



HIRE

Help In Reaching Employment

MNTC CLASSES

MNTC offers both full-time programs and short-term classes. The design of this instructional format provides our students the most in-depth and long-term exposure to each industry area, and gets them trained and into the workforce quickly. Our programs and classes also lead to state or national industry-specific certifications.

Business & Financial Services

Accounting Services
Legal Office Services
Technical Office Professional (TOP)*

Certification & Licensing

Private Security – CLEET*

Computer & Information Technology

Cyber Defense
Database Administration
Digital Video Production
Graphic Design
Network Information Systems
Programming & Software Development
Virtualization & Cloud Storage
Web Design

Construction

Automation Technician
Carpentry
Computer Aided Design & Drafting
Electrical Apprenticeship
Heating, Ventilation, Air Conditioning
& Refrigeration (HVAC/R)
Asbestos Worker*

**Short-term classes*

Health Science

Dental Assisting
Diagnostic Medical Sonography
Medical Assisting
Practical Nursing
Surgical Technology
Activity Director/Social Services Director*
Advanced Unlicensed Assistant*
Home Care Administration*
Home Health Aide*
Intro to Medical Office & Electronic Record Keeping*
Long Term Care/Nurse Aide*
Medical Billing & Insurance*
Medical Coding*
Medical Transcription*
Medication Administration (CMA/MAT)*
Pharmacy Technician*
Phlebotomy*
Restorative Aide*

Manufacturing

CNC Machining
Welding
Building Maintenance Technician*
Electronics Technician*
Engineering Technician*

Personal Services

Cosmetology
Cosmetology - Practicing Master or Master Instructor
Child Care*

Transportation

Automotive Collision Repair & Refinishing
Automotive Service Technology



mntc.edu
405.801.5261



THE HIRE PROGRAM OFFERS:

- Help in finding a career that fits your interests and abilities
- Assistance with math, reading, spelling, and language skills
- Volunteer and Work-Based Learning opportunities
- Microsoft Office training in Word, Access, Excel, Publisher and PowerPoint
- More than thirty (30) high-wage, in-demand career training programs
- College credit for most training programs
- Training on the latest resume, application, and job-search strategies
- Outstanding job placement assistance
- Financial assistance for training costs
- Full-time education, 30 hour-per-week schedule to meet DHS requirements
- Resources and supportive services to ensure your success

CONTACT INFORMATION

If you are interested in HIRE, talk to your DHS worker. If approved, you will be given paperwork referring you to the program. Call the number below to make an appointment for your initial intake.

Matt Fix, HIRE Coordinator

Phone: 405.801.5261

Fax: 405.217.8265

Email: matt.fix@mntc.edu

Web: www.mntc.edu

Hours: Mon.-Thurs.: 8:15 a.m. - 4:15 p.m.

Fri.: 8:15 a.m. - 12:15 p.m.

Address: Moore Norman Technology Center

4701 12th Ave. NW | Norman, OK 73069

TESTIMONIALS

Whether for yourself, or someone you know, MNTC's HIRE program is designed to increase the employment opportunities for people looking to improve the quality of their lives. The proof is in the comments provided by our participants:

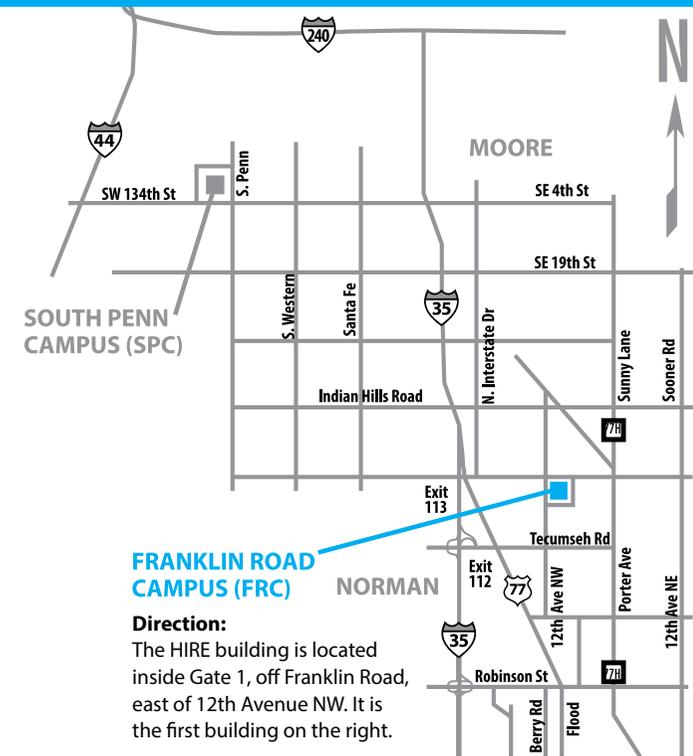
"I have had many chances to make something in my life count, but never took on the battle of accomplishing it. By going to HIRE I have done this and much more. The support is always helpful! I am a GED graduate and a Moore Norman graduate thanks to being a part of HIRE."

"If you are having trouble trying to get in school and trying to find a good job, HIRE is the best place to be. The HIRE staff really helps you get started on your way to a better career and a better life."

"It's a hand-up; not a hand-out. If you are serious about getting ahead, they will help you by providing the tools you need to reach your goals."

"This is the greatest opportunity I have ever had. I've learned I don't have to give up on myself or my goals just because I lost track of my life. Now, I'm back on track, in school, actually going somewhere with my life, with higher self-esteem, and loving life one day at a time! Thanks HIRE!"

CAMPUS LOCATIONS



FRANKLIN ROAD CAMPUS (FRC)

Direction:
The HIRE building is located inside Gate 1, off Franklin Road, east of 12th Avenue NW. It is the first building on the right.

DIRECTIONS TO CAMPUS

Franklin Road Campus

35 SOUTH

Take Exit 113 to the left (near Johnson Controls), turn left (east) at Franklin Road. Travel east on Franklin Road 1.5 miles to the campus.

35 NORTH

Take Exit 112 at Tecumseh Road. Turn left (east) onto Tecumseh Road, and travel east 1.5 miles to 12th Ave. NW. Turn left (north) and travel one mile to the campus.

South Penn Campus

35 NORTH & SOUTH

Take Exit 117 at SW 4th St., Moore, then travel west approximately three miles to SW 134th & S. Penn Ave. The street name changes from SW 4th in Moore to SW 134th Street in Oklahoma City.

44 NORTH & SOUTH

Take Exit 110 at SW 134th Street. Travel east 2.5 miles to SW 134th & South Penn Ave. The campus is located on the northwest corner.

REV 01/2019

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policies: MNTC's Human Resources Director (for employees) and the Student Services Director (for students). Inquiries concerning the application of this policy may be made by calling (405) 801-5000 or by visiting the Franklin Road campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.