2014 Fall Adult & Career Development

Administrative Assistant Series, Academy of Insurance Adjusting,
Paraprofessional Training, Pathway to CDA, Concealed Carry,
CPR for HealthCare Providers, HeartSaver First Aid & CPR,
OSHA 10 and 30, Basic Machining, Hydrogen Sulfide, Certified Nurse
Assistant, ICD 10 CM & PC Coding, PLC,
Basic Motorcycle Rider, Security Guard Phase 1-5, MMPI,
AC/DC Electrical, Welding, Medication Admin. Technician

*FULL-TIME PROGRAM COURSE OFFERINGS CAN BE FOUND ONLINE @ WWW.SOTC.EDU*
If you have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure that the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Contact an SOTC counselor at 580-224-8263 or the ACD Coordinator at 580-224-8205. You will be asked to complete a short “Student Request of Accommodation” form and submit documentation regarding your disability at least one month prior to the start of your desired course.

Section 504 of the Rehabilitation Act of 1973

Notice of Nondiscrimination

Southern Oklahoma Technology Center does not discriminate on the basis of race, color, sex, national origin, disability, religion, gender or age in admission to its programs, services, or activities, in access to them, in treatment of individuals or in any aspect of their operations. SOTC also does not discriminate in its hiring of employees. This notice is provided as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. The Superintendent is designated by the Board to coordinate the District’s efforts to comply with this assurance.
### The following are FREE Classes at the MARIETTA LIBRARY!

#### COMPUTER FUNDAMENTALS

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#### HOME GARDENING & LANDSCAPING

Students will learn what, when, and how to plant in Southern Oklahoma; how to utilize supplies on hand to make a beautiful yard that is beneficial for the environment. Classes will include Xeriscape Gardening, Native Plants, Vegetable Gardening, Oklahoma Proven Plants, Lasagna Gardening, Crepe Myrtles, Pass Along Plants, Cottage Gardening (New American Gardening), Plant Propagation and more.

**COST:** IN-DISTRICT - $69 OUT-OF-DISTRICT - $133

**Windows 8 Workshop**

This "quick" workshop will help those who are new to Windows 8 but not new to the use of a computer. Whether you have a tablet, laptop or desktop, this workshop is for you. Prior computer experience is expected. Computers are provided but students may bring personal tablets or laptops.

**COST:** IN-DISTRICT - $23 OUT-OF-DISTRICT - $46

#### ADMINISTRATIVE ASSISTANT 1

This is a four-part series for individuals looking to start a career as a professional office assistant or support personnel. PREREQUISITE: Keyboarding.

**COST:** IN-DISTRICT - $69 OUT-OF-DISTRICT - $133

#### ADMINISTRATIVE ASSISTANT 2

Students will learn Microsoft Excel, terminology, tools, create spreadsheets, understand workbooks and use simple formulas.

**COST:** IN-DISTRICT - $69 OUT-OF-DISTRICT - $133

#### ADMINISTRATIVE ASSISTANT 3

Students will learn Microsoft PowerPoint, Outlook and how to use the Internet for job related functions to simplify your work.

**COST:** IN-DISTRICT - $69 OUT-OF-DISTRICT - $133

#### ADMINISTRATIVE ASSISTANT 4

Students will learn about business ethics, etiquette, proper attire, great customer service, goal setting, organization, balancing life & work. The technical skills will get you a job; the skills learned in this class will help you keep it!

**COST:** IN-DISTRICT - $69 OUT-OF-DISTRICT - $133

#### KEYBOARDING

Whether you are new to the computer keyboard or just want to increase your speed and accuracy, this individualized and self-paced class will teach you basic keyboarding and ten key skills.

**COST:** IN-DISTRICT - $23 OUT-OF-DISTRICT - $46

### WINDOWS 8 FUNDAMENTALS

With Windows 8 it’s a whole new world out there! Where did Microsoft move the Task Manager, Run, Start, and how on earth do you turn off the computer? These and other topics covered in this class. Prior computer experience not necessary but helpful. Computers are provided but students may bring personal tablets or laptops.

**COST:** IN-DISTRICT - $38 OUT-OF-DISTRICT - $74

#### MACINTOSH FUNDAMENTALS

Students will be introduced to the fundamentals in working in the Macintosh environment. Topics will cover opening and saving files, finder, dock, fonts, system preferences and more as time allows.

**COST:** IN-DISTRICT - $38 OUT-OF-DISTRICT - $74

#### MICROSOFT WORD 2010 WORKSHOP

Word is the most widely used word processing program in homes and businesses, and has many features that can support any home or business in unimaginable ways! Learn some of the most basic features of the Word 2010 environment, such as how to create and edit letters, memorandums, press releases, and simple reports.

**COST:** IN-DISTRICT - $23 OUT-OF-DISTRICT - $44

#### MICROSOFT EXCEL 2010 WORKSHOP

In this workshop, students will learn the basics of working with worksheet data, as well as how to edit, copy, move and delete data; format and print worksheets; create formulas; and use numeric formats.

**COST:** IN-DISTRICT - $23 OUT-OF-DISTRICT - $44

#### MICROSOFT EXCEL - INTERMEDIATE

Students will become more proficient by expanding their knowledge of functions, formulas, and Excel features that could improve workflow.

**COST:** IN-DISTRICT - $56 OUT-OF-DISTRICT - $110

#### MICROSOFT EXCEL - ADVANCED

Highlights of the class include a solid introduction to creating PivotTables with PowerPivot, coverage of advanced financial functions, hands-on practice with VLOOKUP, and more.

**COST:** IN-DISTRICT - $56 OUT-OF-DISTRICT - $110

#### MICROSOFT POWERPOINT WORKSHOP

Students will learn to enhance presentation text, use outline view, correct spelling errors, create basic charts, print, format and edit text, use clip art, use slide sorter and notes page views, and edit multiple presentations.

**COST:** IN-DISTRICT - $23 OUT-OF-DISTRICT - $44
ARDMORE - MAIN CAMPUS OFFERINGS

DIGITAL PHOTOGRAPHY 3*
Prerequisite: Digital Photography 2
COST: IN-DISTRICT - $43 OUT-OF-DISTRICT - $86
Sep 9 - 18 6-9pm T,R 12 hrs
Nov 11 - 20 6-9pm T,R 12 hrs

*Bring your own device for the following classes.

IPHONE WORKSHOP*
COST: IN-DISTRICT - $23 OUT-OF-DISTRICT - $44
Sep 16 9-12pm S 3 hrs
Nov 1 9-12pm S 3 hrs
Dec 6 9-12pm S 3 hrs

IPAD WORKSHOP*
COST: IN-DISTRICT - $23 OUT-OF-DISTRICT - $44
Sep 6 9-12pm S 3 hrs
Dec 4 9-12pm S 3 hrs
Nov 15 9-12pm S 3 hrs
Dec 20 9-12pm S 3 hrs

*ACADEMY OF INSURANCE ADJUSTING CLASSES

BASIC ADJUSTING*
AIA’s two week class is designed to teach individuals requirements to become a staff or independent property adjuster. Recognized as one of the most effective starting classes, this course covers every aspect of adjusting including the tools needed, software use and damage recognition. Items needed for the course are: personal computer, printer, digital camera and tape measure. You will need to download Xactimate demo (www.xactware.com) to your computer prior to class. All other needed items will be provided. Dress is business casual.
COST: $1,495
Aug 4 - Aug 15 8-5pm M-F 80 hrs
Dec 1 - 12 8-5pm M-F 80 hrs

TEXAS PRE-LICENSE CLASS*
AIA offers a 3 day course that consists of 40 hours (10 of which are self-study). Texas All-Lines Prelicense Course satisfies all Texas Department of Insurance (TDI) requirements for obtaining your Texas insurance adjuster license. Once you complete our course and pass our exam you are eligible to apply for the Texas All Lines License. The course is designed and taught by practicing adjusters who have worked on thousands of claims. They have designed the course to prepare you for some of the real life scenarios you will likely face in the adjusting world. Dress is business casual.
COST: $299
Jul 14 - 16 8-5pm M-W 24 hrs
Oct 13 - 15 8-5pm M-W 24 hrs

CALIFORNIA EARTHQUAKE AUTHORITY (CEA)*
AIA offers a 4 hour course in the Earthquake arena. With expectations of the “Big One” hitting sooner rather than later, AIA designed this course to bring adjusters up to speed on the present day requirements handling earthquake claims. This course is based on CEA expectations and a certificate of completion will be given to all participants reflecting your attendance and ability to handle CEA claims.
COST: $120
Oct 20 8-12pm M 4 hrs

*High school students attend Full-Time Program, half day sessions and don’t pay tuition.
*Adult students may attend Full-Time Programs and choose either half or full day sessions. Financial assistance may be available for career majors of 600 hours or more. For additional information visit: https://www.sotc.edu/pages/adult-admissions-procedure
*College credit is available in certain career majors through Murray State College or OSU Institute of Technology – Okmulgee. Visit https://www.sotc.edu/pages/tech-prep
*For more information about SOTC’s day time career majors please call 580.223.2070
Dianna Fisher, ext. 8263, Arlene Dupree, ext. 8217 or Whitney Elmore, ext. 8288

DIGITAL PHOTOGRAPHY 1*
Basics of Digital Cameras is recommended prior to taking this class. This class will NOT cover the basic functionality of camera operation. The book for this class will be used for Level 2 & 3 as well.
COST: IN-DISTRICT - $70 OUT-OF-DISTRICT - $113
Aug 12 - 21 6-9pm T,R 12 hrs
Oct 7 - 21 6-9pm T,R 12 hrs

DIGITAL PHOTOGRAPHY 2*
Prerequisite: Digital Photography 1
COST: IN-DISTRICT - $43 OUT-OF-DISTRICT - $86
Aug 26 - Sep 4 6-9pm T,R 12 hrs
Oct 28 - Nov 6 6-9pm T,R 12 hrs

ADOBES PHOTOSHOP 2
An extension of the Adobe Photoshop 1 class, this fast-paced class goes deeper into masks, color edits, retouching, and special effects. Edit colors by numbers for maximum accuracy. If you are already working in Photoshop, you may prefer this class. The book purchased in Photoshop 1 will be used in this class as well.
COST: IN-DISTRICT - $41 OUT-OF-DISTRICT - $82
Sep 22 - Oct 1 6-9pm M,W 12 hrs
Nov 3 - 12 6-9pm M,W 12 hrs

BASICS OF DIGITAL CAMERAS FOR BEGINNERS
Learn the basic features and functions of your digital camera, both for “Point & Shoot” type cameras and SLR cameras. You will also learn how to transfer your pictures to your computer and send them via email. This class is for students who have just purchased/received a digital camera. Please bring your camera’s manual to class with you.
COST: IN-DISTRICT - $35 OUT-OF-DISTRICT - $68
Jul 29 - Aug 7 6-8pm T,R 8 hrs
Sep 23 - Oct 2 6-8pm T,R 8 hrs
Dec 2 - Dec 11 6-8pm T,R 8 hrs

*A single lens reflex digital camera (interchangeable lenses) & the ability to provide prints to fulfill assignments is required for the following digital photography classes.

DID YOU KNOW...

*College credit is available in certain career majors through Murray State College or OSU Institute of Technology – Okmulgee. Visit https://www.sotc.edu/pages/tech-prep
*For more information about SOTC’s day time career majors please call 580.223.2070
Dianna Fisher, ext. 8263, Arlene Dupree, ext. 8217 or Whitney Elmore, ext. 8288
PARAPROFESSIONAL CLASS
Paraprofessionals assist teachers in the classroom with instructional and non-instructional activities for students in special education. This class prepares paraprofessionals to provide services to Oklahoma school children and youth with disabilities. Existing paraprofessionals or individuals wishing to prepare for a special education paraprofessional career, should take this class.

COST: $132
Sep 23 - 25 8:30am-4:30pm T-R 24 hrs
Oct 14 - 15 8:30am-4:30pm T,W 16 hrs

EARLY EDUCATION: PATHWAY TO CDA
The Pathway to CDA is a series of 8 Content Areas of training that prepares child care providers for the National CDA credential awarded by the Council for Professional Recognition. It is the only curriculum that is eligible for a scholarship through the Scholars for Excellence in Child Care program. (http://www.okhighered.org/scholars) Training provides you with the skills and knowledge to work directly with children in a child care center or home based setting. You will learn about the developmental needs of children from birth to age five and effective ways of providing for their early care and education. Prerequisite: Must work in a childcare setting.

CDA MODULE 4
COST: IN-DISTRICT - $45 OUT-OF-DISTRICT - $90
Aug 4 - 12 6-8:30pm M,T 10 hrs

CDA MODULE 5
COST: IN-DISTRICT - $45 OUT-OF-DISTRICT - $90
Aug 18 - 26 6-8:30pm M,T 10 hrs

CDA MODULE 6
COST: IN-DISTRICT - $113 OUT-OF-DISTRICT - $226
Sep 8 - Oct 7 6-8:30pm M,T 25 hrs

CDA MODULE 1 (PRICE INCLUDES BOOKS USED FOR ALL MODULES)
COST: IN-DISTRICT - $184 OUT-OF-DISTRICT - $341
Oct 13 - Nov 12 6-8:30pm M-W 35 hrs

CDA MODULE 2
COST: IN-DISTRICT - $112 OUT-OF-DISTRICT - $224
Nov 17 - Dec 15 6-8:30pm M-W 25 hrs

COOKING DEMONSTRATIONS
Come, learn and enjoy cooking demonstrations with a chef! These classes will provide you with information and some hands-on group work with a professional culinary instructor.

PASTA 101
Learn how to make traditional pasta from simple ingredients in your kitchen. Also, learn how to make two basic sauces that will wow your friends and family.

COST: IN-DISTRICT - $36 OUT-OF-DISTRICT - $57
Sep 20 11-3pm S 4 hrs

Brunch
Learn how to prepare the brunch basics of quiche, crepes, and eggs Benedict.

COST: IN-DISTRICT - $36 OUT-OF-DISTRICT - $57
Oct 4 11-3pm S 4 hrs

HOMEMADE SAUSAGE
Just in time for hunting season, learn how to make homemade sausages that will keep them coming back for more.

COST: IN-DISTRICT - $36 OUT-OF-DISTRICT - $57
Oct 18 11-3pm S 4 hrs

NON-TRADITIONAL 5 COURSE THANKSGIVING MEAL
Come learn the tips and tricks of the trade that will let you leave the boring turkey and stuffing behind and allow you to have an excellent meal for your whole family.

COST: IN-DISTRICT - $36 OUT-OF-DISTRICT - $57
Nov 15 11-3pm S 4 hrs

MANAGING MONEY: FINANCIAL LITERACY
COST: IN-DISTRICT - $53 OUT-OF-DISTRICT - $101
Sep 2 - 11 6-9pm T,R 12 hrs

MARRIAGE AND FAMILY LIFE
COST: IN-DISTRICT - $73 OUT-OF-DISTRICT - $128
Oct 1 - 22 6-9pm M,W 21 hrs

PARENTING AND CHILD DEVELOPMENT
COST: IN-DISTRICT - $81 OUT-OF-DISTRICT - $146
Nov 17 - Dec 17 6-9pm M,W 24 hrs

PI-YO
A unique core-strengthening workout inspired by yoga and pilates.

COST: IN-DISTRICT - $20 OUT-OF-DISTRICT - $40
Aug 12 - Sep 11 4:30-5:30pm T,R 10 hrs
Sep 16 - Oct 21 4:30-5:30pm T,R 10 hrs
Oct 23 - Nov 20 4:30-5:40pm T,R 10 hrs

CONVERSATIONAL SPANISH 1
COST: IN-DISTRICT - $51 OUT-OF-DISTRICT - $100
Sep 9 - 25 6-8pm T,R 12 hrs

CONVERSATIONAL SPANISH 2
COST: IN-DISTRICT - $51 OUT-OF-DISTRICT - $100
Oct 7 - 28 6-8pm T,R 12 hrs

CONVERSATIONAL SPANISH 3
COST: IN-DISTRICT - $51 OUT-OF-DISTRICT - $100
Nov 4 - 20 6-8pm T,R 12 hrs

SPANISH FOR HEALTH CARE
COST: IN-DISTRICT - $35 OUT-OF-DISTRICT - $68
Oct 6 - 27 6-8pm M,W 12 hrs

AMERICAN SIGN LANGUAGE 1
COST: IN-DISTRICT - $51 OUT-OF-DISTRICT - $100
Sep 2 - 18 6-8pm T,R 12 hrs
Oct 14 - 30 6-8pm T,R 12 hrs

AMERICAN SIGN LANGUAGE 2
COST: IN-DISTRICT - $51 OUT-OF-DISTRICT - $100
Nov 4 - 20 6-8pm T,R 12 hrs

KNIT A SCARF
Call 580-224-8201 for supplies you must purchase prior to class start date.

COST: IN-DISTRICT - $25 OUT-OF-DISTRICT - $50
Sep 4 - 11 6-8pm M,R 6 hrs
Oct 2 - 9 6-8pm M,R 6 hrs

KNIT A HAT
Call 580-224-8201 for supplies you must purchase prior to class start date.

COST: IN-DISTRICT - $25 OUT-OF-DISTRICT - $50
Sep 18 - 25 6-8pm M,R 6 hrs
Oct 23 - 30 6-8pm M,R 6 hrs

REIKI 1
Reiki is a simple, natural and safe method of relaxation and relieving stress; self-improvement that everyone can use. It has been effective in helping known illnesses and creates a beneficial effect. It also works in conjunction with other medical or therapeutic techniques to relieve side effects and promote recovery.

COST: IN-DISTRICT - $54 OUT-OF-DISTRICT - $103
Sep 16 - 23 6-9pm T,R 9 hrs
Oct 7 - 14 6-9pm T,R 9 hrs
PHLEBOTOMY TECHNICIAN
Looking for a career in Phlebotomy? This class will prepare participants to safely and effectively perform the skills of blood draw for lab or clinic sites. Participants will learn legal and ethical implications, quality control measures, relevant anatomy related to sites, contraindications and indications as well as the cardiovascular system as it relates to arteries and veins. Skills practice is required. The testing fee is included in the price of this class.
Recommended: Medical Terminology
COST: IN-DISTRICT - $389 OUT-OF-DISTRICT - $758
Aug 12 - Oct 14 10-4pm T 48 hrs
Aug 14 - Dec 11 6-9pm R 48 hrs

C.N.A. /NURSE AIDE/LONG TERM CARE * LPN CREDIT
Certified Nurse’s Aides (CNA) are employed in nursing homes, long-term care facilities, and hospitals. Students study patient-care, practice skills in the lab and apply them at a clinical site. Students should be proficient in reading, speaking and understanding English. Attendance requirements are state mandated and must be followed. The student is required to successfully pass state skills exam and written exam to receive CNA certification. Testing, background check and drug tests are included in the tuition. Recommended: Medical Terminology
ADDITIONAL REQUIREMENTS (NOT included in tuition): CPR for Health Care Providers, Negative TB test or chest x-ray required.
COST: IN-DISTRICT - $553 OUT-OF-DISTRICT - $843
Aug 11 - Sep 25 10-4pm M,W,R 96
Oct 13 - Dec 4 10-4pm M,W,R 96
Aug 7 - Dec 16 6-9pm T,R 96

ICD-10 CM AND PC CODING
Create a solid foundation for all levels of ICD 10 CM coding that covers all specialties while using real-life coding scenarios and provides answers for the beginner and the expert coder. This class meets on two Saturdays to complete the hours of the class. Recommended: Medical Terminology
COST: IN-DISTRICT - $439 OUT-OF-DISTRICT - $758
Aug 25 - Nov 19 6-9pm M,W 83 hrs
**Sep 20 & Nov 15 9-1pm S

MEDICAL CODING
CPT Procedure Coding for Outpatient & Physician Office Coders
An emphasis on CPT coding, to include surgical procedures and evaluation and management coding, with an overview of ICD-9 coding. This class is appropriate for anyone working in an outpatient setting, including a physicians office, medical clinic, or hospital outpatient services. Recommended: Medical Terminology
**Students will need to have access/bring CPT and ICD-9 books to class.
COST: IN-DISTRICT - $374 OUT-OF-DISTRICT - $662
Aug 26 - Nov 18 5:30-8:30pm T,R 72 hrs

MEDICAL TERMINOLOGY * LPN CREDIT
This course is recommended for student taking any health related class. You will have a better understanding of terms used in class, curriculum and on the job.
COST: IN-DISTRICT - $139 OUT-OF-DISTRICT - $219
Aug 18 - Sep 29 6-8pm M,W 24 hrs
Oct 13 - Nov 19 6-8pm M,W 24 hrs

MEDICATION ADMINISTRATION TECHNICIAN (MAT)
MAT training is designed to provide certified training for direct-care staff that are in licensed residential care facilities & licensed group homes that have the responsibility for giving medication to residents. Students must be proficient in reading, speaking and understanding English.
COST: IN-DISTRICT - $75 OUT-OF-DISTRICT - $137
Aug 11 - 20 5:30-9:30pm M,W 16 hrs
Sep 8 - 17 5:30-9:30pm M,W 16 hrs
Oct 6 - 15 5:30-9:30pm M,W 16 hrs
Nov 3 - 12 5:30-9:30pm M,W 16 hrs
Dec 1 - 10 5:30-9:30pm M,W 16 hrs

MEDICATION ADMIN. TECH UPDATE (MAT UPDATE)
In accordance with House Bill 1880, each individual who has been certified in a 15-hour Medication Administration Technician training class must receive eight hours of update training annually to remain current. PREREQUISITE: Students must provide an acceptable MAT certificate (within 2 years) or MAT Update certificate (within 1 year). Certificates will be accepted only from an approved location per state statute. If this documentation cannot be provided, students must take the full Medication Administration Technician class.
COST: IN-DISTRICT - $55 OUT-OF-DISTRICT - $96
Aug 11 - 18 5:30-9:30pm M 8 hrs
Sep 8 - 15 5:30-9:30pm M 8 hrs
Oct 6 - 13 5:30-9:30pm M 8 hrs
Nov 3 - 10 5:30-9:30pm M 8 hrs
Dec 1 - 8 5:30-9:30pm M 8 hrs

HEART SAVER FIRST AID & CPR
COST: IN-DISTRICT - $47 OUT-OF-DISTRICT - $77
Aug 2 9-3:30pm S 5.5 hrs
Sep 6 9-3:30pm S 5.5 hrs
Oct 4 9-3:30pm S 5.5 hrs
Nov 1 9-3:30pm S 5.5 hrs
Dec 6 9-3:30pm S 5.5 hrs

HEART SAVER FIRST AID
COST: IN-DISTRICT - $39 OUT-OF-DISTRICT - $61
Sep 16 4-8pm T 4 hrs
Oct 14 4-8pm T 4 hrs
Nov 11 4-8pm T 4 hrs
**ARDMORE - MAIN CAMPUS OFFERINGS**

**CPR HEALTH CARE PROVIDER *LPN CREDIT**
This class is required for the Nurse Aide/CNA & Practical Nursing Program at SOTC. Students who successfully complete the course will receive an American Heart Association card.

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**GENERAL SAFETY**
Bloodborne Pathogens, Fire Extinguisher training, basic first aid and Fire Safety

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**MOTORCYCLE SAFETY FOUNDATION: BASIC RIDER**
SOTC has the following order of priorities; develop a safe, responsible motorcyclist, develop the mental skills for safe motorcycling, develop the physical skills for safe motorcycling, create an understanding of risk awareness and risk taking, develop a strategy to manage risk.

Student MUST provide his/her own: helmet (DOT or SNELL approved), eye protection, sturdy over the ankle footwear, long-sleeved shirt or jacket, sturdy long pants, and full fingered gloves. SOTC provides motorcycles.

Saturday and Sunday classes may meet 7am-4pm due to temperatures; this will be discussed in Thursday/Friday session.

Students must attend ALL class hours (19 total) and range exercises as attendance is required for successful completion of this class.

Students 14 - 18 years old, must have a parent/guardian attend the first session to sign a waiver.

***SPECIAL FALL CLASS DISCOUNT***

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<td>Nov 14 - 16</td>
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**SELF-DEFENSE ACT: CONCEAL CARRY**
The class covers laws, regulations & requirements for carrying/using a firearm under state law & for obtaining a concealed carry permit, safe handling and use of a firearm. **Must be at least 21 years old to take this class**. Students will provide his/her own functional working handgun up to a 45 caliber, holster that fits the handgun, fifty rounds of ammunition, eye and ear protection. Students cannot bring his/her gun on SOTC property. Students will be given a 1 hour lunch break to get his/her gun, 50 rounds of ammunition & go to the gun range. Students that test with a semi-automatic handgun will be able to carry a semi-automatic handgun or a revolver handgun. If the student tests with a revolver, the student will only be able to carry a revolver handgun. The gun range is located off campus and is an outdoor facility. If there is inclement weather, range time will be rescheduled.

After the class, students must take a completed application, personally obtained photographs, & required fees (not included in the tuition) to the Sheriff’s Office of the county he/she resides. Please visit www.osbi.gov/osbi and click on Handgun Licensing for more information.

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<tr>
<td>Aug 2</td>
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<tr>
<td>Sep 20</td>
<td>8-5pm</td>
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<td>Oct 4</td>
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<tr>
<td>Nov 1</td>
<td>8-5pm</td>
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**SAFELAND**
Orientation designed specifically for our US Onshore E&P Industry. This training is consistent with EH&S orientation which is industry recognized and widely accepted. Orientation remains with the employee throughout his/her career. Quality assurance through an audit program and oversight committees, eliminates redundancy of multiple orientations for single employee.

<table>
<thead>
<tr>
<th>COST:</th>
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<td>Oct 4</td>
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<tr>
<td>Nov 15</td>
<td>9-4pm</td>
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**ARC FLASH**
The 2012 NFPA 70E arc flash electrical safety training addresses arc flash electrical safety requirements for employee workplaces. These are necessary for the practical safeguarding of employees.

<table>
<thead>
<tr>
<th>COST:</th>
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<td>Nov 1</td>
<td>8-4pm</td>
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**HAZWOPER AWARENESS**

<table>
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<tr>
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<td>6-8pm</td>
<td>M-R</td>
</tr>
<tr>
<td>Oct 20-23</td>
<td>6-8pm</td>
<td>M-R</td>
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**HAZWOPER TECHNICIAN**

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<tr>
<td>Oct 27 - Nov 6</td>
<td>6-8pm</td>
<td>M-R</td>
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**HAZWOPER**

<table>
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<tr>
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<th>IN-DISTRICT - $163</th>
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<tr>
<td>Sep 22 - Oct 9</td>
<td>5-40-9pm</td>
<td>M-R</td>
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<tr>
<td>Dec 1 - 18</td>
<td>5-40-9pm</td>
<td>M-R</td>
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**H2S - HYDROGEN SULFIDE DETAILED**
This course is designed to meet the Hydrogen Sulfide Awareness level. This H2S course helps fulfill the requirements of Recommended Practices 49, ANSI Z290.1 and other regulatory standards. It is designed as an awareness level training.

**LICENSE DESIGNATION**  
**AGE**  
**TRAINING REQ’D**  
- Unarmed Security Guard  
  - 18  
  - Phase 1 and 2  
- Armed Security Guard  
  - 21  
  - Phase 1, 2, MMPI & 4  
- Unarmed Private Investigator  
  - 18  
  - Phase 1 and 3  
- Armed Private Investigator  
  - 21  
  - Phase 1, 3, MMPI and 4  
- Bail Enforcer  
  - 21  
  - Phase 1, 2, 3 and 5  
- Armed Bail Enforcer  
  - 21  
  - Phase 1, 2, 3, MMPI, 4 and 5

**SECURITY GUARD PHASE 1**  
Topics include Interpreting the Oklahoma Security Guard and Private Investigator Act, Responding to Accidents and Emergencies, Responding to a Fire, Writing Field Notes, Writing Reports, Interpreting Your Legal Powers and Limitations.

**COST:**  
- IN-DISTRICT - $95  
- OUT-OF-DISTRICT - $184  
- Aug 11 - 20  
  - 6-9pm  
  - M-R  
  - 21 hrs

**SECURITY GUARD PHASE 2**  
Topics include Practicing Public Relations, Performing Fixed Post Duties, Patrolling, Investigating Security incidents and Terrorism Awareness.

**COST:**  
- IN-DISTRICT - $100  
- OUT-OF-DISTRICT - $116  
- Aug 25 - Sep 4  
  - 6-9pm  
  - M-R  
  - 21 hrs

**SECURITY GUARD PHASE 3**  
Topics include Understanding Responsibilities to Clients, Interpreting Laws of Private Investigations, Complying with the Fair Credit Reporting Act, Conducting Investigations and Surveillance & Locating and Communicating Information.

**COST:**  
- IN-DISTRICT - $163  
- OUT-OF-DISTRICT - $321  
- Sep 8 - 25  
  - 6-9pm  
  - M-R  
  - 36 hrs

**MMPI TEST**  
Required result of CAPABLE must be provided prior to enrolling in Phase 4.

**COST:**  
- IN-DISTRICT - $100  
- OUT-OF-DISTRICT - $116  
- Call 580-224-R205 to set up a time to take your test. The test takes approximately 3 hours to complete. Results will be available about 2 weeks after the test is submitted to the psychologist.

**SECURITY GUARD PHASE 4 - FIREARMS (HANDBAC**
Topics include Safety, Nomenclature and Maintenance, Fundamentals of Marksmanship, Handgun Handling Skills, Handgun Presentations/Shooting Positions, Range Procedures, Tower Commands, Courses of Fire and Legal Issues. Students must provide his/her own firearm and ammunition at the firing range. Students cannot bring his/her gun on SOTC property.

**COST:**  
- IN-DISTRICT - $196  
- OUT-OF-DISTRICT - $376  
- Sep 29 - Oct 15  
  - 6-9pm  
  - M-R  
  - 33 hrs

**SECURITY GUARD PHASE 5**  
This course will address the requirements for training identified in the Oklahoma Bail Enforcement and Licensing Act. Topics include interpreting the Act, legal powers and limitations, responsibilities to clients, and bail enforcement duties.

**COST:**  
- IN-DISTRICT - $208  
- OUT-OF-DISTRICT - $388  
- Oct 20 - Nov 11  
  - 6-9pm  
  - M-R  
  - 42 hrs

Students must provide his/her own welding hood, safety glasses, welding gloves, long sleeve shirt, hard tools, protective clothing, and shoes/boots.

**BASIC WELDING**

**COST:**  
- IN-DISTRICT - $297  
- OUT-OF-DISTRICT - $509  
- Sep 16 - Oct 13  
  - 5:30-8:30pm  
  - T,R  
  - 48 hrs

**INTERMEDIATE WELDING**

**COST:**  
- IN-DISTRICT - $297  
- OUT-OF-DISTRICT - $509  
- Sep 16 - Oct 13  
  - 5:30-8:30pm  
  - T,R  
  - 48 hrs

**ADVANCED WELDING**

**COST:**  
- IN-DISTRICT - $297  
- OUT-OF-DISTRICT - $509  
- Sep 16 - Oct 13  
  - 5:30-8:30pm  
  - T,R  
  - 48 hrs

**SECURITY GUARD PHASE 5**

**COST:**  
- IN-DISTRICT - $208  
- OUT-OF-DISTRICT - $388  
- Oct 20 - Nov 11  
  - 6-9pm  
  - M-R  
  - 42 hrs

Students must provide his/her own welding hood, safety glasses, welding gloves, long sleeve shirt, hard tools, protective clothing, and shoes/boots.

**BASIC WELDING**

**COST:**  
- IN-DISTRICT - $297  
- OUT-OF-DISTRICT - $509  
- Sep 16 - Oct 13  
  - 5:30-8:30pm  
  - T,R  
  - 48 hrs

**INTERMEDIATE WELDING**

**COST:**  
- IN-DISTRICT - $297  
- OUT-OF-DISTRICT - $509  
- Sep 16 - Oct 13  
  - 5:30-8:30pm  
  - T,R  
  - 48 hrs

**ADVANCED WELDING**

**COST:**  
- IN-DISTRICT - $297  
- OUT-OF-DISTRICT - $509  
- Sep 16 - Oct 13  
  - 5:30-8:30pm  
  - T,R  
  - 48 hrs

**SECURITY GUARD PHASE 5**

**COST:**  
- IN-DISTRICT - $208  
- OUT-OF-DISTRICT - $388  
- Oct 20 - Nov 11  
  - 6-9pm  
  - M-R  
  - 42 hrs

Students must provide his/her own welding hood, safety glasses, welding gloves, long sleeve shirt, hard tools, protective clothing, and shoes/boots.
INTRO TO DIGITAL CAMERA OPERATION & TRANSFERRING PICTURES
Learn the basic features and functions of your digital camera. You will also learn how to transfer your pictures to your computer and send them via email.

**COST:**
- **IN-DISTRICT:** $33
- **OUT-OF-DISTRICT:** $66

**Dates & Times:**
- **Sep 14:** 5:30-8:30pm
  - **T:** 3 hrs

ADOBE PHOTOSHOP FOR BEGINNERS

**COST:**
- **IN-DISTRICT:** $65
- **OUT-OF-DISTRICT:** $130

**Dates & Times:**
- **Sep 22 - 30:** 6-8pm
  - **M/T:** 8 hrs

ADOBE PHOTOSHOP: CREATING GRAPHICS

**COST:**
- **IN-DISTRICT:** $35
- **OUT-OF-DISTRICT:** $70

**Dates & Times:**
- **Oct 25:** 8-12pm
  - **S:** 4 hrs

PINTEREST
**Online Tool for Collecting & Organizing Things You Love**

**COST:**
- **IN-DISTRICT:** $19
- **OUT-OF-DISTRICT:** $38

**Dates & Times:**
- **Sep 29:** 5:30-8:30pm
  - **M:** 3 hrs

INTERNET HOUZZ
**The New Way to Design Your Home**

**COST:**
- **IN-DISTRICT:** $19
- **OUT-OF-DISTRICT:** $38

**Dates & Times:**
- **Dec 3:** 5:30-8:30pm
  - **W:** 3 hrs

BUYING AND SELLING
**Safety in the Online Marketplace**

**COST:**
- **IN-DISTRICT:** $19
- **OUT-OF-DISTRICT:** $38

**Dates & Times:**
- **Sep 29:** 5:30-7:30pm
  - **M:** 2 hrs

BLOGGING FOR BEGINNERS
**Using Free Resources**

**COST:**
- **IN-DISTRICT:** $31
- **OUT-OF-DISTRICT:** $62

**Dates & Times:**
- **Dec 8 - 15:** 6-8pm
  - **M:** 4 hrs

FACEBOOK
**Creating & Marketing Business & Organization Pages**

**COST:**
- **IN-DISTRICT:** $25
- **OUT-OF-DISTRICT:** $50

**Dates & Times:**
- **Sept 24:** 6-9pm
  - **W:** 3 hrs

GOOGLE HANGOUTS

**COST:**
- **IN-DISTRICT:** $25
- **OUT-OF-DISTRICT:** $50

**Dates & Times:**
- **Sep 30:** 5:30-8:30pm
  - **T:** 3 hrs

GOOGLE DOCUMENTS
**Google Documents**
Google documents allow users the ability to create and collaborate in real time with other users, on documents, spreadsheets, and slide presentations. It is also compatible with Microsoft Office.

**COST:**
- **IN-DISTRICT:** $25
- **OUT-OF-DISTRICT:** $50

**Dates & Times:**
- **Oct 1:** 6-9pm
  - **W:** 3 hrs

CONNECTING TO THE CLOUD
**SkyDrive & Office Web Apps**

**COST:**
- **IN-DISTRICT:** $35
- **OUT-OF-DISTRICT:** $70

**Dates & Times:**
- **Nov 3 - 4:** 6-8:30pm
  - **M/T:** 5 hrs
### Digital Media Basics
- **Cost:** IN-DISTRICT - $19 OUT-OF-DISTRICT - $38
- **Sep 2** 5:30-7:30pm T 2 hrs

### Cloud & iTunes
- **Cost:** IN-DISTRICT - $19 OUT-OF-DISTRICT - $38
- **Nov 10** 5:30-7:30pm M 2 hrs

*Bring your own device for the following classes*

### iPhone Workshop*
- **Cost:** IN-DISTRICT - $19 OUT-OF-DISTRICT - $38
- **Oct 2** 5:30-7:30pm R 2 hrs
- **Dec 8** 6-8pm M 2 hrs

### iPad Workshop*
- **Cost:** IN-DISTRICT - $19 OUT-OF-DISTRICT - $38
- **Oct 2** 5:30-7:30pm R 2 hrs
- **Dec 10** 6-8pm W 2 hrs

### Cell Phone Operations*
- **Cost:** IN-DISTRICT - $19 OUT-OF-DISTRICT - $38
- **Aug 7** 6-8pm R 2 hrs
- **Oct 7** 5:30-7:30pm T 2 hrs

### Introduction to Using Your Tablet*
- **Cost:** IN-DISTRICT - $19 OUT-OF-DISTRICT - $38
- **Oct 20** 5:30-7:30pm M 2 hrs
- **Dec 15** 6-8pm M 2 hrs

### Smartphone Photography Workshop*
Learn to make the most of the camera that you always have readily available, your phone. You will learn about different apps and your phone’s own settings to create great pictures on the go.

- **Cost:** IN-DISTRICT - $25 OUT-OF-DISTRICT - $50
- **Oct 21** 5:30-8:30pm T 3 hrs

*Bring your own device for the classes above*

### Senior Series Classes (SS)
Our Senior Series Classes are designed for students who are new to the specified classes. These types of classes are intended to be an introduction for our 55+ students and help them feel more comfortable in the regular classes choosing to continue their education. **All classes in this section are FREE!**

#### SS: Keyboarding Skills
- **Aug 20 - Oct 1** 2-4pm W 12 hrs
- **Sep 2 - Oct 2** 1:30-3:30pm T 12 hrs
- **Oct 6 - 14** 3-5pm M/R 12 hrs
- **Nov 3 - 20** 2-4pm M/T 12 hrs
- **Dec 2 - 18** 9-11am T/R 12 hrs

#### SS: Computers for Beginners
- **Aug 21** 9-12pm R 3 hrs

#### SS: Intro to the Internet & Internet Searches
- **Aug 27** 9-12pm W 3 hrs

#### SS: Introduction to Email & Attachments
- **Sep 3** 9-12pm W 3 hrs

#### SS: Pinterest
**Online Tool for Collecting & Organizing Things You Love**
- **Oct 8** 10-1pm W 3 hrs

#### SS: PowerPoint
- **Oct 9** 1-4pm R 3 hrs

#### SS: Microsoft Word
- **Oct 20** 1-4pm W 3 hrs

#### SS: Microsoft Word Templates
- **Dec 2** 9-12pm T 3 hrs

#### SS: Introduction to Facebook
- **Dec 11** 9-12pm R 3 hrs

The following are FREE Classes at the Davis Library!

#### SS: Keyboarding Skills
- **Nov 6 - 20** 2-4pm R 6 hrs

#### SS: Computers for Beginners
- **Sep 10** 9-12pm W 3 hrs

#### SS: Intro to the Internet & Searches
- **Sep 17** 9-12pm W 3 hrs

#### SS: Intro to Email & Attachments
- **Oct 22** 1:30-4:30pm W 3 hrs

#### SS: Pinterest
**Online Tool for Collecting & Organizing Things You Love**
- **Nov 11** 9-12pm M 3 hrs

#### SS: Microsoft Word
- **Oct 15** 1-4pm W 3 hrs

#### SS: Microsoft Word Templates
- **Oct 27** 9-12pm W 3 hrs

#### SS: PowerPoint
- **Nov 18** 9-12pm T 3 hrs

### Back-to-School Cupcakes
**Cost:** IN-DISTRICT - $27 OUT-OF-DISTRICT - $51
- **Aug 7** 6:30-9:30pm M 2.5 hrs

### Clean Eating & Cooking for Beginners
Have you heard of clean eating/cooking and wonder what it is? This class covers how to feel better about what you’re eating and learn how to cook “clean.”

- **Cost:** IN-DISTRICT - $27 OUT-OF-DISTRICT - $51
- **Aug 28** 6:30-9:30pm R 3 hrs

### Cook 1 Chicken, Enjoy 7 Ways
If you’re busy, you’ll love this class. You’ll learn to make the best use of your time in the kitchen by making one chicken and transforming it into several meals, saving you time and money.

- **Cost:** IN-DISTRICT - $27 OUT-OF-DISTRICT - $51
- **Sep 8** 6:30-9:30pm M 2.5 hrs

### Money Saving Cooking
Prices are on the rise for everything in your budget; in this class you will learn techniques for saving money in the kitchen and at the grocery store.

- **Cost:** IN-DISTRICT - $27 OUT-OF-DISTRICT - $51
- **Oct 6** 6:30-9:30pm M 3 hrs

### Basic Cake Decorating - Beginner
**Cost:** IN-DISTRICT - $45 OUT-OF-DISTRICT - $87
- **Oct 25** 8-1pm S 5 hrs

### Thanksgiving Dinner Made Easy
Thanksgiving can be one of the most overwhelming holidays! Let us help you take the stress out by learning to use time saving tips and make the perfect recipes for a perfect holiday dinner.

- **Cost:** IN-DISTRICT - $45 OUT-OF-DISTRICT - $87
- **Nov 3 - 10** 6:30-9:30pm M 5 hrs

### Homemade Holiday Food Gifts - Beginner
This class is a stress-free way to cross lots of gifts off your holiday list. You will make homemade vanilla extract, dessert-in-a-jar, bark, truffles, and more.

- **Cost:** IN-DISTRICT - $45 OUT-OF-DISTRICT - $87
- **Dec 4 - 11** 6:30-9:30pm R 5 hrs

### Christmas Candy Making
After this class you’ll have homemade candies to share at all your Christmas parties. Lots of candies/treats will be made including: fudge, turtles, peppermint bark, peanut butter cups, and more.

- **Cost:** IN-DISTRICT - $53 OUT-OF-DISTRICT - $103
- **Dec 8 - 15** 6:30-9:30pm M 6 hrs
SEWING AND QUILTING: COLOR THEORY
COST: IN-DISTRICT - $29 OUT-OF-DISTRICT - $158
Aug 14 11-2pm R 4 hrs
Darling wreaths are everywhere during the holidays and so expensive to buy! Come make one for yourself or a gift in our wreath classes. You will leave with a completed, ready-to-hang wreath.

FALL BURLAP WREATH
COST: IN-DISTRICT - $31 OUT-OF-DISTRICT - $56
Sep 22 6:30-9:30pm M 3 hrs

CHRISTMAS DECOR - MESH WREATH
COST: IN-DISTRICT - $31 OUT-OF-DISTRICT - $56
Dec 4 6:30-9:30pm R 3 hrs

AMERICAN HEART ASSOCIATION CERTIFICATIONS
Visit the website shop.aha.channing-bete.com to purchase (additional fee to the skills test below) & take your class of choice online: CPR for HealthCare Providers item # 90-1403, or First Aid item # 90-1400. You will receive a completion certificate that you need to bring to your skills/testing session within 30 days. You will then practice your skills & complete your test with our certified instructor to earn your card. If the times/dates below do not fit your schedule please call (580) 622-6710 to set up a time.

American Heart CPR for HealthCare Providers
COST: IN-DISTRICT - $30 OUT-OF-DISTRICT - $57
Aug 19 6-8pm T 2 hrs
Sep 18 6-8pm R 2 hrs
Oct 21 6-8pm T 2 hrs
Nov 10 6-8pm M 2 hrs
Dec 8 6-8pm M 2 hrs

American Heart First Aid
COST: IN-DISTRICT - $30 OUT-OF-DISTRICT - $57
Aug 26 6-8pm W 2 hrs
Sep 24 6-8pm M 2 hrs
Oct 23 6-8pm R 2 hrs
Nov 17 6-8pm T 2 hrs

**Call 580-622-6710 for supplies you must purchase prior to class start date for each of the following classes.

SEWING & QUILTING ESSENTIALS**
COST: IN-DISTRICT - $15 OUT-OF-DISTRICT - $30
Aug 28 - Sep 18 3:30-6pm R 10 hrs
Sep 30 - Oct 21 3-5:30pm T 10 hrs
Oct 29 - Nov 19 12:30-3pm W 10 hrs

SEWING: HAIL-IT-ALL TOTE BAG**
Made in the colors and patterns of your choice this herringbone tote is sure to make errands more fun! Join us as we learn to make a lined, zippered, pocketed tote made from a jelly roll and perfect for everyday use.
COST: IN-DISTRICT - $41 OUT-OF-DISTRICT - $82
Aug 19 - 26 6-8:30pm T 5 hrs

QUILTING: LONG JOHNS QUILT**
Alternating bright flannel rectangles make up this bright, but cozy quilt. This quilt will come together fast and make a completed project in time for gift-giving.
COST: IN-DISTRICT - $53 OUT-OF-DISTRICT - $105
Aug 28 - Sep 18 6-8:30pm R 10 hrs

READY FOR FALL LEAF TABLE RUNNER**
Fall is in the air and on your table too with beautiful maple leaves and pumpkins in autumn colors. This project is beautiful and simple to complete.
COST: IN-DISTRICT - $43 OUT-OF-DISTRICT - $86
Sep 9 - 16 10-1pm T 6 hrs

SEWING MACHINE AND HAND APPLIQUE**
Appliqued items are beautiful and can look so complicated! Let the process be simplified before your eyes as you learn to hand and machine applique. Regular and reverse applique techniques will be discussed.
COST: IN-DISTRICT - $29 OUT-OF-DISTRICT - $58
Sep 25 - Oct 2 5:30-7:30pm R 4 hrs

QUILTING: YOUR CHOICE SEASONAL PATTERNS**
You can choose from our selection of fall and winter small projects for this day of quilting. This class is suited for beginners to experienced quilters.
COST: IN-DISTRICT - $41 OUT-OF-DISTRICT - $82
Sep 27 8-1pm S 5 hrs

QUILTING: BIG AND BOLD QUILT**
This quilt utilizes fat quarters to create a big & bold patterned quilt that is fast, fun, and easy to make. This class is great for the starting or beginner quilter and can be made in any size from a lap quilt to a king.
COST: IN-DISTRICT - $53 OUT-OF-DISTRICT - $82
Sep 30 - Oct 21 5:30-8pm T 10 hrs

QUILTING: CHARMING ADDITIONS - STASH BUSTER**
Dig into your fabric stash or trade fabrics with friends to make this darling stash-busting quilt where no two plus signs are the same.
COST: IN-DISTRICT - $53 OUT-OF-DISTRICT - $106
Oct 29 - Nov 19 10-12:30pm W 10 hrs

**Call 580-622-6710 for supplies you must purchase prior to class start date for each of the following classes.

Online Courses For Small Business Owners
www.ed2go.com/sotc

Most Courses Are Only $78

Online Learning Anytime, Anywhere...Just a click away!
WESTERN EXTENSION CENTER OFFERINGS

SENIOR SERIES CLASSES (SS)
Our Senior Series Classes are designed for students who are new to the specified classes. These types of classes are intended to be an introduction for our 55+ students and help them feel more comfortable in the regular classes choosing to continue their education. All classes in this section are FREE!

SS-COMPUTER BASICS
Aug 26 5:30-8:30pm T 3 hrs
SS-INTRO TO KEYBOARDING
Aug 28 - Sep 11 6:00-8:00pm R 6 hrs
SS-INTRO TO INTERNET
Sep 2 5:30-8:30pm T 3 hrs
SS-INTRO TO FACEBOOK
Sep 15 5:30-8:30pm M 3 hrs
SS-INTRO TO WORD
Sep 29 5:30-8:30pm M 3 hrs
SS-INTRO TO EMAIL
Oct 21 5:30-8:30pm T 3 hrs
SS-CELLPHONE OPERATION
Oct 30 5:30-8:30pm R 3 hrs
SS-INTRO TO WINDOWS 8
Nov 6 5:30-8:30pm R 3 hrs
SS-INTRO TO COUPONING
Nov 18 5:30-8:30pm T 3 hrs
SS-INTRO TO EBAY
Nov 20 5:30-8:30pm T 3 hrs
SS-COMPUTER BASICS
Dec 4 5:30-8:30pm R 3 hrs
SS-INTRO TO INTERNET
Dec 9 5:30-8:30pm T 3 hrs
SS-INTRO TO FACEBOOK
Dec 15 5:30-8:30pm M 3 hrs

WINDOWS 8 WORKSHOP
COST: IN-DISTRICT - $15 OUT-OF-DISTRICT - $28
Sep 9 5:30-8:30pm T 3 hrs

MS WORD WORKSHOP
COST: IN-DISTRICT - $25 OUT-OF-DISTRICT - $48
Sep 16 - 23 5:30-8:30pm T 6 hrs

IPAD WORKSHOP
COST: IN-DISTRICT - $15 OUT-OF-DISTRICT - $28
Sep 25 5:30-8:30pm R 3 hrs

EXCEL WORKSHOP
COST: IN-DISTRICT - $25 OUT-OF-DISTRICT - $48
Oct 7 - 14 5:30-8:30pm T 6 hrs

KEYBOARDING/TYPING
COST: IN-DISTRICT - $22 OUT-OF-DISTRICT - $42
Oct 20 - Nov 3 5:30-8:30pm M 9 hrs

POWERPOINT WORKSHOP
COST: IN-DISTRICT - $25 OUT-OF-DISTRICT - $48
Nov 4 - 11 5:30-8:30pm T 6 hrs

PREZI PRESENTATIONS WORKSHOP
COST: IN-DISTRICT - $22 OUT-OF-DISTRICT - $42
Nov 10 5:30-8:30pm M 4 hrs

DIGITAL CAMERA OPERATION
COST: IN-DISTRICT - $15 OUT-OF-DISTRICT - $28
Oct 9 5:30-8:30pm R 3 hrs

MAKING MONEY ON EBAY
COST: IN-DISTRICT - $15 OUT-OF-DISTRICT - $28
Oct 20 - 27 6-8pm M 4 hrs

HOLIDAY CANDY
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $22 OUT-OF-DISTRICT - $42
Dec 2 6-9pm T 3 hrs

FESTIVE CUPCAKES
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $22 OUT-OF-DISTRICT - $42
Sep 18 6-9pm R 3 hrs

BASIC CAKE DECORATING
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $30 OUT-OF-DISTRICT - $58
Oct 11 9am-2pm S 5 hrs

THANKSGIVING DINNER PREP
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $32 OUT-OF-DISTRICT - $62
Nov 15 9am-2pm S 5 hrs

COUPONING WORKSHOP
COST: IN-DISTRICT - $15 OUT-OF-DISTRICT - $28
Oct 6 5:30-8:30pm M 3 hrs

QUILTING: LAP QUILTS/TABLERUNNERS
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $32 OUT-OF-DISTRICT - $62
Oct 6 - 13 5:30-8:30pm M 6 hrs

HOLIDAY WREATH MAKING
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $32 OUT-OF-DISTRICT - $62
Oct 9 6-9pm R 3 hrs

HOLIDAY QUILTING
Call 580-229-0342 for supplies you must purchase prior to class start date.
COST: IN-DISTRICT - $35 OUT-OF-DISTRICT - $68
Nov 8 9am-2pm S 9 hrs

AMERICAN HEART CPR FOR HEALTH CARE PROVIDERS
Visit the website shop.aha.channing-bete.com to purchase (additional fee to the skills test below) & take your class: CPR for HealthCare Providers item # 90-1403. You will receive a completion certificate that you need to bring to your skills/testing session within 30 days. You will then practice your skills & complete your test with our certified instructor to earn your card. If the times/dates below do not fit your schedule please call (580) 229-0342 to set up a time.
COST: IN-DISTRICT - $30 OUT-OF-DISTRICT - $57
Sep 30 6-8pm T 2 hrs
Oct 28 6-8pm T 2 hrs
Nov 13 6-8pm R 2 hrs
Dec 11 6-8pm R 2 hrs

The following are FREE Classes at the RINGLING LIBRARY!

CPR FOR HEALTH CARE PROVIDERS
Aug 20 2-5pm W 3 hrs
EXCEL WORKSHOP
Aug 28 - Sep 11 6:00-8:00pm R 6 hrs
PREZI PRESENTATIONS WORKSHOP
Aug 29 5:30-8:30pm M 3 hrs
DIGITAL CAMERA OPERATION
Aug 25 5:30-8:30pm R 3 hrs

OPEN OFFICE- INTRO TO EXCEL
Sep 24 2-5pm W 3 hrs
COUPONING WORKSHOP
Nov 2 2-5pm W 3 hrs
BUSINESS & INDUSTRY SERVICES

While Southern Tech puts out a Fall, Spring, and Summer Catalog, you will generally not find Business and Industry (BIS) offerings in these mailings. We have found that the best customer service is to offer you classes based on your business schedule - when and where you want them to happen. Just give us a call or e-mail, and let us know what training you need, when you need it, and we will be happy to set it up for you. If you are unsure of which training you need help with, we will be happy to research any topic for you and respond with the options to meet your needs. At Southern Oklahoma Technology Center; we are here to serve you!

Location, location, location: SOTC’s Business and Industry Services will work to ensure classes are held in the location that best suits your needs. We can train on our campus, on your site, or at an extension center, etc. If you find a class offering in another city, we will try to bring that instructor or offering to you. With location, SOTC offers you choices, choices, choices.

Nothing is too big or too small.

Dates, times, and length: Your BIS Industrial Coordinator will ensure that we offer you the date, time, and length of course that fits your needs. Dates and times are scheduled around your availability. The length of a BIS class will simply depend on the topic and detail required to achieve your goal. We have everything from 20 minute on-line classes, to full apprentice offerings. Once we know your interests, we will give you the option to choose. We can schedule lengthy classes to run one day per week, several days per week, half days, and full days (including day, evening, & Saturday).

BIS also offers scheduled training events that can be found by clicking the Business & Industry Services link on SOTC’s website www.sotc.edu. Here you will find the latest offerings for you to send your employees to. Topics include:

- MANAGEMENT SKILLS SERIES - Contact Michelle Bohn at 580-224-8208 or mbohn@sotc.edu.
- QUICKBOOKS 2013 - Contact Tina Graham at 580-224-8290 or tgraham@sotc.edu
- TOASTMASTERS - Contact Tina Graham at 580-224-8290 or tgraham@sotc.edu

SOTC offers facilities for corporate and community use: (Fees and rates apply)

- BUSINESS DEVELOPMENT CENTER - Contact an Industrial Coordinator for more information
- SEMINAR CENTER - Contact Juanette Smith at 580-224-8200 for more information

ADULT & CAREER DEVELOPMENT

SOTC’s Adult & Career Development offerings are subject to change. Please visit Adult & Career Dev. at www.sotc.edu and view NEW COURSE OFFERINGS to see classes SOTC is offering that were not included in the catalog. These classes will be shown for all locations: Ardmore - Main Campus, Murray County Extension Center, Western Extension Center and Love County.

SOTC wants to offer the classes you want, especially those leading to certification. If you have an idea for a class or a skill you would like to learn, please call us at 580-224-8201.

ACD is seeking qualified trainers to teach skills to students who are seeking certification. Please visit the Employment section of our website at www.sotc.edu to submit an application.
Enrollment Guidelines

- You must be at least 18 years of age to enroll.
- Payment in full is required at time of enrollment.
- Students may be asked to present a valid driver’s license or government-issued ID.
- Enrollment is on a first-come, first-serve basis.
- Early enrollment can help keep courses from being cancelled.
- Textbooks and supplies are included in the course tuition, unless stated otherwise.
- Enrollment deadline for all courses is one week prior to start of course and course size is limited.

Tuition prices listed in this catalog are for In-District & Out of District students only. If you live out of state there is an additional fee; please call your nearest campus for pricing.

Enrollment/Office Hours

ARDMORE/Main Campus
Monday - Thursday: 8 am to 8:00 pm
Friday: 8 am to 4 pm
MURRAY COUNTY EXTENSION CENTER
Monday - Thursday: 2 to 6 pm

Course Cancellation Policy

SOTC reserves the right to cancel courses due to insufficient enrollment or a complication beyond our control and a full refund will be processed. Low enrollment courses may meet for the first class to determine the actual number of enrollees. SOTC also reserves the right to change course dates and times.

Comment, Question, Concern or Suggestion?

Please contact the ACD Team:
- Ardmore - (580) 223-2070
  Jason Phipps - BIS Director
  Lesley Tutor - ACD Coordinator
  Debra Smart - ACD Administrative Assistant
  Kay Ocheltree - ACD Evening Admin Assistant
- Western Extension Center - (580) 229-0342
  Shelly Lewis - Extension Center Facilitator
- Murray County Extension Center - (580) 622-6710
  Jennifer Oblander - ACD Assistant Coordinator

4 Ways to Enroll

1. Enroll online at www.sotc.edu and click on the Short Term Programs tab at the top. Discover, VISA, or MasterCard debit/credit card must be used when enrolling online.

2. Enroll by phone using Discover, VISA or MasterCard debit/credit card by calling the Adult and Career Development office at 580-224-8201.

3. Enroll in person at any of the three campus locations.
   - Ardmore/Main Campus
     2610 Sam Noble Parkway
     Ardmore, OK 73401
     580-224-8201 (FAX: 580-226-5529)
   - Murray County Extension Center
     Murray County Expo Center
     3490 West Highway 7
     Sulphur, OK 73086
     580-622-6710 (FAX: 580-622-6762)
   - West Extension Center
     Healdton High School
     432 West Texas Street
     Healdton, OK 73438
     580-229-0342 (FAX: 580-229-0210)

4. Enrollment by mail can be completed using the registration form on the next page. Enclose check or money order, payable to Southern Oklahoma Technology Center. There will be a $10 service charge on all returned checks. (Please do not send cash in the mail.)

Mail to:
Southern Oklahoma Technology Center
Adult and Career Development
2610 Sam Noble Parkway
Ardmore, OK 73401
DETACH AND MAIL OR FAX PAYMENT TO:
Southern Oklahoma Technology Center • Adult Career & Development Team
2610 Sam Noble Parkway • Ardmore, OK 73401
Phone: 580-224-8201 • Fax: 580-226-5529
In District, Toll-Free: 1-800-989-4599 ext. 8201 • www.sotc.edu

Name: ___________________________________________ ☐ Male ☐ Female
Social Security Number: _______________________________________________________
Mailing Address: _______________________________________________________________
City/State/Zip: _________________________________________________________________
Primary Phone: ___________________________ Secondary Phone: ______________________
Email: ___________________________________________ Date of Birth: ____________________

THIS SECTION IS OPTIONAL - WE APPRECIATE YOUR PARTICIPATION

RACE (Please check all that apply):
☐ Caucasian ☐ African American ☐ Asian ☐ Hawaiian/Pacific Islander ☐ American Indian ☐ Hispanic ☐ Other

HIGHEST EDUCATION LEVEL ACHIEVED:
☐ No H.S. Diploma ☐ H.S. Diploma/G.E.D. ☐ Some College ☐ Technical Diploma
☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate

COURSE SELECTION
Course Name: ___________________________________________ Course Number: _____________
Dates & Times: ___________________________________________ Fee: ________________________

HOW DID YOU HEAR ABOUT THIS COURSE?
☐ Catalog ☐ SOTC Staff Member ☐ Online ☐ Newspaper/Radio ☐ Friend ☐ Taken other SOTC Courses

PAYMENT METHOD
☐ Cash ☐ Discover ☐ VISA ☐ MasterCard ☐ Check #__________ ☐ Money Order #__________

Card Holder’s Name: ______________________________________________________________
Credit Card Holder’s Name: ________________________________________________________
CC Number, Expiration Date & CID Code: ____________________________________________

Payment is required at the time of enrollment. Must be at least 18 years old to enroll in courses.
During enrollment, you may be asked to present a picture ID (such as a driver’s license) that lists an address.

INVOICE COMPANY FOR PAYMENT - LETTER OF AUTHORIZATION REQUIRED

Letter of authorization on company letterhead must be presented at the time of enrollment. The letter must include:
company name, address, phone number, contact person, name of the student, name of course, amount the company is
paying, and date of the course desired.

For more information on invoicing a company or organization OR to receive a sample letter,
please call 580-224-8201.
FULL TIME OFFERINGS INCLUDE 9 CAREER CLUSTERS

Architecture & Construction
Business Management & Administration
Human Services
Manufacturing
Transportation, Distribution & Logistics

Arts, A/V Technology & Communications
Health Science
Information Technology
Science, Technology, Engineering & Mathematics

PATHWAYS AVAILABLE FOR ENROLLMENT

Construction
Design/Pre-Construction (CADD)
Administrative & Information Support
Therapeutic Services (Health)
Network Systems
Maintenance, Installation & Repair
Production
Science and Mathematics
Automotive Service

Maintenance/Operations (HVAC)
Printing Technology
Diagnostic Services (Health)
Personal Care Services (Cosmetology)
Web & Digital Communications
Manufacturing Production Process Development
Welding and Metal Fabrication
Automotive Collision Repair
Medium/Heavy Diesel Truck Repair

SEMINAR/CONFERENCE CENTER

SOTC’s Seminar Center is designed to accommodate various groups and events. Rooms are available for scheduling by calling Juanette Smith at (580) 224-8200 or jsmith@sotc.edu.

BUSINESS & INDUSTRY SERVICES

SOTC’s Business Development Center (BDC) is available to corporate partners throughout the District. The BDC contains 2 computer labs, 1 conference room, and 4 additional training rooms. For more information, or to reserve a room, please contact one of our Industrial Coordinators:

• Kerry Blankenship (580) 224-8273 or kblankenship@sotc.edu
• Michelle Bohn (580) 224-8208 or mbohn@sotc.edu
• Tina Laxton (580) 224-8290 or tlaxton@sotc.edu

SOTC’s Business & Industry Services Department is here to serve all of your workforce training needs. We provide low-cost, customized training delivered to your location or ours. Contact our BIS Director, Jason Phipps, for more information at 580-224-8218.

For more information about services offered, please call 580-223-2070