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# **Tulsa Training Inventory Survey Responses Post-Secondary Institutions**

Prepared for:

**TULSA METRO CHAMBER AND WORKFORCE TULSA**

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Prepared by:

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# TULSA POST-SECONDARY TRAINING INVENTORY

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Appendix A: Survey Instrument

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Allen Bowden School  
**Address** 7049 Frankoma Road  
**City, State, Zip** Tulsa, OK 74131  
**Survey Completer:** Dr. Penny Haynes  
**Title:** Superintendent

**Phone:** 918-224-4440  
**Fax:** 918-224-0617  
**Website:** www.allenbowden.k12.ok.us  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Youth basic skills or literacy training	X
Basic computer literacy training	X

**Organizational Objective(s):** To provide a quality education for students pre-Kindergarten through 8th grade.

**Does organization solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Not applicable

**Does the organization offer customized services to business or industrial customers?**

**List of customers on file:** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** American Broadcasting School  
**Address** 7016 S. Utica Ave.  
**City, State, Zip** Tulsa, OK 74136  
**Survey Completer:** Glenda Carr  
**Title:** School Director

**Phone:** 918-499-2271  
**Fax:** 918-499-2270  
**Website:** www.radioschool.com  
**Email:** abtulsa@telocity.com

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Customized training to business and industry	X	X
Management or supervisory skills training	X	X
Job search assistance	X	X
Job placement services	X	X
Award certificates of mastery in vocational/ technical fields	X	X
Radio Broadcasting	X	X

**Organizational Objective(s):** ABS has been training students for various careers in the broadcast field for over 32 years. Students learn announcing, newscasting, sportscasting, writing, production and editing, etc.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** ABS representatives speak with program directors and station managers of broadcast stations, as well as related industries. We offer modern training in state-of-the-art studios, and must constantly stay abreast of new technology and broadcast practices, in order to have desirable graduates. The industry lets us know what knowledge and skills they require in order to hire for different positions.

**List of advisory council members on file?** No advisory councils

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Telephone calls, emails, faxes - Beginning approximately one month before graduation, we interview the student to determine where he/she would like to begin. We receive notices of job openings almost on a daily basis, and apprise the students of available openings. We actively pursue job openings year-round.

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** American Red Cross  
**Address** 10151 E. 11th Street  
**City, State, Zip** Tulsa, OK 74128  
**Survey Completer:** Charlie Wooten  
**Title:** Safety Services Supervisor

**Phone:** 918-831-1100  
**Fax:** 918-831-1193  
**Website:** www.tulsaredcross.org  
**Email:** cwooten@arctac.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Safety training (i.e. OSHA)	X	X	X	X

**Organizational Objective(s):** To help people to prevent, prepare, and respond to emergencies.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Focus groups, surveys, and evaluations

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Bishop Kelley High School  
**Address** 3905 S. Hudson  
**City, State, Zip** Tulsa, OK 74135  
**Survey Completer:** Alan Weyland  
**Title:** Principal

**Phone:** 918-627-3390  
**Fax:** 918-664-2134  
**Website:** www.bkelleyhs.org  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Basic computer literacy training	X
Instruction in widely used office software programs	X

**Organizational Objective(s):** “See attached” (no attachment provided)

**Does organization solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Virtually any or all programs. 95%-98% of our students go directly to college/university work. Extremely few of our graduates go directly to the workforce.

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Business internships for high school seniors for career purposes post-college.

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Broken Arrow Beauty College, Inc.  
**Address** 400 S. Elm Place  
**City, State, Zip** Broken Arrow, OK 74012  
**Survey Completer:** Frances Sells  
**Title:** Vice President

**Phone:** 918-251-9669  
**Fax:** 918-258-3059  
**Website:**  
**Email:** babc@swbell.net

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Industry or skill specific technical training	X
Job placement services	X
Award certificates of mastery in vocational/ technical fields	X

**Organizational Objective(s):** To provide a conscientious, scientific educational program based on proven hairstyling techniques and sound business principles to prepare our graduates for gainful employment in the profession of Cosmetology.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Advisory committee composed of representatives from past graduates, salon owners, and beauty supply companies.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Basic cosmetology, facialists, nail techs

**If yes, indicate causes of shortages:** Industry-wide shortages

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Distribute lists of employer requests to graduating students; conduct individual and in-class counseling about how to apply for a job.

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Broken Arrow Public Schools  
**Address** 601 South Main Street  
**City, State, Zip** Broken Arrow, OK 74011  
**Survey Completer:** Keith Isbell  
**Title:** Chief Communications Officer

**Phone:** 918-259-4300  
**Fax:** 918-258-0399  
**Website:** www.ba.k12.ok.us  
**Email:** kdisbell@ba.k12.ok.us

### Services Offered:

**Organizational Objective(s):** To provide all members of the school community an environment that assures intellectual, social, physical, and character development appropriate for citizenship in an ever-changing world.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Local business leaders are active on our District Advisory Council, which provides input on long-range planning. Local business leaders also support the schools through our Partners in Education Program.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** DECA, School-to-Work

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Career Point Institute  
**Address** 3138 S. Garnett  
**City, State, Zip** Tulsa, OK 74146  
**Survey Completer:** Victoria Sexton, Director

**Phone:** 918-622-4100  
**Fax:** 908-627-4007  
**Website:** www.career-point.org  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Instruction in widely used office software programs	X	X
Industry or skill specific technical training	X	X
Customized training to business and industry	X	X
Customer service, teamwork, or communication skills training	X	X
Safety training (i.e. OSHA)	X	X
Job readiness training	X	X
Job search assistance	X	X
Job placement services	X	X

**Organizational Objective(s):** To bridge the educational gap between long-term, general college programs and the very short-term, very specific programs normally associated with on-the-job training. The school is dedicated to business and medical training and related employment.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** CPI has based curriculum on the Secretary of Labor's Commission on Achieving Necessary Skills that researched employer work settings and skills required. CPI researches former and prospective employers of students and integrates findings of performance objectives, competencies, and related academic skills.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** A full-time placement director is in place. She has been employed for over 12 years in this department, and is well-connected to the business and medical communities.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Our programs have an externship anywhere from 80-160 hours, depending upon program. We have an extern coordinator to secure the appropriate site and to monitor students through completion of externship. Students are evaluated and graded on participation in this portion of their program.

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Center of Professional Studies  
**Address** P.O. box 463  
**City, State, Zip** Catoosa, OK 74015  
**Survey Completer:** George Kennedy  
**Title:** President

**Phone:** 918-438-2677  
**Fax:**  
**Website:**  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Contract Programs</i>
Industry or skill specific technical training	X	X	X
Customized training to business and industry	X	X	X
Management or supervisory skills training	X	X	X
Continuing education programs	X	X	X
Job readiness training	X	X	X
Job search assistance	X	X	
Job placement services	X	X	
Award certificates of mastery in vocational/ technical fields	X	X	X

**Organizational Objective(s):** To provide entry-level and advanced training for the private security and private investigative fields.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Personal contact

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Not specified

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Not specified

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization:** Central Technology Center-Drumright  
**Address** 3 Ct Circle  
**City, State, Zip** Drumright, OK 74030  
**Survey Completer:** Judy Robinson  
**Title:** Assistant Superintendent

**Phone:** 918-352-2551  
**Fax:** 918-352-4117  
**Website:** www.ctech@ok.org  
**Email:** jrobi@ctechok.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	
Youth basic skills or literacy training	X		
Basic computer literacy training	X	X	X
Instruction in widely used office software programs	X	X	X
Industry or skill specific technical training	X	X	X
Customized training to business and industry			X
Management or supervisory skills training			X
Continuing education programs		X	X
Quality control training (such as Total Quality Management or ISO 9000)			X
Customer service, teamwork, or communication skills training	X	X	X
Safety training (i.e. OSHA)	X	X	X
Job readiness training	X	X	X
Job search assistance	X	X	X
Job placement services	X	X	
Award certificates of mastery in vocational/ technical fields	X	X	X
<i>Traditional degree programs</i>			
Credit hours available via co-op agreements with various colleges	X	X	X

**Organizational Objective(s):** To provide excellence in technical education, workforce development, and related services.

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Each Central Tech program has an advisory committee composed of business and industry representatives. Each year, the curriculum, textbooks, and equipment are reviewed by the committee members. Changes are made based on their recommendations. In addition, the instructors do internships in industry to keep their skills up to date. The business and industry advisory committee is an integral part of each Central Tech program.

**List of advisory council members on file?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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### **Insufficient supply of business-specific graduates?** Yes

**What programs:** All aspects of the health care industry. Employers are calling for nurses, surg-techs, radiology techs, and respiratory techs. We are adding an additional practical nursing program and a new surg-tech program to help alleviate the shortage. The hospital staff members have been actively involved in this process.

**Cause:** Increased demand for healthcare workers. Burn-out of employees in healthcare industry.

### **Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

### **Does organization offer job placement services?** Yes

**If yes, description of services offered:** All students receive job readiness classes, which include work ethics, professional dress, job interview skills, resume writing, and how to find a job. Students are also exposed to employers through internships and on-the-job training experiences. In many program areas, employers are on campus to interview students. Job fairs are held during the year. The same services are provided to workers who lose their jobs due to layoffs or plant closures.

### **Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** The apprenticeship program is provided through the Business and Industry Services Division. Internships and on-the-job training programs are set up by individual program instructors. The co-op program is for special needs students who work with job coaches for on-the-job training.

### **Is course program information on file?** Yes

### **Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Central Technology Center-Sapulpa  
**Address** 1720 South Main  
**City, State, Zip** Sapulpa, OK 74066  
**Survey Completer:** David Main  
**Title:** Director

**Phone:** 918-234-9300  
**Fax:** 918-224-3190  
**Website:** www.ctechok.org  
**Email:** dmain@ctechok.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X			
Youth basic skills or literacy training	X			
Basic computer literacy training	X	X	X	X
Instruction in widely used office software programs	X	X	X	X
Industry or skill specific technical training	X	X	X	X
Customized training to business and industry	X	X	X	X
Management or supervisory skills training		X	X	X
Continuing education programs		X	X	
Customer service, teamwork, or communication skills training	X	X	X	X
Safety training (i.e. OSHA)		X	X	X
Job search assistance	X			
Job placement services	X			
Award certificates of mastery in vocational/ technical fields	X			

**Organizational Objective(s):** To provide career and technical training for high school students, adults, and business and industry.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Through local advisory committees, Chamber of Commerce committees, and direct contact

**List of advisory council members on file?** Yes

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?** Health care jobs, industrial electronics

**If yes, indicate causes of shortages:** Lack of interest in subject among students/insufficient number of applicants; Additional academic requirements placed on high school students limit/hinder their access to training.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

**Does organization offer job placement services?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**If yes, description of services offered:** Instructors and counselors work with advisory committees and industry contacts to help graduating students..

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** All programs offer internships to qualifying students during the last quarter of their training; apprenticeship training provided by business and industry services.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Drumright Adult Learning Center  
**Address** 301 South Penn  
**City, State, Zip** Drumright, OK 74030  
**Survey Completer:** Roxie Terry  
**Title:** Director

**Phone:** 918-352-2492  
**Fax:** -18-352-4430  
**Website:**  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Adult basic skills or literacy training	X	X
Youth basic skills or literacy training	X	X
Basic computer literacy training		X
Industry or skill specific technical training	X	X
Customized training to business and industry	X	X
Management or supervisory skills training	X	X
Continuing education programs	X	X
Customer service, teamwork, or communication skills training	X	X
Job readiness training	X	X
Other (please specify)		
Work-based education	X	X
Limited English	X	X
Family literacy	X	X
ABE/GED	X	X

**Organizational Objective(s):** Adult basic education, work skills, literacy

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Not specified

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Wal-Mart, Quickset, Circle K

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** ExecuTrain of Tulsa  
**Address** 7912 E. 31st St, Suite 210  
**City, State, Zip** Tulsa, OK 74145  
**Survey Completer:** Randy Jones  
**Title:** Genera Manager

**Phone:** 918-492-9275  
**Fax:** 918-492-2906  
**Website:**  
**Email:** randj@ettulsa.com

**Services Offered:**

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Contract Programs</i>
Basic computer literacy training	X	X	
Instruction in widely used office software programs	X	X	
Industry or skill specific technical training	X	X	X
Customized training to business and industry	X	X	X
Management or supervisory skills training	X		X
Quality control training (such as Total Quality Management or ISO 9000)			X
Customer service, teamwork, or communication skills training			X
Award certificates of mastery in vocational/ technical fields	X	X	X

**Organizational Objective(s):** To provide the highest quality training in advanced computer and technically-related fields, including programming and communications/project management. It is our mission to change people's lives for the betterment of the individual as well as society. We are equipped to train most all students who come to us - with different skill levels and/or disabilities.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** We have a sales and consulting team that collects data from email, telephone, and direct person-to-person contacts, to build curriculum and offer the business community classes to help their employees become more productive and higher skilled.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

**Does organization offer job placement services?** No; however, we do pass along resumes and make recommendations to our corporate clients for qualified individuals.

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Fulton Teaching & Learning Academy  
 of Tulsa Public Schools **Phone: 918-925-1100**  
**Address** 8906 E. 34th Street **Fax: 918-925-1166**  
**City, State, Zip** Tulsa, OK 74145 **Website:**  
**Survey Completer:** Cathy H. Frederick **Email: fredeca@tulsaschools.org**  
**Title:** Director of Professional Development

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>
Basic computer literacy training	X	X	X
Instruction in widely used office software programs	X	X	X
Industry or skill specific technical training	X	X	X
Management or supervisory skills training	X		
Continuing education programs	X	X	X
Quality control training (such as Total Quality Management or ISO 9000)	X		
Customer service, teamwork, or communication skills training	X		
Safety training (i.e. OSHA)	X		

**Organizational Objective(s):** To continuously improve the quality of student learning experiences through personal and organizational development. We provide all school personnel with: experiences in research-based best practices of effective teaching and learning, school leadership for the 21st century, and school redesign; opportunities to further develop, deepen, and enrich their professional skills and knowledge.

**Does organization solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Green Country School of Dental Assisting  
**Address** 600 W. Will Rogers Blvd  
**City, State, Zip** Claremore, OK 74017  
**Survey Completer:** Lori Hare  
**Title:** Authorized Administrative Official

**Phone: 918-343-4300**  
**Fax: 918-342-4697**  
**Website:**  
**Email: lori@healthysmilesclaremore.com**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Evening</i>
Customized training to business and industry	X

**Organizational Objective(s):** To prepare individuals with the knowledge and technical proficiency that will allow them to become immediately employable in an entry-level position within a dental office upon graduation. It is our objective to offer the best education in the shortest possible time consistent with proper educational procedures.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** We are actively involved in local and state-wide dental societies. This keeps us informed of dentists' needs in the community. Our internship program is also an opportunity for us to receive feedback from participating dentists about our program.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**List attached?** Yes

**If yes, description of services offered:** Our school notifies all dentists in the area about the dental assisting program, and informs them each time there is a graduating class. The local dental supply company will also be updated on our graduates for potential job placement. There is also a local dental placement service that will be informed each time there is a graduating class. Participation in an 80-hour externship in a dental office will also provide exposure in the dental workforce and possibility of hire.

## **TULSA POST-SECONDARY TRAINING INVENTORY**

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**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** The students complete an 80-hour internship in a dental office.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization**                    **Green Country Technology Center**                    **Phone: 918-758-0840**  
**Address**                            **1100 North Loop 56**    **Fax: 918-758-0422**  
**City, State, Zip**                **Okmulgee, OK 74447**                                        **Website:**  
**Survey Completer:**            **Mike Carman**    **Email:**  
**Title:**                                **Director of Full-time Programs**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Basic computer literacy training		x		
Instruction in widely used office software programs		x		
Industry or skill specific technical training	x	x	x	x
Customized training to business and industry				x
Safety training (i.e. OSHA)	x	x		
Job readiness training	x			
Job search assistance	x			
Job placement services				
Award certificates of mastery in vocational/ technical fields	x			

**Organizational Objective(s):** To prepare students for success

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Advisory board meetings for each program; field trips; guest speakers

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Job placement assistance provided to all completers of accredited/approved programs for a minimum of six months following program completion.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** On-the-job training – second-year students in the last half of their training can work for a company if it is related to their specific training and a good fit for industry.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Holland Hall School  
**Address** 5666 E 81st St.  
**City, State, Zip** Tulsa, OK 74137  
**Survey Completer:** Leslie Kelly  
**Title:** Director of Finance

**Phone:** 918-481-1111  
**Fax:** 918-481-1145  
**Website:** www.hollandhall.org  
**Email:** Lkelly@hollandhall.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Youth basic skills or literacy training	X
Basic computer literacy training	X
Instruction in widely used office software programs	X

**Organizational Objective(s):** To educate, nurture, and empower the individual students for lifelong learning

**Solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** All seniors participate in internship at area businesses. We also have college students intern with us as student teachers or athletic trainers.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Indian Capital Technology Center  
**Address** 2406 N. 41st East  
**City, State, Zip** Tulsa, OK 74403  
**Survey Completer:** E.G. Garrison  
**Title:** Superintendent

**Phone:** 918-686-7565  
**Fax:** 918-686-7564  
**Website:**  
**Email:** earl@Mus.Icavts.Tec.Ok.Us

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Adult basic skills or literacy training	X	
Youth basic skills or literacy training	X	
Basic computer literacy training	X	X
Instruction in widely used office software programs	X	X
Industry or skill specific technical training		X
Customized training to business and industry		X
Management or supervisory skills training	X	X
Continuing education programs	X	X
Quality control training (such as Total Quality Management or ISO 9000)		X
Customer service, teamwork, or communication skills training		X
Safety training (i.e. OSHA)	X	X
Job readiness training	X	X
Job search assistance	X	X
Job placement services	X	X
Award certificates of mastery in vocational/ technical fields	X	X

**Organizational Objective(s):** To prepare students for the world of work

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Advisory councils associated with each program

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Not provided

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Langston University-Tulsa  
**Address** 700 N. Greenwood  
**City, State, Zip** Tulsa, OK 74106  
**Survey Completer:** Emily Patterson Harris  
**Title:** Assoc. VP for Academic Affairs

**Phone:** 918-594-8070  
**Fax:** 918-594-8097  
**Website:** www.lunet.edu  
**Email:** harriep@lunet.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Continuing education programs	X	X
Other: Center of Excellence in Urban Studies and Urban Education will open in Spring 2003	X	
<i>Traditional degree programs</i>		
Award bachelors degrees	X	X
Award graduate degrees	X	X
Award degrees in business administration	X	X

**Organizational Objective(s):** To focus resources upon identification of opportunities and problems associated with life in an urban society; To provide educational programs and services designed to prepare students for life and work in an urban environment; To extend programs of education and public service to meet the special needs of citizens and agencies in the Tulsa Metro area.

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Through student organizations such as the Accounting Club; through professional development participation in various business organizations and associations by professors.

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** Yes

**What programs:** Highly technical and fast-changing programs

**Cause:** Expense

**Does the organization offer customized services to business or industrial customers?** No, not at this time, but plan to implement a Center for Entrepreneurship

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** LU-Tulsa contracts with OSU-Tulsa's Career Services Center for job placement information and career/job fair participation. The Nursing and Teacher Education programs have additional job placement services.

## **TULSA POST-SECONDARY TRAINING INVENTORY**

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**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Each major must complete an internship. The major determines the type of setting, such as a major corporation, a social service agency, hospital, or school.

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Metropolitan College Phone: 918-627-9300

**Address** 10820 E. 45th B-101

**City, State, Zip** Tulsa, OK 74146

**Survey Completer:** Marsais Broadway

**Title:** Financial Aid Director

**Fax:** 918-627-2122

**Website:** www.metropolitancollege.edu

**Email:** m\_broadway@hotmail.com

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>
Basic computer literacy training	X	X	
Instruction in widely used office software programs	X	X	
Job search assistance	X	X	
Job placement services	X	X	
<b><i>Traditional degree programs</i></b>			
Award associates degrees	X	X	
Award bachelors degrees	X	X	
Certificate			X

**Organizational Objective(s):** To provide students with an education in one of the following areas: Paralegal studies - Associates Degree in Applied Science, Court Reporting - Associates or Bachelors Degree, or Certificate for Medical Transcription, and to assist Native Americans and others in obtaining a quality post-secondary education.

**Solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**List attached?** No

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Students are required to complete internship before graduating.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** New Horizons Computer Learning Center **Phone: 918-664-4400**  
**Address** 4843 S. 78th E. Ave **Fax: 918-664-4468**  
**City, State, Zip** Tulsa, OK 74145 **Website: www.newhorizons.com**  
**Survey Completer:** **Email: bbecker@nhtvisa.com**  
**Title:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Basic computer literacy training	X	X	X	X
Instruction in widely used office software programs	X	X	X	X
Industry or skill specific technical training	X	X	X	X
Customized training to business and industry	X	X	X	X
Management or supervisory skills training				X
Continuing education programs				X
Award certificates of mastery in vocational/ technical fields	X	X	X	X

**Organizational Objective(s):** We train people to master computer programs and network technologies. Courses include basic computer skills, office programs, networking technologies, and web development.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Through a combination of company-specific needs analysis and tracking overall requests for classes

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Wal-Mart, Thrifty, CVS; we take a current course and customize it to a company's specific needs.

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Nothing formal, but we provide job leads as companies contact us looking for specific skill sets. We also offer advice on job hunting

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Northeast Technology Center  
**Address** P.O.Box 487  
**City, State, Zip** Pryor, OK 74362  
**Survey Completer:** Dell Heavener  
**Title:** Superintendent

**Phone:** 918-825-7040  
**Fax:** 918-825-3176  
**Website:** www.netechcenters.com  
**Email:** dheavener@netechcenters.com

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Adult basic skills or literacy training	X	X
Youth basic skills or literacy training	X	X
Basic computer literacy training	X	X
Instruction in widely used office software programs	X	X
Industry or skill specific technical training	X	X
Customized training to business and industry	X	X
Management or supervisory skills training	X	X
Continuing education programs		X
Quality control training (such as Total Quality Management or ISO 9000)	X	X
Customer service, teamwork, or communication skills training	X	X
Safety training (i.e. OSHA)	X	X
Job readiness training		
Job search assistance	X	
Job placement services	X	
Award certificates of mastery in vocational/ technical fields	X	X

**Organizational Objective(s):** To prepare individuals for successful careers

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** By utilizing advisory committees for each of our programs.

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** Yes

**What programs:** Health occupations

**Cause:** The demand is more than we can train at this time.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

## **TULSA POST-SECONDARY TRAINING INVENTORY**

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**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Our instructors help the students to find jobs through their contacts with business and industry.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** We have an on-the-job training program for students in the final semester.

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization** Northeastern State University  
**Address** 3100 E. New Orleans  
**City, State, Zip** Broken Arrow, OK 74014  
**Survey Completer:** Dr. Ed Huckeby  
**Title:** Assoc. VP for Academic Affairs

**Phone:** 918-449-6000  
**Fax:** 918-449-6019  
**Website:** www.nsuba.edu  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Basic computer literacy training	X	X		
Instruction in widely used office software programs	X	X		
Industry or skill specific technical training	X	X	X	X
Customized training to business and industry	X	X	X	X
Management or supervisory skills training		X	X	X
Continuing education programs	X	X	X	
Quality control training (such as Total Quality Management or ISO 9000)		X	X	X
Customer service, teamwork, or communication skills training	X	X	X	X
Safety training (i.e. OSHA)		X	X	X
Job readiness training		X	X	X
Job search assistance	X			
Job placement services	X			
<b><i>Traditional degree programs</i></b>				
Award bachelors degrees	X	X		
Award graduate degrees	X	X		
Award degrees in business administration	X	X		
Other:				
General Studies	X	X		
Technology	X	X		

**Organizational Objective(s):** To provide undergraduate and graduate education leading to Bachelor's degrees, Master's degrees in selected areas, and a Doctoral degree in Optometry

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Surveys, personal contacts.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Special education

## TULSA POST-SECONDARY TRAINING INVENTORY

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**(Insufficient supply of graduates, *continued*)**

**If yes, indicate causes of shortages:** Lack of interest in subject among students/insufficient number of applicants

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Typically, continuing education seminars

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Placement services available through home campus.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Various degree programs require internships, practicums, etc.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Oklahoma Alliance for Manufacturing Excellence **Phone: 918-592-0722**  
**Address** 525 S. Main, Suite 210 **Fax: 918-592-1417**  
**City, State, Zip** Tulsa, OK **Website: www.okalliance.com**  
**Survey Completer:** Roy Peters **Email: roy.peters@okalliance.com**  
**Title:** President

### Services Offered:

**Organizational Objective(s):** We are a not-for-profit agency with a mission to help Oklahoma manufacturers be more competitive. We contract with Tulsa Tech for training services. We also administer the Craftsmanship program, but the actual training is done at Tulsa Tech, TCC, and Northeastern State University

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** We have advisory committees through an Executive Council of Manufacturers. Through Craftsmanship, there are numerous industry committees, including an instructional committee and a curriculum committee.

**List of advisory council members on file?** Yes

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** There is always a demand for competent, qualified manufacturing workers. Shortage is most evident in the industrial maintenance (technical) area.

**If yes, indicate causes of shortages:** Lack of interest in subject among students/insufficient number of applicants.

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** We administer the Craftsmanship program.

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Oklahoma Farrier's College, Inc.  
**Address** Rt. 2, Box 88  
**City, State, Zip** Sperry, OK 74073  
**Survey Completer:** Kathie Beaston  
**Title:** Director of Administration

**Phone:** 918-288-7221  
**Fax:** 918-288-2757  
**Website:** www.horseshoes.com/okfc  
**Email:** ofc@ionet.net

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Award certificates of mastery in vocational/ technical fields	X

**Organizational Objective(s):** Horseshoeing school

**Does organization solicit business input for curriculum development?** No

**List of advisory council members on file?**

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** As various ranches need farriers, we refer our graduates to them.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** We offer an apprenticeship program through American Farrier Association.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Oklahoma Health Academy  
**Address** 2865 East Skelly Drive  
**City, State, Zip** Tulsa, OK 74105  
**Survey Completer:** Salvatore DeBella  
**Title:** Director

**Phone:** 918-748-9900  
**Fax:** 918-748-9937  
**Website:**  
**Email:** okhealthtulsa1@mindspring.com

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Industry or skill specific technical training	X
Customized training to business and industry	X
Safety training (i.e. OSHA)	X
Job readiness training	X
Job search assistance	X
Job placement services	X
Award certificates of mastery in vocational/ technical fields	X

**Organizational Objective(s):** To provide the students with a quality education, which includes high standards and professionalism; To prepare the graduate for excellent career opportunities in the health care industry.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** We gather this in the form of an advisory board meeting twice a year. Professionals from the industry make recommendations for improvement and industry standards.

**List of advisory council members on file?** Yes

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Teaching the student how to search out job openings, write a resume, and handle job interviews. The Career Services Director works with each successful graduate to match his or her particular qualifications to the requirements of prospective employers.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Each student must serve a total of 255 hours (at least 5 hours daily) at an internship

**Is course program information on file?** Yes

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization** Oklahoma State University-Okmulgee  
**Address** 1801 East 4th Street  
**City, State, Zip** Okmulgee, OK 74447  
**Survey Completer:** Bob Klabenes  
**Title:** President

**Phone:** 918-293-5258  
**Fax:** 918-293-4644  
**Website:** www.osu-okmulgee.edu  
**Email:** rek@osu-okmulgee.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	X	X
Youth basic skills or literacy training	X	X		
Basic computer literacy training	X	X	X	X
Instruction in widely used office software programs	X	X		X
Industry or skill specific technical training	X	X		X
Customized training to business and industry	X	X		X
Management or supervisory skills training	X	X		X
Continuing education programs	X	X	X	X
Quality control training (such as Total Quality Management or ISO 9000)	X	X		X
Customer service, teamwork, or communication skills training	X	X	X	X
Safety training (i.e. OSHA)	X	X		X
Job readiness training	X	X		X
Award certificates of mastery in vocational/ technical fields	X	X	X	X
A.A.S. Degree	X	X		
<i>Traditional degree programs</i>				
Award associates degrees	X	X		X

**Organizational Objective(s):** To provide technical training at the Associate Degree level.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** 600 people serve on program advisory committees. Each program committee meets two or three times per year.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Health occupations

**If yes, indicate causes of shortages:** Institution's resources are not sufficient to train or educate all interested students in the subject.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** No

## **TULSA POST-SECONDARY TRAINING INVENTORY**

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**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Faculty contacts with employers.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Not provided

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization** Oklahoma State University-Tulsa  
**Address** 700 N. Greenwood Ave  
**City, State, Zip** Tulsa, OK 74106  
**Survey Completer:** Dr. Raj Basu  
**Title:** Vice President, Academic Affairs

**Phone:** 918-594-8016  
**Fax:** 918-594-8023  
**Website:** www.osu-tulsa.okstate.edu  
**Email:** king@osu-tulsa.okstate.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>
Management or supervisory skills training			X
Job search assistance	X	X	
Job placement services	X	X	
<i>Traditional degree programs</i>			
Award bachelors degrees	X	X	
Award graduate degrees	X	X	
Award degrees in business administration	X	X	
Other (please specify):			
Engineering	X	X	
Arts & Sciences	X	X	
Education	X	X	

**Organizational Objective(s):** To prepare graduate and undergraduate students to be productive members of the workforce. OSU-Tulsa has approximately 75 graduate and undergraduate degrees aimed at meeting the needs of the Metro Tulsa area.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Through various advisory boards

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Accounting, sociology, MIS, psychology, human resource management.

**If yes, indicate causes of shortages:** Institution's resources are not sufficient to train or educate all interested students in the subject; OSU-Tulsa is not permitted to offer these courses in Tulsa, by ruling of the Oklahoma Regents for Higher Education (OSRHE). Only Langston U. is permitted to do so. OSRHE rules prevent an open market in education.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Multiple Tulsa-area businesses, including Williams, American Airlines, State Farm Insurance, etc. Mostly supervisory skills programs.

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Does organization offer job placement services?** Yes

**List attached?** Yes

**If yes, description of services offered:** Extensive placement service that organizes career fairs, resume workshops, database of jobs, etc.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Multiple programs with many leading (national) and local companies.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Oklahoma State University-  
College of Osteopathic Medicine  
**Address** 1111 W. 17th Street  
**City, State, Zip** Tulsa, OK 74107  
**Survey Completer:** Diana Price  
**Title:** Sr. Admin. Assoc.

**Phone:** 918-561-8201  
**Fax:** 918-561-8413  
**Website:** www.osu.com.okstate.edu  
**Email:** twallen@chs.okstate.edu

### Services Offered:

<i>Traditional degree programs</i>	<i>Day</i>
Award graduate degrees	X
Doctorate in Osteopathic Medicine	X

**Organizational Objective(s):** To prepare primary care physicians for rural and underserved areas of Oklahoma

**Solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Oral Roberts University  
**Address** 7777 S. Lewis Avenue  
**City, State, Zip** Tulsa, OK 74171  
**Survey Completer:** Cal Easterling, Ph.D.  
**Title:** Director, Office of Institutional Research

**Phone:** 918-495-6649  
**Fax:**  
**Website:** www.oru.edu  
**Email:** admissions@oru.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Other: Ministry training		X
<i>Traditional degree programs</i>		
Award bachelors degrees	X	X
Award graduate degrees	X	X
Award degrees in business administration	X	X

**Organizational Objective(s):** It is the purpose of Oral Roberts University, in its commitment to the historic Christian faith, to assist the student in his quest for knowledge of his relationship to God, man, and the universe. Dedicated to the realization of truth and the achievement of one's potential life capacity, the University seeks to graduate an integrated person - spiritually alive, intellectually alert, and physically disciplined.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Membership in the Center for Excellence in Information Technology and Telecommunications; ORU School of Business Advisory Council (Dr. David Dyson, Dean); ORU School of Education Advisory Council (Dr. David Hand, Dean); ORU Alumni Relations (George Paul, Assoc. VP)

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Telecommunications

**If yes, indicate causes of shortages:** Institution's resources are not sufficient to train or educate all interested students in the subject.

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Career Services provides students and graduates with the resources, networking capabilities, and counseling to best meet their career needs. Among many others, the following services are provided: on-campus interviewing and recruitment of graduating seniors and alumni to fill full-time positions; job postings from a variety of businesses are on file the the Career Services office.

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Strong internship programs are ongoing in multiple areas of the University. Among these are psychology, social work, business, nursing, education (student teaching), engineering, graphic design, ministry, computer science, journalism, and chemistry.

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Phillips Theological Seminary  
**Address** 4242 S. Sheridan  
**City, State, Zip** Tulsa, OK 74145  
**Survey Completer:** William Tabbernee  
**Title:** President

**Phone:** 918-610-8303  
**Fax:** 918-610-8404  
**Website:** www.ptsem.org  
**Email:** william.tabbernee@ptsadmin.com

### Services Offered:

<i>Traditional degree programs</i>	<i>Day</i>	<i>Evening</i>
Award graduate degrees	X	X

**Organizational Objective(s):** To prepare women and men for effective leadership in church and society.

**Does organization solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Through our director of supervised ministries

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Internships in churches or chaplaincy appointments.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Platt College  
**Address** 3801 S. Sheridan  
**City, State, Zip** Tulsa, OK 74145  
**Survey Completer:** Susan Rone  
**Title:** School Director

**Phone:** 918-663-9000  
**Fax:** 918-622-1240  
**Website:**  
**Email:** susanr@plattcollege.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Adult basic skills or literacy training	X	X
Basic computer literacy training	X	X
Instruction in widely used office software programs	X	X
Industry or skill specific technical training	X	X
Safety training (i.e. OSHA)	X	X
Job readiness training	X	X
Job search assistance	X	X
Job placement services	X	X

**Organizational Objective(s):** To provide vocational training and education to adults in six different areas, to enable them to meet entry-level requirements for employment in their chosen fields.

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Regularly scheduled meetings (Spring and Fall). Curriculum and course content is discussed thoroughly to meet accreditation requirements. We also have guest speakers in the classes to discuss job opportunities and job requirements for the industries.

**List of advisory council members on file?** Yes

**Insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Placement director works with the graduates in obtaining employment upon the conclusion of their programs. She also works with the various companies in matching our graduates with job openings they call about. Students participate in job readiness classes prior to program completion to prepare them for the interview and employment possibilities.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Students in the Medical Assisting and Dental Assisting programs participate in an internship at the end of the programs. The nursing students participate in clinical rotations all throughout their program. Students must successfully complete the required amount of hours at the intern location before they can graduate.

## **TULSA POST-SECONDARY TRAINING INVENTORY**

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**Is course program information on file?** We offer Medical Assisting, Dental Assisting, Drafting, Design and AutoCAD, Practical Nursing, Pharmacy Technician, and Visual Communications. These classes provide the training and education required for the students to meet entry-level requirements for employment in their chosen fields. In addition, students are eligible to take the required test to obtain a license in their professions.

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization** Rogers State University  
**Address** 1701 W. Will Rogers Blvd  
**City, State, Zip** Claremore, OK 74017  
**Survey Completer:** Dr. Ray Brown  
**Title:** Exec. VP and VP for Academic Affairs

**Phone:** 9183437615  
**Fax:** 9183437896  
**Website:** www.rsu.edu  
**Email:** rbrown@rsu.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	X	
Basic computer literacy training	X	X	X	X
Instruction in widely used office software programs	X	X	X	X
Industry or skill specific technical training	X	X	X	X
Customized training to business and industry	X	X	X	X
Management or supervisory skills training	X	X	X	X
Continuing education programs	X	X	X	X
Quality control training (such as Total Quality Management or ISO 9000)	X	X	X	X
Customer service, teamwork, or communication skills training	X	X	X	X
Job readiness training	X	X	X	X
Job search assistance	X	X	X	X
Job placement services	X	X	X	X
<i>Traditional degree programs</i>				
Award associates degrees	X	X	X	X
Award bachelors degrees	X	X	X	X
Award degrees in business administration	X	X	X	X

**Organizational Objective(s):** The mission of RSU is to prepare students to achieve professional and personal goals in dynamic local and global communities. RSU provides traditional and innovative learning opportunities, and is committed to excellence in teaching and student service.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** 1. RSU has numerous business and industry advisory groups that meet at least annually for program input; 2. Surveys to graduates working in the field; 3. Surveys of employers.

**List of advisory council members on file?** Yes

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Information technology. Given the rapid growth in the field, additional graduates have been needed. RSU had a new IT degree and students began to graduate in May 2002. With current enrollments, the number of graduates may meet the demand for IT professionals given the downturn in the communications industry.

## TULSA POST-SECONDARY TRAINING INVENTORY

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### (Insufficient supply of graduates, *continued*)

If yes, indicate causes of shortages: Program was new

Does the organization offer customized services to business or industrial customers? Yes

List of customers on file: No

Does organization offer job placement services? Yes

If yes, description of services offered: Placement services are available to provide assistance for current and graduating students. Career counseling is offered in areas of career exploration, career planning, and job search strategy. Computerized career guidance systems are available for student use. Literature, magazines, workbooks, reference books, videos and other information are available. Information and assistance in preparing resumes and career portfolios are available. Information about companies, government agencies and schools; occupational descriptions, business and educational directories is available in the Career Center. Current job listings in education, business, government and church, as well as placement files are maintained for reference to school systems and businesses. Placement relationships are made with local businesses as well as the greater Tulsa metro area. The Career Center also provides workshops on resume preparation, job search techniques, cover letters, and interviewing.

Does organization have apprenticeship, internship, or co-op programs: Yes – detailed list on file

Description of programs: Internships for: Bachelor of Science in Social Science; Bachelor of Applied Technology, Bachelor of Science in Information Technology; A.A.-Radio-Television; A.A.S.-Office Administration; A.A.S.-Legal Assisting; A.A.S.-Emergency Medical Services; A.A.S-Police Science; A.A.S.-Nursing

Co-op programs with: Central Technology Center; Northeast Technology Centers; Tri-County Technology Center; Tulsa Technology Center

Is course program information on file? No

Does survey completer want inventory results? Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Sand Springs Beauty College  
**Address** 28 E. 2nd Street  
**City, State, Zip** Sand Springs, OK 74063  
**Survey Completer:** Myra Seller  
**Title:** Owner/Manager

**Phone:** 918-245-6627  
**Fax:** 918-241-1822  
**Website:**  
**Email:** [ssbc@sbcglobal.net](mailto:ssbc@sbcglobal.net)

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Industry or skill specific technical training	X
Job readiness training	X
Job search assistance	X
Job placement services	X
<i>Traditional degree programs</i>	
Diploma for completion of course hours required for licensing by State of OK	X

**Organizational Objective(s):** To provide general education for all students and in the field of Cosmetology for those students who plan to complete the course. To provide programs of technical education to prepare individuals to enter the labor market.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Board meetings, regular contact during job placement, surveys to employers.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** The school will work with the student to identify potential employment opportunities.

**Does organization have apprenticeship, internship, or co-op programs?** Yes

**Description of programs:** Not provided

**Is course program information on file?** Yes

**Does survey completer want inventory results?**

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Sand Springs Schools  
**Address** P.O. Box 970  
**City, State, Zip** Sand Springs, OK 74062  
**Survey Completer:** Dr. Karen Rose  
**Title:** Asst. Superintendent

**Phone:** 918-246-1418  
**Fax:** 918-246-1403  
**Website:** www.sandites.org  
**Email:** krose@sandites.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Youth basic skills or literacy training	X
Basic computer literacy training	X
Instruction in widely used office software programs	X
Industry or skill specific technical training	X

**Organizational Objective(s):** Public school education Pre-k to 12

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** The secondary technology/career programs have advisory committees consisting of local business people and parents.

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** Yes

**What programs:** Our career tech programs are limited due to budget constraints.

**Cause:** We cannot offer more courses than we currently have.

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Only on a limited basis

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Southern Nazarene University  
**Address** 10159 E. 11th St., Suite 200  
**City, State, Zip** Tulsa, OK 74128  
**Survey Completer:** Linda A. Miner, PhD  
**Title:** OL/FSG Director, Tulsa

**Phone:** 918-664-4100  
**Fax:** 918-664-4768  
**Website:** www.snutulsa.homestead.com  
**Email:** lminer@snu.edu

**OL/FSG Director, Tulsa**

**Services Offered:**

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Continuing education programs	X	X	X	X
<b><i>Traditional degree programs</i></b>				
Award bachelors degrees		X		
Award graduate degrees		X		
Award degrees in business administration		X		

**Organizational Objective(s):** Our school provides working adults the opportunity to complete Bachelor's degrees (in Organizational Leadership, Family Studies and Gerontology, or BS in Nursing) if they have two years of transferable credits. They do this within a caring environment where individuals are encouraged to develop their God-given strengths. Our motto, which comes directly from our mission, is "Character, Culture, and Christ," as SNU equips and educates students for responsible Christian living.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** All the curriculum is developed on the main campus in Bethany, OK. Business and Education leaders are consulted in making curriculum changes. Many Tulsa educators have also been consulted concerning the Master of Arts in Educational Leadership Program.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** We have a job placement service on the main campus, although it is geared more to the traditional younger students. What we find is that our cohort groups provide a natural network and oftentimes students help each other find employment if one member needs a job. The groups generally stay in contact after graduation.

## **TULSA POST-SECONDARY TRAINING INVENTORY**

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**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Students in our FSG program do a practicum in which they volunteer their skills to social services organizations throughout the city.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Spartan School of Aeronautics  
**Address** 8820 E. Pine Street  
**City, State, Zip** Tulsa, OK 74115  
**Survey Completer:** Dr. Ronald Gould  
**Title:** Dean of Education/Registrar

**Phone:** 918-831-5216  
**Fax:** 918-831-8605  
**Website:** www.spartan.edu  
**Email:** rgould@mail.spartan.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>
Industry or skill specific technical training	X
Quality control training (such as Total Quality Management or ISO 9000)	X
Job search assistance	X
Job placement services	X
Award certificates of mastery in vocational/ technical fields	X
<i>Traditional degree programs</i>	
Award associates degrees	X

**Organizational Objective(s):** Training students for careers in aviation, including airframe and powerplant mechanics, electronics, nondestructive testing, quality control, and pilot training.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Our technical programs have advisory boards that include members from local business and industry.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** All graduates are required to process through our career guidance center as part of the graduation process. Students have a life-long benefit of help in seeking employment.

**Does organization have apprenticeship, internship, or co-op programs?** No

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Star Training Institute  
**Address** 3015 East Skelly Drive, Suite 398  
**City, State, Zip** Tulsa, OK 74105  
**Survey Completer:** Kurt Acton  
**Title:** Director

**Phone:** 918-747-9333  
**Fax:** 918-747-9391  
**Website:** www.startraining.com  
**Email:** jwarren@startraining.com

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>
Instruction in widely used office software programs			X
Industry or skill specific technical training	X	X	
Customized training to business and industry			X
Job search assistance	X	X	
Job placement services	X	X	
Award certificates of mastery in vocational/ technical fields	X	X	
Other (please specify)			
CAD technology students receive diploma from Amer. Design Drafting Assoc. (ADDA)	X	X	

**Organizational Objective(s):** STI is committed to the development of the entire person. This includes the skills necessary to function effectively in the business world, as well as the technical skills.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Through advisement boards

**List of advisory council members on file?** Yes

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** STI provides its students and graduates assistance in personal resume preparation and in-depth development of job seeking, interviewing, and self-marketing skills. Once the search begins, employment referrals and one-on-one guidance are provided. STI provides lifetime placement assistance to its graduates.

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization**            Tri-County Technology Center  
**Address**                    6101 SE Nowata Road  
**City, State, Zip**         Bartlesville, OK 74006  
**Survey Completer:**     Anita Risner  
**Title:**                         Superintendent

**Phone: 918-333-2422**  
**Fax: 918-331-3274**  
**Website: www.tctc.org**  
**Email: arisner@tctc.org**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X		X	X
Youth basic skills or literacy training	X			
Basic computer literacy training	X	X		X
Instruction in widely used office software programs	X	X		X
Industry or skill specific technical training	X	X		X
Customized training to business and industry	X	X		X
Management or supervisory skills training	X	X		X
Continuing education programs	X	X		X
Quality control training (such as Total Quality Management or ISO 9000)	X	X		X
Customer service, teamwork, or communication skills training	X	X		X
Safety training (i.e. OSHA)	X	X		X
Job readiness training	X			
Job search assistance	X			
Job placement services	X			
Award certificates of mastery in vocational/ technical fields	X	X		X
<b><i>Traditional degree programs</i></b>				
Other (please specify):				
MOUS Certification	X	X		X

**Organizational Objective(s):** To identify and provide superior training in the skills and behaviors necessary for employment into the next decade and beyond. We provide lifelong learning and training opportunities for employability, improvement of economic well-being, and enhancement of the quality of life for the citizens of our district and beyond.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Each full-time program has business and industry advisory boards that meet formally at least twice a year. We work with our local chamber of commerce on surveys of needs. Our business and industry staff are in contact with industry on a regular basis.

**List of advisory council members on file?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?** Heating and Air Conditioning, all medical areas, paralegals

**If yes, indicate causes of shortages:** Lack of interest in subject among students/insufficient number of applicants; Students' unwillingness to drive to job locations.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

**Does organization offer job placement services?** Yes

**List attached?** Yes

**If yes, description of services offered:** We have a full-time job placement specialist who helps students find full-time and part-time jobs. Our instructors also assist with placement. Services for students include resume writing, interviewing skills, and job success. We hold job fairs during the school year as well. We sponsor one job fair for all high school seniors in our district, and one with Bartlesville Development Corp. and the radio stations.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** In our Marketing Management co-op program, students work a minimum of 10 hours/week in retail businesses. We will participate in the Auto Youth Education System (YES) for the 2002-2003 school year. On an individual basis, full-time programs offer internships (Heating & AC, Culinary Arts).

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Tulsa Barber and Beauty College  
**Address** 1314 E. 3rd Street  
**City, State, Zip** Tulsa, OK 74120  
**Survey Completer:** Franzala Owens  
**Title:** Owner

**Phone:** 918-583-6773  
**Fax:**  
**Website:**  
**Email:**

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Customer service, teamwork, or communication skills training	X	X
Job search assistance	X	X
Award certificates of mastery in vocational/ technical fields	X	X

**Organizational Objective(s):** To provide opportunities for people to prepare for a lifetime career in the respected fields of Barbers and Stylists. The college will present the best possible training to prepare the student for the various barber/stylist services. Barber/styling will be presented as a professional career that will assist those students wishing to achieve their goals.

**Does organization solicit business input for curriculum development?** No

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization** Tulsa Community College  
**Address** 6111 East Skelly Drive  
**City, State, Zip** Tulsa, OK 74135-6198  
**Survey Completer:** Carol Messer  
**Title:** Dean, Program & Workforce Development

**Phone:** 918-595-7838  
**Fax:** 918-595-7943  
**Website:** www.tulsa.cc.ok.us  
**Email:** cmesser@tulsa.cc.ok.us

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	X	X
Basic computer literacy training	X	X	X	X
Instruction in widely used office software programs	X	X	X	X
Industry or skill specific technical training	X	X	X	X
Customized training to business and industry	X	X	X	X
Management or supervisory skills training	X	X	X	X
Continuing education programs	X	X	X	X
Quality control training (such as Total Quality Management or ISO 9000)	X	X	X	X
Customer service, teamwork, or communication skills training	X	X	X	X
Safety training (i.e. OSHA)	X	X	X	X
Job readiness training	X	X	X	X
Job search assistance	X	X		
Job placement services	X	X		
Award certificates of mastery in vocational/ technical fields	X	X	X	X
<b><i>Traditional degree programs</i></b>				
Award associates degrees	X	X		X
Award degrees in business administration	X	X		X

**Organizational Objective(s):** TCC is dedicated to providing excellence in its programs and is committed to providing quality education that responds to the needs of the community and to the individual's needs, interests, and abilities.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Each of the 48 Workforce Development programs that lead to a Certificate of Achievement or an Associate in Applied Science degree are served by a separate advisory group comprised of college faculty, administrators, and representatives from local business and industry. The advisory groups assist in curriculum development and revision. Also, the president meets with small groups of top-level management from local business and industry to discuss trends in various sectors of the economy.

**List of advisory council members on file?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Intermediate-level technical people in telecommunications industry; recruitment of minorities and other under-served populations to information technology fields, and generally, leading-edge technology when companies want training before we have developed the resources to deliver (i.e., Crystal Reports, Oracle, Windows YesP, etc.)

**If yes, indicate causes of shortages:** Institution's resources are not sufficient to train or educate all interested students in the subject.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** TCC's Student Employment Program is designed to help students and alumni enter the professional job market by assisting with all aspects of a job search. This includes reference materials and individual counseling, available on subjects such as resumewriting, networking, and interviewing. Businesses are encouraged to post their positions with TCC's free, on-line job board, and to tap into the large pool of skilled professionals graduating from TCC.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Many of our Workforce Development programs have practicum or internship requirements. Some offer an internship as a recommended elective.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Tulsa Public Schools-Adult Education **Phone: 918-595-2899**  
**Address** 68 North Lewis **Fax: 918-585-2871**  
**City, State, Zip** Tulsa, OK 74110 **Website: www.tulsaschools.org**  
**Survey Completer:** Elizabeth Snyder **Email: snydeel@tulsaschools.org**  
**Title:** Coordinator Adult Education

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	X	
Youth basic skills or literacy training	X	X	X	
Customized training to business and industry	X	X		X
Customer service, teamwork, or communication skills training	X	X		X

**Organizational Objective(s):** To provide service for adults 16 years old and older with basic education skills.

**Does organization solicit business input for curriculum development?** No

**If yes, methods of gathering business input:** However, upon request, we write and provide a central skills curriculum for business and industry.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

**Organization** Tulsa Technology Center  
**Address** P.O. Box 477200  
**City, State, Zip** Tulsa, OK 74147-7200  
**Survey Completer:** Dr. Leslie Hale  
**Title:** Research & Planning Associate

**Phone:** 918-828-5000  
**Fax:** 918-828-5019  
**Website:** www.tulsatech.com  
**Email:** lhale@tulsatech.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>
Adult basic skills or literacy training	X	X	X
Basic computer literacy training	X	X	X
Instruction in widely used office software programs	X	X	X
Industry or skill specific technical training	X	X	X
Customized training to business and industry	X	X	X
Continuing education programs	X	X	X
Quality control training (such as Total Quality Management or ISO 9000)	X	X	X
Customer service, teamwork, or communication skills training		X	X
Safety training (i.e. OSHA)		X	X
Job readiness training	X		
Job search assistance	X	X	
Job placement services	X	X	
Award certificates of mastery in vocational/ technical fields	X	X	X
<i>Traditional degree programs</i>			
Cooperative agreements with TCC, OSU-Tulsa, NSU-Tulsa, RSU for advanced standing and/or credit after enrollment in their institutions.			
Co-enrollment with above institutions			

**Organizational Objective(s):** To prepare people for success in the workplace

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Every full-time program has an active advisory board made up of local representatives from business and industry. They advise curriculum development and updates, as well as needed credentials.

**List of advisory council members on file?** No (too numerous to list, and changes occur annually in some programs)

**Insufficient supply of business-specific graduates?** Yes

**What programs:** Vet techs, therapeutic massage techs, other health techs.

**Cause:** Numbers low for full class; too many applicants for the number of teachers and facilities available.

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Does organization offer job placement services?** Job referral services offered for all students.

**If yes, description of services offered:** This is done through weekly distribution of job listings and students may contact that department for assistance in where and how to apply. We also hold numerous job fairs (general and industry-specific) many times during the year.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** 90% of our full-time programs have one or more apprenticeship, internship, or co-op options.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Tulsa Welding School  
**Address** 2545 East 11th St  
**City, State, Zip** Tulsa, OK 74104  
**Survey Completer:** R. Michael Harter  
**Title:** Chairman & CEO

**Phone:** 918-587-6789  
**Fax:** 918-587-8170  
**Website:** www.weldingschool.com  
**Email:** tws@ionet.net

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>
Industry or skill specific technical training	X	X
Job search assistance	X	X
Job placement services		
Award certificates of mastery in vocational/ technical fields	X	X
<i>Traditional degree programs</i>		
Award associates degrees	X	

**Organizational Objective(s):** To produce "world-class welders and inspectors."

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** TWS has a standing curriculum advisory committee that meets several times a year to review and advise on possible curriculum enhancements.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** Yes

**If yes, for what programs or subjects?:** Skilled welders

**If yes, indicate causes of shortages:** Skilled welders are in high demand across the country. Average 2001 compensation for TWS graduates employed in welding equals more than \$4,000/month, including overtime where required.

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**List attached?** Yes

**If yes, description of services offered:** Graduates in good standing are provided assistance in job search preparation as well as ongoing access to employer job openings. The Employment Department maintains computer files on hundreds of welding employers nationwide, and receives constant contacts from employers to hire TWS graduates.

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** Union Public Schools  
**Address** 5656 S. 129 E. Ave.  
**City, State, Zip** Tulsa, OK 74134  
**Survey Completer:** Cathy Burden  
**Title:** Superintendent

**Phone:** 918-459-5432  
**Fax:** 918-252-2388  
**Website:**  
**Email:** burdenc@unionps.org

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	X
Youth basic skills or literacy training	X	X	
Basic computer literacy training	X	X	
Instruction in widely used office software programs	X		
Industry or skill specific technical training			X
Customized training to business and industry			X
Continuing education programs	X	X	
Customer service, teamwork, or communication skills training	X		
Safety training (i.e. OSHA)	X		
Job readiness training	X		

**Organizational Objective(s):** Pre-kindergarten through 12th grade education in public school.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** During strategic planning we solicity input from business leaders to align our curriculum with their needs.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Target, Wal-Mart

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Students participate in job-out programs that are supervised by business teachers.

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization**                      **Union Public Schools - Community and Adult Ed.**                      **Phone: 918-459-4663**  
**Address**                                **5656 South 129th East Ave.**    **Fax: 918-459-6670**  
**City, State, Zip**                      **Tulsa, OK 74130**    **Website:**  
**Survey Completer:**                **JoAnna Jamison**    **Email: jamisonj@unionps.org**  
**Title:**                                      **Coordinator, Community Education**

**Services Offered:**

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Contract Programs</i>
Adult basic skills or literacy training	X	X	X
Youth basic skills or literacy training	X	X	
Customized training to business and industry	X	X	X
Job readiness training			X

**Organizational Objective(s):** To provide adults ages 16 and above with adult basic education services

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** We develop "essential skills analysis" and curriculum for basic skills identified in workplace.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?**

**If yes, for what programs or subjects?:** Lack of trained teachers/funding have prevented us from providing service for all requests.

**If yes, indicate causes of shortages:** Institution's resources are not sufficient to train or educate all interested students in the subject.

**Does the organization offer customized services to business or industrial customers?** Yes, for basic skills

**List of customers on file:** Not provided

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?**

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** University Of Oklahoma College of Medicine  
**Address** 4502 E. 41st Street  
**City, State, Zip** Tulsa, OK 74135  
**Survey Completer:** Gerard P. Clancy, M.D.  
**Title:** Dean

**Phone: 918-660-3095**  
**Fax: 918-660-3090**  
**Website: www.tulsa.ouhsc.edu**  
**Email: gerard-clancy@ouhsc.edu**

### Services Offered:

<i>Traditional degree programs</i>	<i>Day</i>
Award doctorate in medicine	X
Provide accredited residency training in family medicine, internal medicine, ob/gyn, pediatrics, psychiatry, surgery, family medicine/psychiatry, medicine/pediatrics	X

**Organizational Objective(s):** To provide the best possible educational experience for our students through excellence in teaching, research, and creative activity, and service to the state and society.

**Solicit business input for curriculum development?** No – curriculum is set by national organizations noted below. We do receive input from community physicians and hospitals through the Tulsa Medical Education Foundation.

**List of advisory council members on file?** Association of American Medical Colleges Liaison Committee on Medical Education; Accreditation Council on Graduate Medical Education

**Insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** No

**Does organization offer job placement services?** Yes

**If yes, description of services offered:** Through the National Residency Match Program

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** No

**Does survey completer want inventory results?** No

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** University of Oklahoma-Tulsa  
**Address** 4502 E. 41st Street  
**City, State, Zip** Tulsa, OK 74135  
**Survey Completer:** Sharon Gallagher  
**Title:** Graduate Program Representative

**Phone:** 918-660-3723  
**Fax:** 918-660-3361  
**Website:** www.tulsa.ou.edu  
**Email:** sgallagher@ou.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>	<i>Contract Programs</i>
Customized training to business and industry				X
Management or supervisory skills training			X	X
Continuing education programs			X	X
<i>Traditional degree programs</i>				
Award bachelors degrees	X	X		
Award graduate degrees	X	X		

**Organizational Objective(s):** To provide excellent graduate and professional programs that meet community needs in northeastern Oklahoma; to serve as an engine for economic growth and intellectual energy; to develop targeted undergraduate programs

**Solicit business input for curriculum development?** Yes

**Methods of gathering business input:** Focus groups; industry and higher education task forces

**List of advisory council members on file?** No

**Insufficient supply of business-specific graduates?** Yes

**What programs:** Nursing, pharmacy

**Cause:** Institution's resources are not sufficient to train or educate all interested students in the subject; Graduate education is very expensive because of small teacher-student ratios, the need for labs, etc.

**Does the organization offer customized services to business or industrial customers?** Yes, in telecommunications

**List of customers on file:** No

**Does organization offer job placement services?** No

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Internships within the following programs: Master of Human Relations, Master of Social Work, Master of Architecture-Urban Design

**Is course program information on file?** No

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** University of Phoenix  
**Address** 10810 E. 45th St.  
**City, State, Zip** Tulsa, OK 74146  
**Survey Completer:** Lori Santiago  
**Title:** Vice President/Director

**Phone:** 918-622-4877  
**Fax:** 918-622-4981  
**Website:** www.phoenix.edu  
**Email:** lori.santiago@phoenix.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Evening</i>
Adult basic skills or literacy training	X
Industry or skill specific technical training	X
Customized training to business and industry	X
Management or supervisory skills training	X
Continuing education programs	X
Quality control training (such as Total Quality Management or ISO 9000)	X
Customer service, teamwork, or communication skills training	X
<i>Traditional degree programs</i>	
Award bachelors degrees	X
Award graduate degrees	X
Award degrees in business administration	X

**Organizational Objective(s):** To educate working adults to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and service to their communities.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Curriculum development teams comprised of full-time and practitioner faculty members collaborate with a curriculum development manager to develop new courses and degree programs. Practitioner faculty come to U.of P. from many of the businesses in our city, and therefore assist us in determining our training needs.

**List of advisory council members on file?** No

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Not provided

**Does organization offer job placement services?** No, our students are currently working. They come to us for Bachelor's and Master's degrees in order to become more promotable within their organizations, or to change career fields.

**Does organization have apprenticeship, internship, or co-op programs:** No

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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**Organization** University of Tulsa  
**Address** 600 S. Collge, McClure 205  
**City, State, Zip** Tulsa, OK 74104  
**Survey Completer:** P. C. Smith  
**Title:** Vice Provost

**Phone:** 981-631-3941  
**Fax:** 981-631-2721  
**Website:** www.utulsa.edu  
**Email:** pcsmith@utulsa.edu

### Services Offered:

<i>Non-traditional or non-degree programs</i>	<i>Day</i>	<i>Evening</i>	<i>Individual non credit</i>
Customized training to business and industry		X	X
Management or supervisory skills training		X	X
Continuing education programs		X	X
<i>Traditional degree programs</i>			
Award bachelors degrees	X		
Award graduate degrees	X	X	
Award degrees in business administration	X		
Other: <i>Not specified</i>	X		

**Organizational Objective(s):** Excellence in scholarship, dedication to free inquiry, integrity of character, and commitment to humanity. The university achieves its mission by educating men and women of diverse backgrounds and cultures to: become literate in the sciences, humanities, and arts; think critically and write and speak clearly; succeed in their professions and careers; behave ethically in all aspects of their lives; welcome the responsibility of citizenship and service in a changing world; and acquire the skills and appetite for lifelong learning.

**Does organization solicit business input for curriculum development?** Yes

**If yes, methods of gathering business input:** Advisory board for College of Business. Every academic area has guest speakers, such as Friends of Finance.

**List of advisory council members on file?** Yes

**Are there any cases where institution experiences an insufficient supply of business-specific graduates?** No

**Does the organization offer customized services to business or industrial customers?** Yes

**List of customers on file:** Not provided

**Does organization offer job placement services?** Yes

**List attached?** Yes

## TULSA POST-SECONDARY TRAINING INVENTORY

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### **(Job placement services, *continued*)**

**If yes, description of services offered:** Career Services Office provides access to information and assistance in deciding upon a major, exploring career options, planning for career-related experiential learning, planning for graduate study, as well as entry into a first permanent position and changes in employment.

**Does organization have apprenticeship, internship, or co-op programs:** Yes

**Description of programs:** Regular internships are required in most majors.

**Is course program information on file?** Yes

**Does survey completer want inventory results?** Yes