Dear Student,

Our mission is to provide students with a seamless school-to-work experience. Our goals are to train individuals in technologically advanced skills in their chosen occupational area and to create an atmosphere that is welcoming and comfortable for all students regardless of race, gender, ethnic background, age, sexual orientation, citizenship, or physical status.

We recently updated the articulation process that allows students the option to obtain their associate’s degree through various colleges and universities with dual credits through enrollment in our programs.

We invite you to visit our school and observe our commitment to excellence in education. Rolla Technical Institute/Rolla Technical Center appreciates your interest in career and technical education.

Sincerely,

Dr. Janece Martin
Dr. Janece Martin
Director of Career & Technical Education
Rolla Public Schools
Rolla Technical Institute/Center
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HISTORY
Rolla Technical Institute/Rolla Technical Center (RTI/RTC), which is a part of the Rolla Public Schools system, began offering career and technical education in 1972. At that time, the building at 1304 East 10th Street was known as Rolla Area Vocational Technical School. The school’s name was changed to Rolla Technical Institute (RTI) in 1994. Since the late 1990s RTI had outgrown the original building, a second building was built in 1998 at 500 Forum Drive on property already owned by the school district. This new building, known as Rolla Technical Center (RTC), was expanded in 2004. RTI now houses the Trade and Technical programs; RTC houses the Allied Health programs.

STUDENT POPULATION
RTI/RTC serves approximately 300 adult students and approximately 600 high school students each year. The high school students are from 11 sending schools located in the towns of Belle, Bourbon, Cuba, Licking, Newburg, Owensville, Rolla, Salem, St. James, Steelville, and Vienna. The adult students commute from approximately a 50-mile radius. Some programs are offered only to adults; others are offered only to high school students. Still other programs have a mixture of adult and high school students, which has been a positive situation for both groups. The adult students serve as role models for the high school students, and both groups of students learn from each other.

ACCREDITATION
RTI/RTC is accredited by North Central Association and the Missouri Department of Elementary and Secondary Education. In addition, specific programs are accredited by appropriate accrediting bodies for their fields. For example, the Radiologic Technology program is accredited by the Joint Review Committee for Education in Radiologic Technology.
FINANCIAL AID
The RTI/RTC Financial Aid Office is organized to help students who could not continue their education beyond high school without financial assistance. Students attending RTI/RTC may qualify for state or federal grants (which do not have to be paid back), student loans, or other types of financial assistance.

The first step in obtaining financial assistance is to file a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. For financial aid questions or assistance, stop by the Financial Aid Office at Rolla Technical Center or contact the Financial Aid Director by calling (573) 458-0160.

Federal Aid
- Pell Grant
- FSEOG (Federal Supplemental Educational Opportunity Grant)
- College Work Study
- Student Loan Program

State Aid
- A+ Schools Scholarship
- Bright Flight Scholarship
- Missouri College Guarantee Scholarship

Funding Agencies
- COPIC (Central Ozarks Private Industry Council)
- TRA (Trade Readjustment Act)
- Vocational Rehabilitation
- Veterans Educational Benefits
- Veterans Vocational Rehabilitation

Local Aid
- Various Local Scholarships

GUIDANCE & COUNSELING
Student support services are available through the guidance counselor at RTI/RTC. The counselor assists students in making informed decisions about their occupational choices and educational futures. In addition to career guidance, the counselor provides group and individual counseling on an as-needed basis. When necessary, the counselor accesses community resources for additional services.

Additional assistance with occupational choices, including free career testing, is available from the MCCE Career Education Coordinator.

PLACEMENT
Students can visit the Student Development Center for assistance with resumes, cover letters, interviewing skills, and general job search guidance.
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APPLICATION REQUIREMENTS

- Completed application form
- Application/processing fee
- Official high school transcript or GED scores
- College transcript, if you have college credit
- 3 personal/professional references on forms provided by RTC
- ACT exam scores (not required for all programs)
- Career shadowing or health care experience (not required for all programs)
- Drug screening & background check
- Fulfillment of additional program specific requirements. (Please contact the Admissions Office at RTC, the RTI/RTC Counselor, or the school website www.rola.k12.mo.us/rtirtc for these requirements.)

DUAL CREDIT & ARTICULATION AGREEMENTS

Dual credit and articulation agreements allow college credit with another school for coursework taken at RTI/RTC. Dual credits are awarded at the end of each semester. Articulated credits require additional hours to be taken at the school awarding the credits.

RTI/RTC Allied Health programs currently have dual credit or articulation agreements with several post-secondary schools including East Central College, Drury University, Missouri State University, and Missouri Southern State University.
DENTAL HYGIENE

Application Deadline: January 31 at MSSU for fall classes

The 2-year Dental Hygiene program is offered through Missouri Southern State University (MSSU) and students must apply for admission to the Department of Dental Hygiene at MSSU. Students receive classroom instruction at RTC as well as hands-on training in the RTC dental clinic, radiology laboratory, and dental materials laboratory.

Students who successfully complete the program are eligible to take the Dental Hygiene National Board Examination and practical board examinations required for licensure in Missouri and other states.

Prerequisites
Overall GPA of at least 2.75 or a GPA of 2.50 with an ACT composite score of 25 or higher. Completion of 30 credit hours of specific college level science and general education core courses with a grade of “C” or higher. Review program prerequisites and admissions criteria at www.mssu.edu/technology/DH/.

The Dental Hygiene program is accredited by the Commission on Dental Accreditation.

AREAS OF STUDY
- Fundamentals of Dental Hygiene
- Dental Morphology
- Oral Histology & Embryology
- Dental Radiology
- Radiation Biology
- Dental Materials
- Ethics & Community Dentistry
- Perio/Pathology
- Clinical Experiences

DIAGNOSTIC ULTRASOUND

Application Deadline: April 1 for classes beginning in August after the previous 18-month program is completed.

Diagnostic Ultrasound is an 18-month program in Sonography, a medical procedure using high frequency sound waves. Students attend evening classes two nights a week at RTC where the ultrasound lab is equipped with three state-of-the-art ultrasound machines. They obtain practical experience working three 8-hour shifts a week at a variety of clinical sites.

Students successfully completing the program will receive a certificate and are eligible to take the national board exams for certification in abdominal, OB/GYN, and vascular ultrasound, as well as the ultrasound physics and vascular physics exams. Available certifications: Registered Diagnostic Medical Sonographer (RDMS), Registered Vascular Technologist (RVT), and Registered Diagnostic Cardiac Sonographer (RDCS).

Prerequisites
Associate’s degree or higher containing specific coursework or completion of a 2-year Allied Health program with current registry.

AREAS OF STUDY
- OB/GYN
- Abdomen
- Small Parts
- Vascular Technology
- Physics & Instrumentation of Ultrasound
- Vascular Physical Principles & Instrumentation
- Patient Care
- Medical Ethics
- Terminology
- Professionalism & Leadership
- Cognitive, Psychomotor, & Affective Skills
- Communication Skills
- Critical Thinking Skills
- Cultural Diversity
EMT Basic

Emergency Medical Technician-Basic is a 1-semester course that begins in August and January each year. The course is taught according to Department of Transportation (DOT) curriculum guidelines, but also includes various rescue techniques such as rappelling, WMD-Awareness, and rough terrain rescue. Training consists of approximately 160 hours of classroom training, as well as 56 hours of clinical and internship experiences at several hospitals and numerous ambulance sites.

This course prepares the student to work as a team member in a pre-hospital (ambulance) setting. The student is taught basic skills in treating various injuries and illnesses. The faculty consists of technicians, physicians, and paramedics trained and experienced in both teaching and providing emergency care.

After successful completion of the program, the student is eligible to take the National Registry Examination for EMT-Basic.

Note: Successful completion of EMT-B is a prerequisite for the Paramedic program.

Areas of Study
- Roles & Responsibilities
- Legal Issues
- Communications
- Stress/Burnout
- Anatomy & Physiology
- Patient Assessment
- Treatment of Shock
- General Pharmacology
- Respiratory System
- Airway Management
- Cardiovascular System
- Cardiac Arrest
- Trauma Management
- Burns & Hazardous Materials
- Environmental Emergencies
- Substance Abuse
- Infectious Disease
- Geriatrics
- Pediatrics
- OB/GYN
- Behavioral & Psychiatric Emergencies
- Extrication & Rescue

FIRE & RESCUE

Fire & Rescue is a 1-year program that prepares students for a career in firefighting. The program includes courses in basic fire fighter tactics, fire department management, fire investigations, and hazardous materials response. Students also take the EMT-Basic course as part of the Fire & Rescue program. The program follows state guidelines and instruction includes hands-on exercises and case studies. Students receive some of their hands-on training at the Rolla Lions Club Regional Fire Training Facility.

Students who successfully complete the program are eligible to take the Fire Fighter I and II state certification exams, as well as the state EMT-Basic certification exam.

Areas of Study
- Vehicle Extrication
- Fire Ground Operations
- Search & Rescue Techniques
- Fire Detection, Alarm, & Suppression Systems
- Rope Rescue
- Fire Control Tactics & Strategies
- National Registry
- Emergency Medical Technology
- Technician Basic Water Supply Systems
- Structural Ventilation
- Fire Investigation
**MEDICAL OFFICE TECHNOLOGY**

Medical Office Technology is a 10-month program designed to teach students the skills necessary to obtain employment in the medical office profession. Medical Office Technologists can find job opportunities in physicians’ offices, clinics, hospitals, long term care facilities, home care, and other administrative business offices.

Students gain knowledge specifically relevant to the medical field such as medical terminology, anatomy and physiology, and insurance coding and billing. They also learn computer applications and office procedures that are necessary for any office situation. An internship is an integral part of the program and gives Medical Office Technology students the opportunity to practice their skills in a real-world setting.

Program certifications include: Medical Office Certificate, HIPPA Training Certificate, and CPR and First Aid Certificate.

**AREAS OF STUDY**
- Medical Terminology
- Anatomy & Physiology
- Pharmacology
- Medical Law & Ethics
- Medical Reports & Documents
- Insurance Coding & Billing
- Medical Transcription
- CPR & First Aid Certification
- HIPPA Training Certification
- Computer Applications: Keyboarding, MS Word, MS Excel, MS PowerPoint
- Office Procedures
- Computerized Office Management
- Interpersonal Communication Skills
- Job Shadowing
- Internship

**PARAMEDIC**

Paramedic is a 17-month program that follows the Department of Transportation (DOT) curriculum guidelines for Paramedic Training. In addition to the standard DOT training, students learn various rescue techniques such as rappelling, water rescue, WMD-Awareness, and rough terrain rescue.

Paramedic students are taught advanced skills in treating various injuries and illnesses under the direction of a physician medical advisor. Training includes approximately 588 hours of classroom training, as well as 824 hours of clinical and internship experience at several hospitals and numerous ambulance sites. Licensed Paramedics find job opportunities with ambulance services, fire departments, and air transport services, as well as some emergency rooms and doctors’ offices.

Upon successful completion of the program and passage of the national test, the student will receive National Registry Certification, which is recognized in almost every state.

**Prerequisites**
- EMT-Basic, offered at RTC beginning in August and January each year.

**AREAS OF STUDY**
- Anatomy & Physiology
- Patient Assessment
- Intubation/Airway Management
- Aerosol Therapy
- NG Tube Placement
- Thoracentesis
- Phlebotomy
- EKG Interpretation
- Cardiac Skills
- Communications
- Adult & Infant CPR
- Suctioning
- Pulse Oximetry
- Cricothyrotomy
- IV Therapy Drug Administration
- Defibrillation/Pacing
- Documentation
- Rescue Operations
- W.M.D.
- Site Rotation
Radiologic Technology is a 2-year program that teaches students the art and science of creating medical images using x-rays in order to help physicians diagnose fractures, illness, disease processes, and possible malignancies. Students receive in-depth classroom instruction as well as practical experience at a variety of clinical sites.

After successful completion of the program, students are eligible to take the American Registry of Radiologic Technologists exam. Students who pass this national certification exam may sign RT(R) Registered Technologist in Radiography after their names. They are now eligible to work as radiographers and/or pursue training in many other imaging modalities including Sonography, Computed Tomography (CT), Magnetic Resonance Imaging (MR), Nuclear Medicine Technology (N), Radiation Therapy (T), and Mammography (M), to name a few of the possibilities.

Prerequisites
Completion of a minimum of 15 hours of transferable college credit in specific courses with a grade of “C” or higher in each course by June of admission year

The RTC Radiologic Technology program is fully accredited by the Joint Review Committee for Education in Radiologic Technology (JRCERT), JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300

Application Deadline: April 1
**Surgical Technology**

*Application Deadline: June 1*

Surgical Technology is a 1-year program that prepares students to assist in surgical operations. There is also an optional associate degree available through Drury University. The program consists of classroom instruction, practice in the Surgical Technology Lab at RTC, and hands-on experiences at a variety of clinical sites.

Surgical Technologists are vital members of the operating team. They prepare the patient, the instruments, and the operating room for surgery; pass instruments and other sterile supplies to surgeons and surgeon assistants during surgical procedures; deal with specimens taken for laboratory analysis; and help apply dressings. They may also retract tissues, cut sutures, and assist the surgeon as needed.

Surgical Technologists find opportunities for employment in hospitals, outpatient care centers, and physicians’ offices.

Upon completion of the program, graduates are eligible to take the National Certifying Examination offered by the National Board for Surgical Technology and Surgical Assisting (NBSTSA).

**Recommended Prerequisites**

College level Anatomy & Physiology, lecture & lab 4 credits (May also be taken during the program.)

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**AREAS OF STUDY**

- Patient Care
- Patient Transfer
- Patient Preparation & Draping
- Foley Catheterization
- Sterile Techniques
- Surgical Instrumentation
- Surgical Procedures
- CPR
- Medical Terminology
- Pharmacology & Drug Handling
- Employment Skills
- Pathophysiology
- Blood Borne Pathogen Training

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**Respiratory Therapy**

*Application Deadline: June 1*

A vital member of the health care team, a Respiratory Therapist deals with the diagnosis and treatment of patients with heart and lung disease. The therapist is responsible for maintaining sophisticated, high-tech equipment to support life for all age groups.

The 2-year Associate of Applied Science Respiratory Care program is co-sponsored by East Central College (ECC) and Rolla Technical Center (RTC). Students must meet specific ECC general education requirements, as well as complete specialized training offered through the RTC Respiratory Therapy program.

Upon successful completion of the program, graduates receive an Associate of Applied Science degree and are qualified to take the National Board for Respiratory Care (NBRC) credentialing exam for the Registered Respiratory Therapist and apply for a Practitioner License in the state in which they will be employed.

**Prerequisites**

East Central College Freshman Assessment Test scores sufficient to enroll in English Composition I and Intermediate Algebra

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**AREAS OF STUDY**

- Medical Gas Therapy
- Aerosol/Humidity Therapy
- Pulmonary Drug Administration
- Basic Life Support
- Infection Control
- Patient Assessment
- Patient Education
- Mechanical Ventilation
- Pulmonary Function Testing
- Bronco-Pulmonary Hygiene
- Hyperinflation Therapy
- Patient Monitoring
- Cardio-Pulmonary Diagnostics
- Airway Management
- CPR
- Medical Terminology
- Pharmacology & Drug Handling
- Employment Skills
- Pathophysiology
- Blood Borne Pathogen Training
TRADE & TECHNICAL

APPLICATION REQUIREMENTS
- Completed application form
- Application/processing fee
- Background check
- Official high school transcript or GED scores

DUAL CREDIT AND ARTICULATION AGREEMENTS
Dual credit and articulation agreements allow college credit with another school for coursework taken at RTI/RTC. Dual credits are awarded at the end of each semester. Articulated credits require additional hours to be taken at the school awarding the credits. RTI/RTC Trade and Technical programs currently have dual credit or articulation agreements with several post-secondary schools including East Central College and Linn State Technical College.
Automotive Technology is a 2-year program designed to develop entry-level skills in the automotive repair industry. Students are taught to diagnose automotive problems quickly and accurately through classroom instruction as well as practice in the RTI automotive lab. Internships give students the opportunity to practice their skills under supervision in a real-world setting.

The Automotive Technology program covers all aspects of automotive work and shop management. Students study 10 areas of the automobile including technical information and skills for diesel and hybrid light-duty trucks and cars. The RTI automotive lab is equipped with the latest high-tech equipment from alignment machines to scan tools.

Upon successful completion of the program, students will receive a certificate and will find job opportunities as general service technicians, factory dealership technicians, or as tune-up, brake, transmission, front-end alignment, heating/AC, or electrical specialists.

The Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) and by Automotive Service Excellence (ASE).

**AREAS OF STUDY**
- Auto Shop Safety
- Auto Shop Management
- Tools & Equipment
- Engine Fundamentals
- Engine Performance
- Engine Tune-Up
- Engine Reconditioning
- Chassis & Front End
- Fuel Systems
- Brake Systems
- Diesel Performance
- Hearing & Air Conditioning
- Suspension & Steering Systems
- Transmissions & Transaxles Drive Axles
- Electrical/Electronic Systems
- Hybrid Vehicles
- Repair Orders & Cost Estimates

Collision Repair is a 2-year program that teaches students the basic skills needed to be a technician in the auto body repair trade. Through a combination of classroom instruction and hands-on practice in the Collision Repair Lab, students are taught to straighten damaged vehicle bodies, remove dents, and replace parts that are damaged beyond repair.

The lab includes a downdraft baking spray booth, a frame machine, and many other pieces of specialized equipment needed to allow students a true collision repair shop experience.

Upon successful completion of the program, students will receive a certificate and will find job opportunities as body repair technicians, vehicle painting technicians, body shop managers, insurance appraisers, and paint and material salespersons and demonstrators.

The Collision Repair program is certified by the National Automotive Technicians Education Foundation (NATEF).

**AREAS OF STUDY**
- Shop Safety Procedures
- Tool Identification & Usage
- Metal Working Skills
- Welding
- Plastic Repair
- Frame Repair
- Mechanical Repairs
- Replacement of Parts
- Servicing Restraint Systems
- Refinishing
- Collision Repair Professionalism
- Shop Management
- Estimating
- Employability Skills
CONSTRUCTION TRADES

Construction Trades is a 2-year program that is designed to qualify students for entry-level employment in the building trades field. Some classroom work is required, but the primary learning experience is through hands-on work at the job site. Each year the students build a 1,200 to 1,500 square foot house that is sold on the open market upon completion. The project begins with preparing the site and includes most of the activities required to build a house.

Upon successful completion of the program, graduates will receive a certificate and may work in the following building trades: foundation work, concrete work, framing, roofing, residential electrical, residential plumbing, drywall work, and finish carpentry.

Graduates of the program can gain credit with the St. Louis Carpenter’s Union and the Associated General Contractors group, as well as dual credit with East Central College.

AREAS OF STUDY
- Safety Procedures
- Blueprint Reading
- Building Codes
- Site Preparation
- Excavation Work
- Concrete Foundation
- Framing
- Roofing
- Window & Door Installation
- Electrical
- Plumbing
- Insulation
- Drywall Installation & Finishing
- Finish Work

DRAFTING & DESIGN

Drafting & Design is a 2-year program that includes instruction in mechanical, architectural, and civil/survey drafting. Drafters prepare detailed drawings from rough sketches, written instructions, specifications, and calculations made by engineers, designers, and architects. These drawings include dimensions, sizes, and specifications and are used to plan, prepare, build, construct, or illustrate the manufacture of various types of products. Students may also explore the advanced areas of animation and Geographic Information Systems (GIS).

The Drafting & Design program has two computer labs, each with 18 Computer Aided Drafting (CAD) stations, industry-standard printers and plotters, and survey equipment including levels and total stations.

Upon graduation, students will receive a certificate and can enter the workforce as drafters or technicians in the engineering, architectural, or surveying fields. Employment opportunities are available with private firms or with city, county, and state agencies.

AREAS OF STUDY
- Mechanical Drafting
  - Traditional Board Methods
  - AutoCAD & Inventor Software
- Architectural Drafting
  - Design & Construction Techniques
  - Structural Design
  - AutoCAD Architectural Software
- Civil/Survey Drafting
  - Basic Land Surveying & Mapping
  - Geographic Information Systems
  - AutoCAD Engineering & Surveying Software
Graphic Design is a 2-year program that teaches students the art of visual communication. Students learn how to think conceptually, design creatively within a budget, and meet industry requirements to set up a job correctly for output.

Students learn to create designs for print media, websites, animations, and videography. The first year of the program is intended to introduce design principles, layout basics, the Macintosh operating system, and graphic design software including Photoshop, InDesign, Illustrator, iPhoto, and iDVD. The second year of the program further develops those skills with advanced projects. During the second semester of the second year, students may choose a focus area such as web design, animation, or videography/photography. A student interested in many areas of graphic design will do a segment in each of those areas.

Graduates receive a certificate and will find job opportunities in the fields of print media and digital entertainment, with ad agencies, and with graphic design departments within companies/institutions.

**Prerequisites**
Background in art fundamentals and basic computer skills; drawing, language, and basic math skills are helpful.

**AREAS OF STUDY**
- Basic Design Principles
- Perspective Drawing
- Digital Illustration
- Introduction to Mac OS
- Computer Design Basics
- Software Basics: Photoshop, InDesign, Illustrator
- Advanced Desktop Publishing
- Website Design
- Advanced Graphic Design (Methodology)
- Printing Technology (Production)
- Animation & Motion Graphics
- Digital Video
- Portfolio Design

HEATING, VENTILATION, A/C, REFRIGERATION

HVACR is a 2-year program that provides a solid foundation for students in gas and electric heating, hydronic and chilled water systems, duct fabrication and design, and all of the necessary electrical systems for the field, as well as the principles of refrigeration as they pertain to air conditioning and food preservation. Students learn the operation of and troubleshooting for refrigeration systems, air handling equipment, electric motors and circuits, heat pumps, chilled water systems, gas piping, and gas and electric heat.

The HVACR program includes classroom instruction as well as extensive hands-on experience in the RTI HVACR Lab, which includes a representative sample of the residential and light commercial equipment found in industry. In addition to working in the lab, students have the opportunity to install complete residential systems for the RTI Construction Trades project houses.

Adult students may exit the HVACR program after 1 or 1 1/2 years and still receive the RTI HVACR certificate if they meet the following requirements:
- Complete the 1st year of the program, meeting all RTI attendance and academic requirements
- Pass 4 industry certification exams: Gas Heat, Electric Heat, Air Conditioning, and Electrical
- Pass the EPA Refrigerant Certification exam
- Have HVACR-related employment

**AREAS OF STUDY**
- Safety
- Thermodynamics
- Energy Management
- Electrical Fundamentals
- Refrigeration & Refrigerants
- Chilled Water Systems
- Heat Pumps
- Gas & Electric Heating Systems
- Humidifiers & Filtration
- Duct System Design & Fabrication
- Troubleshooting & Installation Practices
Information Technology is a 1-year program designed to provide students with instruction and hands-on experience with the latest hardware, software, and techniques used in computer technical support.

Students will gain an in-depth understanding of the underlying principles of computer and network architecture. They will learn to design, set up, manage, and maintain computers and networks of computers, as well as keep them secure. The Information Technology program offers instruction on a variety of computer systems, including Microsoft and Linux, in a wide range of applications.

Students who successfully complete the program will receive a certificate and will find job opportunities in the support or sales of computers and network systems. The occupation Computer Support Specialist is recognized as a “Grade-A Career” by the Missouri Economic Research and Information Center (MERIC) because it is experiencing faster than average growth, higher than average wages, and an above average number of job openings.

**AREAS OF STUDY**

- Management of Technology
- Workstation Operating Systems
- PC Hardware
- Diagnosing & Troubleshooting Utilities
- Network Operating Systems
- Network Architecture
- Network Administration
- Technology Security
- Help Center Operations

Machine Technology is a 2-year program that prepares students to be machinists, the skilled workers who produce precision metal parts essential for the production and maintenance of industrial machinery, aircraft, automobiles, and all other manufactured goods.

The program includes classroom instruction, but the majority of the learning occurs in the well-equipped RTI Machine Technology Lab. Students learn to operate engine lathes, milling machines, surface grinders, heat treat furnaces, metal cutting band saws, and computer aided manufacturing equipment.

Students who successfully complete the program receive a certificate and find job opportunities in a variety of occupations including machinist, industrial tool salesperson, quality control inspector, millwright, tool and die maker, mold maker, tool designer, and CNC programmer.

**AREAS OF STUDY**

- Workshop Safety with OSHA & EPA Guidelines
- Applied Mathematics
- Introduction to Design
- Blueprints
- Measurements Using Instruments
- Machine Set-up
- Materials
- Quality Control
- Computer-Aided Manufacturing (CAM)
- Computer Numeric Control (CNC)
- Waterjet Cutting
- Wire EDM
- Sinker EDM
- Cutting Fluids
- Milling Machines
- Grinders
- Lathe Operations & Tooling
**MASONRY**

Masonry is a 2-year program designed to train students for entry-level masonry jobs with the basic knowledge and skills needed for brick, block, and stone work. Masons build walls, floors, partitions, fireplaces, chimneys, and other structures using masonry materials.

The program includes classroom instruction, but the majority of the instructional time is spent in hands-on experiences at various job sites. Each year the Masonry students do all of the brick, concrete block, and/or stone work on the Construction Trades project houses, as well as working on a number of masonry projects in the Rolla area. Past community projects have included work for Rolla Public Schools, Ber Juan Park, and the Humane Society Shelter.

Students who successfully complete the program will receive a certificate and can use it towards advancement in an apprenticeship program.

**AREAS OF STUDY**
- Safety Procedures
- Applied Mathematics
- Blueprint Reading
- Types & Installation of Scaffolding
- Uses of Tools & Equipment
- Composition, Properties, Uses, & Sizes of All Masonry Units
- Properties & Technical Details of Foundations, Floors, Roofs, Walls, & Fireplaces
- Anchors, Ties, & Reinforcement
- Types of Courses & Bonds
- Mortar Products & Additives
- Protective & Cleaning Agents

**WOOD MANUFACTURING**

Wood Manufacturing is a 2-year program providing training in the technology, tools, materials, and processes necessary to manufacture products made of finished wood that are used on the interior of a house. This would include cabinets, freestanding and built-in furniture, fireplace mantels, and trim work. Emphasis is placed on design, construction, craftsmanship, and good work habits.

Students receive some classroom instruction, but the primary learning experience is through hands-on work in the fully equipped RTI Wood Manufacturing Lab. Each year the students are responsible for the complete design, construction, and installation of kitchen cabinets, vanities, and custom units for a new house. Students may also design and build a piece of furniture for their own use.

Graduates of the program will receive a certificate and will find employment opportunities in finish carpentry; constructing, repairing, and refinishing furniture; and constructing, repairing, refinishing, remodeling, and installing cabinets.

**AREAS OF STUDY**
- Design & Layout Procedures
- Blueprint Reading
- Estimating Cost & Materials
- Hardware
- Safe Operation of Tools & Equipment
- Tool & Machine Maintenance
- Construction Techniques
- Finishing Procedures
- Cabinetry Installation
- Problem Solving
- Teamwork
WOULD YOU LIKE TO ENHANCE YOUR EDUCATION AND YOUR EMPLOYABILITY AFTER GRADUATION?

Rolla Technical Institute/Rolla Technical Center students have the opportunity to enhance both their education and their employability by joining student organizations appropriate to their career fields.

Although the activities of the organizations differ, all emphasize superior skills, high ethical standards, life-long education, and an awareness of career opportunities. Active membership in a student organization may offer the opportunity to become involved in community service activities, develop leadership skills, make helpful career contacts, win scholarships, and take part in competitions. Every year RTI/RTC has many state medal winners in skills competitions and sends several students to national competitions.

Being able to include membership in a student organization on a resume is an additional bonus for RTI/RTC students. Employers recognize that students who have participated in appropriate student organizations are more motivated, more informed, and more interested in their career field than other students. These are just the types of graduates they like to hire!
STUDENT ORGANIZATIONS AVAILABLE TO RTI/RTC STUDENTS

- National Technical Honor Society (NTHS)
- SkillsUSA
- Electronic Technician Association International (ETA)
- Refrigeration Service Engineers Society (RSES)
- American Dental Hygienists’ Association (ADHA)
- Missouri Dental Hygienists’ Association (MDHA)
- Missouri Emergency Medical Services Association (MEMSA)
- Missouri Association of Licensed Practical Nursing (MOSALPN)
- Missouri League for Nursing
- South Central Missouri Nursing Coalition
- American Society of Radiologic Technologists (ASRT)
- Missouri Society of Radiologic Technologists (MSRT)
- American Association of Respiratory Care (AARC)
- Missouri Society for Respiratory Care (MSRC)
- Phi Theta Kappa (honorary for Respiratory Therapy students)
- Association of Surgical Technologists (AST)
- Society of Diagnostic Medical Sonographers (SDMS)
- American Registry of Diagnostic Sonographers (ARDMS)
- Society of Vascular Technology (SVT)
HOW TO APPLY
To apply to RTI or RTC, please fill out both sides of the application on the following pages. For programs at RTI, contact the RTI/RTC Counselor at 573-458-0150 for further information. For programs at RTC, contact the RTC Admissions Office at 573-458-0160 regarding specific program requirements.

NOTICE OF NONDISCRIMINATION
RTI/RTC does not discriminate on the basis of race, color, national origin, gender, age, or disability. RTI/RTC is committed to a policy that all qualified persons will have access to its programs and facilities. Any person with concerns with respect to this policy should contact the Human Resources Officer at Rolla Public Schools.

SAFE SCHOOLS
Safe Schools Information relating to campus violence and crime is available upon request in the director’s office as required by public law.

The following policies have been established in order to provide a safe environment for students and employees of and visitors to RTI/RTC:

Drug-Free Environment
Students, employees, and visitors may not possess or engage in the use of tobacco products, illicit drugs, or alcohol in school buildings, in school vehicles, on school property, or at any school-sponsored function or event at any time.

Freedom from Sexual Harassment
Sexual harassment is a form of discrimination, is illegal, and is strictly prohibited at RTI/RTC.

More information on these and other Code of Conduct policies is available in the RTI/RTC Adult Student Handbook.
GENERAL INFORMATION

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<th>First Name</th>
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<th>Maiden Name</th>
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Email Address

Designated Program Choices  (1)  (2)

APPLICATION FEE & SUBMISSION

Please submit a non-refundable application fee of $50 for all RTI/RTC programs. The application fee for returning students in consecutive years is $25.

Please submit application with applicable fees to:

Head Cashier
Rolla Public Schools
500 A Forum Drive
Rolla, MO 65401

Payment Method

- Cash
- Check/Money Order (made payable to RTI/RTC)
- Credit Card (For security purposes, card must be presented in person)

REFERENCES

Please list three professional references, such as an employer or teacher. Please give full name, complete address including city and state, and phone number.

(1) Name  Address  City/State  Phone

(2) Name  Address  City/State  Phone

(3) Name  Address  City/State  Phone
EDUCATION INFORMATION
Do you have a (check one):

- GED
- High School Diploma
- Working towards GED

Date Received: 
Expected Date of Completion: 

Have you had training in the Armed Forces?  
Yes  No
If yes, what training did you receive?  (You may wish to attach additional pages to this application.)

What professional certifications or licenses do you hold?

Is English your second language?  
Yes  No

Are you a citizen of the US?  
Yes  No
If no, do you plan to gain citizenship?  
Yes  No

Have you ever been convicted of a misdemeanor or felony?  
Yes  No
If yes, please explain:

Have you previously attended RTI/C or other school?  
Yes  No
If yes, where and what program?  
Specify year in which you wish to enroll:  
August  January

Have you ever violated a law or ordinance regarding alcohol or drug usage?  
Yes  No
If yes, please explain:

If you are applying for one of the medical programs, do you have any other problems that would prevent you from providing quality medical care to patients?  
Yes  No
If yes, please explain:

Do you intend to apply for financial assistance?  (response optional)  
Yes  No
How do you plan to pay your tuition?  
Federal Pell Grant  Eligible for VA Benefits  A+ Schools
Other source (please identify):

CONTACTS
Please list three individuals, such as a parent or guardian, we may contact for follow-up purposes or in case of an emergency. Please give full name, complete address including city & state, and phone number.

(1) Name ___________________ Address ___________________ City/State ___________________ Phone ___________________
(2) Name ___________________ Address ___________________ City/State ___________________ Phone ___________________
(3) Name ___________________ Address ___________________ City/State ___________________ Phone ___________________

SIGNATURE
The information given on this form is true and complete* to the best of my knowledge.

Signature ___________________ Date ___________________

*Any misrepresentation, falsification or omission of information or any other attempt to deceive a school is cause for either denial of selection for admission or dismissal from enrollment; any future application(s) shall not be considered by Rolla Technical Institute/Center.

Rolla Technical Institute/Center is an affirmative action institution. No person shall, on the basis of race, sex, creed, color, or handicap, be subjected to discrimination in employment or in admission to any educational program or activity. RTI/RTC is fully accessible to the individual with a handicap. *Inquiries regarding the implementation of this policy should be directed to: Title IX Section 504 Coordinator, Assistant Superintendent of Human Resources, Rolla Public School District No. 31, 500 A Forum Drive, Rolla, MO 65401, (573) 458-0100.

How did you hear about RTI/RTC?  Check all that apply:

- Newspaper
- Radio
- School Counselor
- Career Fair/Presentation
- Friend
- Other: ____________________________
CONTACT INFORMATION

Rolla Technical Institute
1304 East 10th Street
Rolla, Missouri
(573) 458-0150

Rolla Technical Center
500 Forum Drive
Rolla, Missouri
(573) 458-0160

rtirtc_admissions@rolla.k12.mo.us