

# Adult & Career Development

## May 2017

### Location Schedules



All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.

**Enroll online at [www.sotc.edu/pages/adultcareer-dev](http://www.sotc.edu/pages/adultcareer-dev)**

#### ARDMORE CAMPUS to enroll call (580)224-8201

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Administrative Assistant 3	M,W	May 1	May 10	9:00 AM	12:00 AM	12	\$60
Beginning Ballet Dancing	M	May 1	May 22	6:00 PM	7:00 PM	4	\$18
Beginning Latin Dancing	M	May 1	May 22	7:15 PM	8:00 PM	3	\$14
Digital Photography 2	M,W	May 1	May 10	6:00 PM	9:00 PM	12	\$77
Security Guard Phase 3	M,T,W,Th	May 1	May 18	6:00 PM	9:00 PM	36	\$159
Blood Borne Pathogens for Custodians	T	May 2	May 2	6:00 PM	8:00 PM	2	\$15
Command Spanish® for Industry, Manufacturing, and Warehousing	T	May 2	May 23	9:00 AM	12:00 PM	12	\$49
Excel - Formulas & Function	T	May 2	May 2	6:00 PM	8:00 PM	2	\$15
Esthetician	T,Th,Sat	May 2	May 30	5:00 PM	9:30 PM	47.5	\$243
Cosmetology	Th,Th,Sat	May 2	May 30	5:00 PM	9:30 PM	47.5	\$243
Staycation Oklahoma	T,Th	May 2	May 11	6:00 PM	9:00 PM	12	\$56
Beginning Tap Dancing	W	May 3	May 31	7:30 PM	8:30 PM	4	\$23
ASE Test Prep Course	T,Th	May 4	May 11	6:00 PM	9:00 PM	9	\$75
Business Ethics	T,Th	May 4	May 11	9:00 AM	4:00 PM	18	\$159
Autodesk AutoCAD	T,Th	May 4	May 30	6:00 PM	9:00 PM	24	\$155
Basic Life Supprt CPR Health Care Provider	Th	May 4	May 4	9:00 AM	3:30 PM	5.5	\$55
Word - Footnotes & Endnotes	F	May 5	May 5	12:00 AM	2:00 PM	3	\$15
Word - Reviewing Documents & Collaboration	F	May 5	May 5	9:00 AM	11:00 AM	2	\$15
Progressive Blacksmithing Project	Sat	May 6	May 6	8:00 AM	4:00 PM	7.5	\$59
Heartsaver CPR, First Aid, & AED	Sat	May 6	May 6	9:00 AM	4:00 PM	6	\$45
First Aid	Sat	May 6	May 6	9:00 AM	12:00 AM	4	\$55
Self-Defense Act: Conceal Carry	Sat	May 6	May 6	8:00 AM	5:00 PM	8	\$65
Windows 10 Workshop	Sat	May 6	May 6	9:00 AM	12:00 AM	3	\$25
10 Hour OSHA - General	M,T,W,	May 8	May 10	5:00 PM	9:00 PM	10	\$65
Administrative Assistant 4	M,W	May 8	May 17	6:00 PM	9:00 PM	12	\$60
Introduction to Programmable Logic Controllers PLC	M,T,W,Th,F	May 8	May 12	8:00 AM	4:00 PM	35	\$220
Canvas Painting	T	May 9	May 9	6:00 PM	8:30 PM	2.5	\$25
ISO 9001: 2015 Understanding	T	May 9	May 9	9:00 AM	5:00 PM	7	\$235
Compliance in the HR World	W	May 10	May 10	8:30 AM	12:00 PM	3.5	\$65
Conflict Management	W	May 10	May 10	8:00 AM	12:00 PM	6	\$71
Sales Strategies	W	May 10	May 10	8:00 AM	5:00 PM	8	\$225

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Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Fire Safety	Th	May 11	May 11	5:00 PM	7:00 PM	2	\$20
ServSafe® Food Handler	Th	May 11	May 11	2:00 PM	5:00 PM	3	\$27
ServSafe® Food Handler	Th	May 11	May 11	6:00 PM	9:00 PM	3	\$27
Change Management	F	May 12	May 12	8:00 AM	4:00 PM	7	\$39
Administrative Assistant 4	M,W	May 15	May 24	9:00 AM	12:00 AM	12	\$60
Digital Photography 3	M,W	May 15	May 24	6:00 PM	9:00 PM	12	\$72
MAT - Medication Administration Technician	M,W	May 15	May 24	5:30 PM	9:30 PM	16	\$85
MAT Update	M	May 15	May 22	5:30 PM	9:30 PM	8	\$55
ASE Test Prep Course	T,Th	May 16	May 18	6:00 PM	9:00 PM	9	\$75
Excel - Working with Data	T	May 16	May 16	6:00 PM	8:00 PM	2	\$15
HIPAA Compliance	T,Th	May 16	May 25	1:00 PM	5:00 PM	16	\$55
Professional Development	T,Th	May 16	May 23	9:00 AM	4:00 PM	18	\$87
Lubricant Contamination	Th	May 18	May 18	8:00 AM	5:00 PM	8	\$485
Phlebotomy Test	Th	May 18	May 18	6:00 PM	9:00 PM	3	\$85
Resume Building	Th	May 18	May 18	6:00 PM	9:00 PM	3	\$25
Photoshop for Photographers	Sat	May 20	Jun 17	9:00 PM	12:00 AM	12	\$72
Basic Life Supprt CPR Health Care Provider	Sat	May 20	May 20	9:00 AM	3:30 PM	5.5	\$55
Forklift Training and Certification	Sat	May 20	May 20	9:00 AM	1:00 PM	4	\$26
Self-Defense Act: Conceal Carry	Sat	May 20	May 20	8:00 AM	5:00 PM	8	\$65
Managing Money: Financial Literacy	M,T,Th	May 22	May 25	6:00 PM	9:00 PM	24	\$63
Security Guard Phase 4	,T,W,Th,F,Sat,Su	May 22	May 28	6:00 PM	9:00 PM	33	\$156
Excel - Doing More with Excel	T	May 23	May 23	6:00 PM	8:00 PM	2	\$15
Accounting	T,Th	May 25	Jun 20	9:00 AM	4:00 PM	48	\$299
Friends and Family CPR Anytime	Th	May 25	May 25	10:00 AM	12:00 AM	2	\$21
Excel - Doing More with Excel	F	May 26	May 26	2:00 PM	4:00 PM	2	\$15
Excel - Formulas & Function	F	May 26	May 26	9:00 AM	11:00 AM	2	\$15
Excel - Working with Data	F	May 26	May 26	12:00 AM	2:00 PM	2	\$15
Digital Photography 4	M,W	May 29	Jun 7	6:00 PM	9:00 PM	12	\$72
PowerPoint - More Objects	T	May 30	May 30	6:00 PM	8:00 PM	2	\$15
MMPI Exam	Call for Appointment					3	\$100
Nurse Refresher	Call or Go Online for More Information					160	\$2,599
Pre-Pharmacy Technician	FLEX Track					300	\$399

#### LOVE COUNTY EXTENSION CENTER to enroll call (580)224-8201

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Mastering the Interview	Th	May 4	May 11	6:00 PM	9:00 PM	6	\$49

#### MURRAY COUNTY EXTENSION CENTER to enroll call (580)622-6710

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Word - Doing More with Word	M	May 1	May 1	6:00 PM	8:00 PM	2	\$21
Time Management/Getting Stuff Done	F	May 5	May 19	8:00 AM	5:00 PM	14	\$72
Excel - Formulas & Function	M	May 8	May 8	6:00 PM	8:00 PM	2	\$21
Snap-on® Meter Certification	M	May 8	May 8	6:00 PM	9:00 PM	3	\$28
Compliance in the HR World	W	May 10	May 10	1:30 PM	5:00 PM	3.5	\$65
Conflict Management	W	May 10	May 17	1:30 PM	5:30 PM	6	\$71
Self-Defense Act: Conceal Carry	Sat	May 13	May 13	8:00 AM	5:00 PM	8	\$80
Excel - Working with Data	M	May 15	May 15	6:00 PM	8:00 PM	2	\$21
Diffusing Difficult Situations	T	May 16		6:00 PM	9:00 PM	3	\$25
Successful Interviews	T	May 16	May 16	1:00 PM	4:00 PM	3	\$25
Excel - Doing More with Exce	M	May 22	May 22	6:00 PM	8:00 PM	2	\$21
Resume Building	T	May 23	May 23	6:00 PM	9:00 PM	3	\$25
Wreath Making	T	May 23	May 23	6:00 PM	9:00 PM	3	\$13
First Aid Online/Classroom	Th	May 25	May 25	4:00 PM	6:00 PM	2	\$31
Self-Defense Act: Conceal Carry	Sat	Apr 29	Apr 29	8:00 AM	5:00 PM	8	\$80
Nurse Refresher	Call or Go Online for More Information					160	\$2,599
Pre-Pharmacy Technician	FLEX Track					300	\$399

#### WESTERN EXTENSION CENTER to enroll call (580)224-8201

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Excel - Formulas & Function	Th	May 4	May 4	6:00 PM	8:00 PM	2	\$21
Becoming an Effective Leader	T	May 9	May 9	6:00 PM	9:00 PM	3	\$25
Excel - Working with Data	Th	May 11	May 11	6:00 PM	8:00 PM	2	\$21
American Heart First Aid Online & Classroom	Th	May 11	May 11	4:00 PM	6:00 PM	2	\$61
10 hr OSHA - Construction	M,T,W	May 15	May 17	4:00 PM	8:00 PM	10	\$65
Having Critical Conversations	T	May 16	May 16	6:00 PM	9:00 PM	3	\$25
Excel - Doing More with Excel	Th	May 18	May 18	6:00 PM	8:00 PM	2	\$21
ServSafe® Responsible Alcohol Service	Th	May 18	May 18	6:00 PM	9:00 PM	3	\$52
Card Making	Th	May 25	May 25	6:00 PM	9:00 PM	3	\$13
PowerPoint - Text & Objects	Th	May 25	May 25	6:00 PM	8:00 PM	2	\$21
Fire Safety	M	May 29	May 29	4:00 PM	6:00 PM	2	\$20
Nurse Refresher	Call or Go Online for More Information					160	\$2,599
Pre-Pharmacy Technician	FLEX Track					300	\$399

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SOTC is a Title IX School