SNCP and more

• Find employment opportunities statewide, nationally and internationally

(3) up to 36 credit hours

(3) up to 84 credit hours
Learn to install, configure and troubleshoot computer hardware, operating systems and application software on stand-alone and networked computers

Train to install, configure and manage your own Microsoft network infrastructure

Prepare for specific IT industry certification exams including CompTIA’s A+, Network+, and Linux+, MCP, MCDST, MCSA, MCSE and more

Use logic and reasoning to identify complex problems and create innovative solutions

Train in object-oriented systems analysis, relational database design and computer programming, with primary emphasis on web-based computer applications for business

Create a variety of computer systems using state-of-the-art rapid application development tools for both open source and .Net platforms
Develop your web design skills to create phenomenal web sites, blogs and content management systems.

Become fluent in XHTML, CSS and web standards, plus gain expertise in building database-driven web sites using PHP and MySQL.

Learn server-side technology that powers millions of web sites, allowing you to create dynamic and interactive web applications.

WEB DESIGN & DEVELOPMENT

3 up to 51 credit hours

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3 up to 51 credit hours

WEB DESIGN & DEVELOPMENT

3 up to 51 credit hours
• Prepare for a career in criminal justice like forensic science, criminal law or investigation and procedure
• Learn essential police officer functions and fundamentals
• Study traffic management and traffic investigation, response to bioterrorism and firearm safety
• Develop integrated skills in fields of Machining, Welding, Instrumentation and Automation, Electrical, Electronics, Fluid Power, Mechanical Systems, Programmable Logic Control and Lean Manufacturing

• Train to meet the demand for multi-skilled workers with strong abilities in more than one field

• Prepare to be employed as an Industrial Maintenance Technician

**Advanced Manufacturing**

*up to 26 credit hours*

• Learn to create blueprints for architectural, civil or mechanical projects

• Focus on mechanical and manufacturing applications

• Use AutoCAD, Autodesk Inventor, SolidWorks and more

**Computer-Aided Design & Drafting**

*up to 29 credit hours*

• Develop integrated skills in fields of Machining, Welding, Instrumentation and Automation, Electrical, Electronics, Fluid Power, Mechanical Systems, Programmable Logic Control and Lean Manufacturing

• Train to meet the demand for multi-skilled workers with strong abilities in more than one field

• Prepare to be employed as an Industrial Maintenance Technician

**Manufacturing**
• Develop skills for immediate employment as a manual machinist and be able to program into higher levels of training for employment as a CNC technician
• Learn blueprint reading, basic metallurgy, precision measurement and proper tool usage
• Learn to write programs from blueprints, work with computer-aided-machining (CAM) software and learn quality control techniques

• Be challenged in new welding developments like microprocessor-based technology and exotic metal types
• Receive training on semi-automatic processes, Shielded Metal Arc Welding, Gas Tungsten Arc Welding and structural and pipe welding
• Learn principles of welding which are used to construct and repair cars and appliances and to join beams and reinforce rods in buildings, highways and bridges
• Learn skills to be successful in a competitive, customer focused, market driven career

• Complete projects and activities designed to gain knowledge of the high-skill, high-wage career environment of marketing and professional sales

• Experience the world of business, industry certification options and the opportunity to complete a student internship
• Prepare for success in colleges of engineering through this program
• Combine rigorous math and science with engineering related classes
• Learn about the field of engineering and use the experience to decide if it is truly the field you wish to pursue
  – Sophomores, Juniors and Seniors accepted
• Work with new space-age plastics and on-board, high tech electrical systems
• Learn to use I-CAR advanced instruction to estimate damages, repair and finish vehicles
• Prepare for certifications through the National Institute for Automotive Service Excellence (ASE) and receive the opportunity to participate in the Automotive Youth Education Systems (AYES) Program; work in dealerships and independently owned automotive collision repair businesses

• Learn automotive brakes, suspension systems, heating and air conditioning systems, automotive electrical and electronic systems and engine diagnostics
• Partnered with the Automotive Youth Education Systems (AYES) Program to provide additional training opportunities
• Prepare for certifications through the National Institute for Automotive Service Excellence (ASE)
Many students enjoy expanding their educational experiences beyond textbooks and lessons, and most employers want employees with interpersonal skills that are not easily taught in a typical classroom setting. Both of these goals can be accomplished by becoming involved in Career and Technical Student Organizations (CTSOs). Simply by being a student at Francis Tuttle, you are automatically a member of the CTSO related to your class. Participation in CTSOs is optional but encouraged.

- Business Professionals of America (BPA)
- DECA
- Family, Career and Community Leaders of America (FCCLA)
- Health Occupations Students of America (HOSA)
- SkillsUSA
It is the policy of Francis Tuttle not to discriminate with regard to race, color, religion, gender/sex, national origin, age, marital or veteran status, or disabilities. This policy shall be followed in the operation of its educational programs and activities, recruitment, admissions, employment practices and other educational services. Inquiries concerning application of this policy may be directed to the Human Resources Director, who serves as the Coordinator of Title IX, Section 504, and Americans with Disabilities Act for all campuses, at 12777 N. Rockwell, Oklahoma City, OK 73142-2789, (405) 717-7799.
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