

# HIRE

Help In Reaching Employment



**[mntc.edu](http://mntc.edu)**

**405.364.5763, ext. 7365**



## 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.

**Becky Boyd-Wood**, Coordinator

Phone: 405.364.5763, ext. 7365

Fax: 405.217.8265

Email: [becky.wood@mntc.edu](mailto:becky.wood@mntc.edu)

Web: [www.mntc.edu](http://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!"*



## 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 Apprentice

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\*

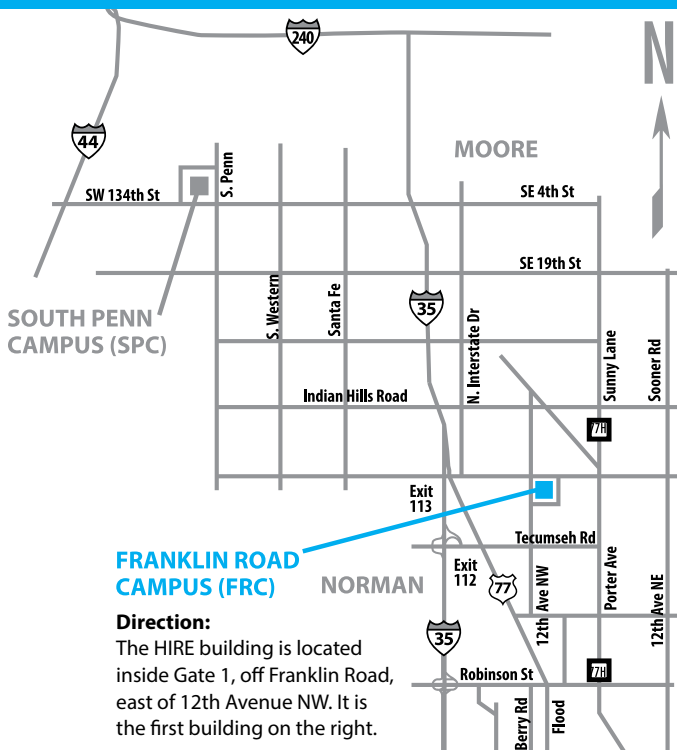
### **Personal Services**

Cosmetology  
Cosmetology - Practicing Master or Master Instructor  
Child Care\*

### **Transportation**

Automotive Collision Repair & Refinishing  
Automotive Service Technology

# CAMPUS LOCATIONS



## DIRECTIONS TO CAMPUS

### Franklin Road Campus

#### 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.

#### 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

#### 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.

#### 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 10/2016

*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 Educational Services Director (for students). Inquiries concerning the application of this policy may be made by calling (405) 364-5763 or by visiting the Franklin Road campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.*