

# Information Guide

## CAT<sup>®</sup> Dealer Prep Program

Associate in Applied Science Degree

With Major in Diesel and Heavy Equipment



***INSTITUTE OF  
TECHNOLOGY***

[http://www.osuit.edu/academics/diesel\\_and\\_heavy/cat\\_dealer\\_prep](http://www.osuit.edu/academics/diesel_and_heavy/cat_dealer_prep)  
<http://www.cat.com/thinkbig>

**Sponsored By**

**These Caterpillar<sup>®</sup> Dealers**

Foley Equipment Company - <http://www.foleyeq.com>

J. A. Riggs Tractor Company - <http://jariggs.cat.com>

Louisiana CAT - <http://www.louisianacat.com>

Mustang CAT - <http://www.mustangcat.com>

Pipeline Machinery International - <http://www.plmcat.com>

Warren CAT - <http://warrencat.cat.com>

# TABLE OF CONTENTS

CONTACT PERSONS .....	3
PROGRAM OBJECTIVE.....	4
PROGRAM PURPOSE.....	4
PROGRAM STRUCTURE.....	4
PROGRAM CURRICULUM .....	4
PURPOSE OF THE INTERNSHIP .....	4
ADMISSIONS CHECKLIST .....	5
ADMISSION OF TRANSFER STUDENTS .....	6
STUDENT QUALIFICATIONS .....	6
IMPORTANT DATES.....	6
RESPONSIBILITIES OF PARTICIPANTS .....	7
STUDENT SELECTION PROCEDURES .....	8
TOBACCO USE IN UNIVERSITY BUILDINGS AND GROUNDS.....	8
STUDENTS WILL HAVE ACCESS TO CESSATION ASSISTANCE. ....	8
FINANCIAL ASSISTANCE .....	8
ESTIMATED COST PER SEMESTER.....	9
NONRESIDENT ACADEMIC SCHOLARSHIP .....	10
DEALER INFORMATION.....	11
CAT® DEALER PREP REQUIRED TOOL LIST.....	14
FINANCIAL AID WEB SITES.....	15

# ThinkBIG

## CAT<sup>®</sup> Dealer Prep

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# ***CAT® Dealer Prep***

## **PROGRAM OBJECTIVE**

The CAT® Dealer Prep Program is a cooperative two-year college level Student Technician education program that leads to an Associate in Applied Science degree with a major in Caterpillar Service Technology. The School of Diesel and Heavy Equipment at OSU Institute of Technology, working in close relationship with the sponsoring CAT dealers, administer the program activities. The Program is exclusively by and for the sponsoring CAT dealerships.

## **PROGRAM PURPOSE**

The purpose of the program is to upgrade the technical competency and professional level of incoming CAT Dealership service technicians. It will train CAT® Dealer Prep students to analytically diagnose, service and maintain Caterpillar products using recommended procedures, special tools, and service information. It will provide course content that will enable successful graduates to advance in position after additional experience, and to understand new systems and components as they are introduced.

## **PROGRAM STRUCTURE**

The two-year, six semester program incorporates approximately one-half of the time designated for technical / academic education at OSU Institute of Technology. The remaining time is allocated for on-the-job experience at sponsoring CAT dealerships. Each block of technical education and general education course work is followed by an immediate dealership work experience time period that reinforces the technical education. These time periods are approximately 7 ½ weeks in length each. It is essential for the success of the program that the students' education at OSU Institute of Technology and dealership work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the dealership it is a requirement of the program that students have a sponsoring CAT dealership prior to enrollment. The primary responsibility for the dealership is to provide training-related employment for the students during their dealership learning / work experience, internship.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one.

## **PROGRAM CURRICULUM**

Technical training on Caterpillar equipment and components includes the latest developments in: Engine Repair; Hydraulic Systems; Electrical and Electronic Systems; Test Procedures and Diagnostic Tools.

In addition to the technical curriculum, courses will be offered in areas such as Math; Composition/Technical Writing; Psychology, U.S. History; U.S. Government; Business and Ethics to provide students with the background necessary for effective communication of ideas and the development on interpersonal skills.

## **PURPOSE OF THE INTERNSHIP**

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the dealership environment, its organizational structure, and the competencies that are expected of a professional service technician.

## ADMISSIONS CHECKLIST

**Regular Admission** – applies to students who have never attended college. This also includes students who earned college credit through Cooperative Alliance or Concurrent Enrollment while in high school. GED, Home-Schooled, and students under 21 years of age who never attended college fall in this category.

- Complete and submit an OSU Institute of Technology Application for Admission on line at: <https://admissions.osuit.edu/apply/> or print, complete and mail the form provided at: [http://www.osuit.edu/academics/forms/admissions\\_packet.pdf](http://www.osuit.edu/academics/forms/admissions_packet.pdf)
- Obtain a Personal Identification Number (PIN) to sign online at [www.pin.ed.gov](http://www.pin.ed.gov). (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.
- Submit official high school transcript/GED
- Submit ACT or SAT scores.
- ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer generated assessment administered through the Assessment Center at OSUIT. (918-293-5254) [http://www.osuit.edu/academics/assessment\\_center.php](http://www.osuit.edu/academics/assessment_center.php)

Accuplacer sample questions at: <http://www.accuplacer.collegeboard.org>

Additional Accuplacer Skills Reviews at: [http://www.osuit.edu/academics/assessment\\_center.php](http://www.osuit.edu/academics/assessment_center.php)

- Provide a copy of Immunization records or complete the Immunization Record Form or the Certificate of Exemption. [http://www.osuit.edu/campus\\_community/campus\\_health/](http://www.osuit.edu/campus_community/campus_health/)
- Residential Life: Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University apartments Contract if you plan to have your family with you at OSUIT. (918-293-4939) [http://www.osuit.edu/campus\\_community/residential\\_life/prospective\\_residents.php](http://www.osuit.edu/campus_community/residential_life/prospective_residents.php)  
Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of \$150 (\$500 for family apartments) through the Bursar's office. (918-293-5226)
- Veterans need to visit with the OSUIT Veteran Service Office. (918) 293-4972.or email [www.vetservices@okstate.edu](mailto:www.vetservices@okstate.edu)
- Complete enrollment through the School of Diesel and Heavy Equipment (918) 293-4710, (918) 293-4730, or (918) 293-4724
- Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.
- Approximately 48 hours after making application to OSUIT, you will create an O-Key account at <http://okey.okstate.edu>. You will utilize the e-mail address you submitted on your application. Once you have created your O-Key account, you may request a Banner PIN (via e-mail or text), contact your advisor listed in the front of this information guide.

# ADMISSION OF TRANSFER STUDENTS

View admission criteria at: [http://www.osuit.edu/admissions/admissions\\_requirements.html](http://www.osuit.edu/admissions/admissions_requirements.html)

## STUDENT QUALIFICATIONS

Prospective students must be:

1. 18 years of age (or older) by the time of the first internship.
2. High School Graduate or equivalent.
3. Able to meet OSU Institute of Technology and CAT Dealership admission and academic requirements.
4. Sponsored by a CAT Dealership.
5. Possess a valid driver's license and maintain an employable driving record.
6. Willing to take a drug test if requested by Dealership sponsor.  
(NOTE: for many dealerships this is a requirement for employment)

## Important Dates

### January, 2017

- 2015-2016 Financial Aid Applications Are Available
- Oklahoma State University Institute of Technology Scholarship Applications Available
- Oklahoma State University Institute of Technology Admission Applications Available

### January 31, 2017

- Families Receive W-2 Forms And Begin To Prepare Tax Returns So Financial Aid Applications Can Be Completed.

### February 1, 2017

- Students Begin Submitting Oklahoma State University Institute of Technology Admission Applications
- Begin Completing Free Application For Federal Student Aid (FAFSA)
- Students Should Be Making Plans To Take The ACT or SAT Test

### May 23, 2017

- Enrollment Begins For Fall Term. Enrollment Will Continue Through September 2

### September 5, 2017

- Move-in Day for Freshman CAT Students 8:00 AM
- Cowboy up! New Student Orientation 1:00 PM

### September 6, 2017

- First Day of Classes for Freshman CAT Students

### October 20, 2017

- Last Day of on Campus Classes for Freshman CAT Students

***For More Information please call:***

Terryl Lindsey.....	(918) 293-4730
School of Diesel and Heavy Equipment.....	(918) 293-4710
Student Financial Services.....	(918) 293-4684
Admissions Office .....	(918) 293-4680

# **RESPONSIBILITIES OF PARTICIPANTS**

## ***OSU Institute of Technology***

1. Provide faculty dedicated to the CAT® Dealer Prep Program
2. Provide necessary time to initially train and update the faculty
3. Provide facility dedicated to the CAT® Dealer Prep Program; classrooms, labs, etc.
4. Provide advisement for CAT® Dealer Prep students.
5. Maintain up-to-date tools and equipment.
6. Grant the Associate of Applied Science degree in Caterpillar Service Technology to graduates.
7. Inform sponsoring dealers of student progress.
8. Assist dealerships with student selection and recruitment.
9. Work with the Dealership to assure involvement in internships.
10. Conduct student visitations during internships.
11. Establish a CAT® Dealer Prep Advisory Committee.
12. Schedule Advisory Committee meetings.
13. In general, oversee student recruitment and selection process.

## ***CAT DEALERSHIPS***

1. Agree to act as a sponsoring dealership.
2. Recruit, interview and select prospective student(s)
3. Provide dealership internship experience in accordance with the program schedule for the duration of the curriculum.
4. Provide related internship experiences that supplement the students' most recent instruction.
5. Agree to pay the student during periods of internship.
6. Provide work uniforms for student consistent with dealership policy both while at school and at the dealership.
7. Provide any other benefits in a manner consistent with dealership policy.
8. Assist in obtaining equipment and training aids.
9. Participate in the Advisory Committee meetings.
10. Perform student evaluation during internship.

## ***STUDENT***

1. Obtain and maintain a CAT® Dealer Prep Dealership Sponsor throughout the program.
2. Provide sponsoring CAT Dealership with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Maintain academic standards and adhere to academic policies according to OSU Institute of Technology policy.
5. Maintain dealership attendance standards.
6. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
7. Wear work uniforms, safety glasses and recommended personal safety equipment during campus class/labs and dealership internship experiences.

## STUDENT SELECTION PROCEDURES

1. Students who wish to become a member of the CAT® Dealer Prep program should make application early in the spring semester (January – March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs, sponsorship acquisition, etc. The application process includes the following:
  - A) Complete OSU Institute of Technology Application for Admission.
  - B) Comply with OSU Institute of Technology Admission Policies.
  - C) Remove preparatory class needs prior to the start of the program.
2. Students who successfully complete the Admission process are eligible to interview with the CAT Dealership of their choice. Check with the CAT® Dealer Prep faculty for a list of CAT Dealerships that have agreed to participate in the program. The interview should take place at the dealership and participant's goals should be discussed.
3. **ALL STUDENTS MUST HAVE A CAT DEALER SPONSOR BEFORE ENROLLMENT CAN BE COMPLETED.**

## Tobacco use in University Buildings and Grounds

It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, Oklahoma State University Institute of Technology is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies.

Tobacco use is prohibited in vehicles on grounds owned or under the control of Oklahoma State University.

Students will have access to cessation assistance.

## FINANCIAL ASSISTANCE

Students deciding to be part of the CAT® Dealer Prep program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the dealership internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc., may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Financial Aid information may be obtained by calling the Student Financial Services Office at (800) 722-4471.

Note: Tools required for the CAT® Dealer Prep program are considered an educational expense and should be included in education costs when applying for student financial aid.



# ESTIMATED Cost per Semester

[http://www.osuit.edu/academics/new\\_tuition.html](http://www.osuit.edu/academics/new_tuition.html)

## 2015-2017 - Estimated Cost Per Semester

\$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and tool box selected)

### Fall 2016 - Semester 1

\$1,159.00	Two Bedroom/One Bathroom Suite
\$150.00	\$150.00 single unit, \$500.00 family unit (refundable)
\$779.00	20 Meal Plan
\$2,046.00	Tuition & fees \$170.50/ch (12 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$4,534.00</b>	<b>Estimated total semester educational expenses</b>

### Spring 2017 - Semester 2

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$4,895.00</b>	<b>Estimated total semester educational expenses</b>

### Summer 2017 - Semester 3

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$4,895.00</b>	<b>Estimated total semester educational expenses</b>

### Fall 2017 - Semester 4

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$4,895.00</b>	<b>Estimated total semester educational expenses</b>

### Spring 2018 - Semester 5

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$4,895.00</b>	<b>Estimated total semester educational expenses</b>

### Summer 2018 - Semester 6

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$4,895.00</b>	<b>Estimated total semester educational expenses</b>
<b>\$29,009.00</b>	<b>Estimated total educational expenses</b>

## Nonresident Academic Scholarship

Choosing OSU Institute of Technology for your education sets you on the right path toward a promising career. As the University of Jobs, OSUIT is committed to making the transition from classroom to career seamless while at the same time offering an affordable education that will pay you dividends upon graduation.

As Oklahoma's only university of applied technology, OSUIT prepares you for a high return on your investment:

- Nearly 100% career placement rate in technical degree programs
- Low tuition costs, a wide variety of additional scholarship opportunities and financial aid available
- Paid internships that help pay for school as you go and often lead to full-time employment

In an effort to keep out-of-state costs low, OSUIT's Nonresident Academic Scholarship helps offset your educational expenses, making it the most affordable option in the region.

### OSUIT Scholarship Award by Credit Hour

Nonresident Incoming GPA	Total Tuition & Mandatory Fees	Scholarship per credit hour	Student portion per credit hour
3.50 to 4.00	359.50 -	\$155.00 =	\$204.50
3.00 to 3.49	359.50 -	\$145.00 =	\$214.00
2.50 to 2.99	359.50 -	\$135.00 =	\$224.00
2.00 to 2.49	359.50 -	\$125.00 =	\$234.00
Less than 2.0	359.50 -	\$0.00 =	\$359.50

*Calculations based on FY15 Undergraduate Tuition & Mandatory Fees. Number of scholarships awarded determined by availability of funding. Effective January 2014.*

Scholarship is available to full-time OSUIT students and is renewable for a maximum of 6 consecutive terms. Credit hour award will be recalculated according to student's OSUIT GPA during the fourth term, potentially increasing scholarship funding and is contingent upon available funding.

*Example: Incoming student Pistol Pete's GPA was 2.4, resulting in a scholarship of \$125 per credit hour. At the end of the third term, Pete's GPA is 3.2, resulting in a scholarship increase to \$145 per credit hour.*

Contact OSUIT Prospective Student Services at [information@okstate.edu](mailto:information@okstate.edu), or call 1-800-722-4471 for full scholarship details.

The table below shows the additional non-resident costs and the estimated total program costs, assuming the student maintains the same GPA as the student entered OSUIT with.

	Tuition & Fees	Non-resident cost – Okla. resident cost	Estimated Total Cost
Oklahoma Resident tuition and fees	\$14,833.00		\$29,009.00
Non Resident with incoming GPA 3.50 to 4.00	\$17,791.50	\$2,958.50	\$31,967.50
Non Resident with incoming GPA 3.00 to 3.49	\$18,618.00	\$3,785.00	\$32,794.00
Non Resident with incoming GPA 2.50 to 2.99	\$19,488.00	\$4,659.00	\$33,668.00
Non Resident with incoming GPA 2.00 to 2.49	\$20,538.00	\$5,705.00	\$34,714.00

NOTE: Costs are estimated and subject to change.

Cost of tuition, fees, room and board may change after Oklahoma State Regents meet each June.

**\*\*Note:** Tools required for the CAT® Dealer Prep Program are considered an educational expense and should be included in education costs when applying for student financial aid.

**\*\*If** zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged.

## **DEALER INFORMATION**

### ***How will the program benefit your dealership?***

This program is your answer to the skilled technician shortage. It responds to the needs of dealerships for highly qualified, motivated and skilled technicians. Technicians who are...

1. Trained on all current Caterpillar products.
2. Trained in the latest diagnostic and servicing procedures.
3. Trained to "do it right the first time!"
4. Trained with a positive attitude about their job.
5. Productive before they complete their training.
6. Educated in the important areas of communication, reading, mathematics, business management, business ethics, etc.

This program is a planned dealership personnel development program. It combines the resources of the faculty at OSU Institute of Technology and your Dealership to build a true educational partnership! A partnership designed to focus on the success of your potential employee, the CAT® Dealer Prep student. This program, along with additional experience and guidance helps you develop future Field Service Technicians, Master Technicians, Shop Foremen and Service Managers.

**It is cost-effective!** The best news is that there is no required up-front cost for the dealership. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your dealership. The cooperative educational work experience occurs in your dealership, under your supervision and direction.
2. The student is responsible for the cost of tuition, fees, books and the required basic tool set.
3. You and the student agree on the wage rate during the internship experience. You are not required to pay them while they are attending classes at OSU Institute of Technology.
4. You may elect to provide incentives or financial help to your student, at your option.

### ***How are CAT® Dealer Prep students recruited?***

OSU Institute of Technology will assist in recruiting students. It is the dealerships responsibility, however, to select the "right" student. You should actively recruit a student from your area. Some good sources are:

- |                      |                                |                 |
|----------------------|--------------------------------|-----------------|
| 1. Current employees | 2. Employees friends, families | 3. Customers    |
| 4. High Schools      | 5. Vo-Tech Schools             | 6. FFA Chapters |
| 7. Skills USA        | 8. High School Coaches         |                 |

Once you have identified a student you believe will be a good applicant, bring the student to visit the campus at OSU Institute of Technology to tour the facilities, interview with the faculty, complete assessment and career profiling. Upon completion and with further discussion, a final decision should be made regarding sponsorship. It is also a good idea to offer the student some type of summer employment. This will allow both of you to verify that you have made the right decision, before the program begins.

### ***What are the responsibilities of a participating dealership?***

1. Indicate interest in becoming a sponsoring dealership.
2. Recruit, interview and select prospective student.
3. Provide dealership coordinated internship experiences in areas of technical education that were conducted at OSU Institute of Technology.
4. Pay wages to the student during periods of internship at the dealership. This will instill in the student a sense that their employment is necessary to the dealership and promote dealership loyalty.
5. Provide uniforms for the student, consistent with dealership policy.
6. Complete student evaluation forms during each internship.
7. Advise school of concerns or changes in student status with dealership.

### ***What is the wage rate for CAT® Dealer Prep Students?***

The rate of pay is negotiable and is between the dealer and the student. CAT® Dealer Prep students base their value to the dealership on two important factors; the quality of training that is provided while on internship at the dealership and prevailing wages. Successful people are motivated by a variety of things, but most expect to be rewarded in the form of an increase in salary. This is especially true when they are performing jobs well and continue to improve their skills and abilities. CAT® Dealer Prep students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work, and improving productivity and efficiency is essential.

CAT® Dealer Prep students understand that they are trainees, and do not expect to be paid a journeyman wage during the training program. However, many of the best students have bills to pay, and families to support. Please consider the student's situation to arrive at an acceptable starting wage, and when developing a progressing pay plan or any incentive schedule.

### ***What can the dealership expect?***

In today's increasingly competitive market, customer satisfaction and customer loyalty are the keys to success and survival. For your dealership, the key to customer satisfaction is your service department. Where do you find the right employees? The answer is to attract and develop new technicians through the CAT® Dealer Prep Program.

At the completion of the CAT® Dealer Prep Program, you have a potential employee that is familiar with you, your dealership, and the equipment you sell and service. You have selected individuals you want to hire and you have taught them your way of doing business. The objective of the CAT® Dealer Prep Program is simple; to select the best people to work on the best equipment, and provide the best customer service possible.



## ***INSTITUTE OF TECHNOLOGY***

# **School of Diesel and Heavy Equipment**

1801 East 4th Street  
Okmulgee, OK 74447-3901  
(918) 293-4710  
fax (918) 293-4658  
www.osuit.edu

## **CAT® Dealer Prep**

Program  
**Diesel and Heavy Equipment**  
Degree Awarded  
**Associate in Applied Science**  
General Requirements  
**87 Credit hours**  
**2.0 Minimum Overall Grade Point Average**

Typical Schedule for  
**CAT® Dealer Prep**  
Plan of Study  
DHEC-166

### **1st Semester - 15 Credit Hours**

DHEC 1124 Introduction to Caterpillar  
DHEC 1134 CAT Electrical Fundamentals  
**SPCH 1113 Intro to Speech Communication**  
**GTGE 1111 College Cornerstone**

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DHEC 1113 Internship

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### **2nd Semester - 15 Credit Hours**

DHEC 1213 CAT Hydraulic Fundamentals  
DHEC 1323 CAT Engine Fundamentals  
**CS 1013 Computer Literacy and Applications**  
**ENGL 1033 Technical Writing I**

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DHEC 1233 Internship

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### **3rd Semester - 15 Credit Hours**

DHEC 1223 CAT Fuel Systems  
DHEC 1333 CAT Machine Hydraulic Systems  
**ENGL 2033 Technical Writing II**  
**MATH 2003 Business Mathematics**

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DHEC 1313 Internship

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### **4th Semester - 15 Credit Hours**

DHEC 2413 CAT Engine Diagnostics & Repair  
DHEC 2423 CAT Machine Electronic Systems  
**GTCT 1183 Welding**  
**HIST 1493 U.S. History Since 1865**

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DHEC 2433 Internship

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### **5th Semester - 15 Credit Hours**

DHEC 2524 CAT Power Train I  
DHEC 2532 CAT Mobile Air Conditioning  
**PSYC 1113 Intro to Psychology**  
**POLS 1113 U. S. Government**

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DHEC 2513 Internship

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### **6th Semester - 12 Credit Hours**

DHEC 2603 CAT Power Train II  
DHEC 2636 CAT Capstone  
**PHIL 1213 Ethics**

## CAT® Dealer Prep Required Tool List

### 1/4" drive 6 point standard and deep chrome socket set

6 point standard 3/16" - 9/16"

6 point deep 3/16" - 9/16"

3" extension, 1/4" ratchet, socket storage

### 1/4" drive 6 point standard metric chrome socket set

4mm - 13mm

### 3/8" drive 12 point standard chrome socket set 1/4" - 7/8"

#### 3/8" drive 6 point chrome socket set

6 point deep 3/8" - 7/8"

6 point flex 3/8" - 3/4"

Spark plug 13/16", 5/8"

Universal joint, 3", 6" & 10" extension,

11-12" flex head 3/8 ratchet, socket storage

#### 3/8" drive 6 point chrome metric socket set

10mm - 19mm

### 3/8" drive Torx Bit Driver Set (T-27 - T-55)

#### 1/2" drive socket set

6 point standard chrome 3/8" - 1 1/4"

12 point standard chrome 3/8" - 1 1/4"

1/2" drive ratchet, socket storage

1/2" drive break over bar 21"-24"

#### 1/2" drive Impact socket set

6 point deep impact 1/2" - 1 1/4"

2" & 6" impact extension

1/2" drive impact universal joint

1/2" drive 12 point chrome standard metric

socket set 10mm - 19mm

#### Flair nut wrench set 3/8" - 7/8"

#### Metric flair nut wrench set 9mm - 21mm

#### Groove joint pliers 10" - 12"

#### Slip joint pliers 7" - 9"

#### Needle nose pliers 7" - 9"

#### Heavy-duty diagonal cutting pliers 7" - 9"

#### Vice-grip curved jaw locking pliers 10"

#### Combination screwdriver set 4 slotted tips;

3 Phillips, size 1, 2, 3;

Stubby slotted; stubby Phillips

#### Ratcheting Screwdriver set (magnetic preferred) with

minimum of: Philips 1,2,3; Slotted 5/32", 7/32", 1/4";

Torx T10-25

#### Allen SAE short arm hex key set (.028" - 3/8")

#### Allen metric hex key set (1.5 mm - 10 mm)

#### 12 point combination wrench set 1/4" - 1 1/4"

#### 12 point metric combination wrench set 7mm - 19 mm

#### 16oz. ball-peen hammer

#### 2lb soft face dead blow hammer

#### 3 lb cross-peen hammer

#### 5/8x6-1/2x1/2 cold chisel

#### 3/8x5 center punch

#### 5/32x5x3/8 taper punch

#### 3/16x5-1/2x5/16 pin punch

#### 3/4" - 1" diameter Brass drift

#### 18"-21" rolling head (lady foot) pry bar

#### 18"-24" pry bar with plastic handle and angled blade

#### Safety Glasses (clear)

#### 25' tape measure

#### Feeler gauge set 0.0015 to 0.035"

#### Valve-tappet feeler gauge set .008" - .026"

#### Telescoping magnetic retrieving tool

#### Flexible retrieving tool

#### Gasket scraper

#### 2" - 3" telescoping mirror

#### Seal Pick Set

Flashlight: minimum 2D cell, prefer MSHA approved, explosion proof

Rollaway tool cabinet: Minimum 5 drawer, 8000 - 12000

cubic inch storage capacity with ball bearing slides

Digital Volt-Ohm Meter and case with specifications as

the Knight Electronics K-260

3 1/2 Digit, 2000 Count, High resolution on volts 20mV  
current 20µA Ohm ranges

DC Volt: **0-20/200mV/2/20/200/1000V** ±0.5%

AC Volt: **0-20/200mV/2/20/200/750V** ±1.5%

DC Current: **0-20/200µA/2/20mA/2/20A** ±1.5%

AC Current: **0-20/200µA/2/20mA/2/20A** ±2%

Resistance: 0-20/200 ohm/2K/20K/200K/2000K

ohm/20M ohm/2000M ohm ±1%

Capacitance: 0-200P/200P/20nF/200nF/2µF/20µF/  
±3%

**20A** fused protection

Frequency: **Auto ranging** up to 15MHz ±0.5%

Continuity: < 40 ohm±20 ohm

Diode Test function

100VDC/750VAC overload protection in DCV, ACV  
above 2V

#### 6" stainless steel rule - English 1/32 & metric 1mm

Heavy Duty Oil Filter Strap Wrench 1/2 inch drive up to 9"  
diameter

### Optional

Top tool chest

1/2" impact wrench

1/2" drive standard impact sockets

1/2" drive metric standard impact sockets

1/2" drive metric deep impact sockets

1/2" ratchet drive micrometer torque wrench 30-250 ft-lb

3/8" ratchet drive micrometer torque wrench 50-250 in-lb

12" pipe wrench

3/4" drive socket set

## FINANCIAL AID WEB SITES

### FINANCIAL AID SEARCHES: Scholarship Resources on the Web

[www.fastweb.com](http://www.fastweb.com)  
[www.collegefunds.net](http://www.collegefunds.net)  
[www.wiredscholar.com/](http://www.wiredscholar.com/)  
[www.freschinfo.com](http://www.freschinfo.com)  
[www.mach25.com](http://www.mach25.com)  
[www.scholarships.com/](http://www.scholarships.com/)

Mapping Your Future – [www.mapping-your-future.org](http://www.mapping-your-future.org)

College Board Scholarship Search – [http://apps.collegeboard.com/cbsearch\\_ss/welcome.jsp](http://apps.collegeboard.com/cbsearch_ss/welcome.jsp)

### GRANTS AND SCHOLARSHIPS:

FAFSA Express – [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

Missouri Higher Education Loan Association (MOHELA) – [www.mohela.com](http://www.mohela.com)

Oklahoma Guaranteed Student Loan Program (OGSLP) – [www.ogslp.org](http://www.ogslp.org)

Oklahoma State Regents for Higher Education – [www.okhighered.org](http://www.okhighered.org)

Oklahoma Tuition Aid Grant (OTAG) – [www.otag.org](http://www.otag.org)

### GENERAL INFORMATION:

Coalition for Student Loan Reform – [www.cslr.org](http://www.cslr.org)

National Association of Student Financial Aid Administrators – [www.nasfaa.org](http://www.nasfaa.org)

National Council of Higher Education Loan Programs – [www.nchelp.org](http://www.nchelp.org)

Oklahoma State Department of Vo-Tech – <http://www.okcareertech.org/>

The Financial Aid Information Page – [www.finaid.org](http://www.finaid.org)

US Department of Education – [www.ed.gov](http://www.ed.gov)