

Corporate & Career Development

September 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.sotech.edu - Click Short Term Offerings tab, then Enrollment.

ARDMORE CAMPUS to enroll call (580)224-8201

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
EMR - Emergency Medical Responder	T,Th	Sep 2	Nov 17	1:00 PM	5:00 PM	162	\$500
Photoshop for Photographers	Sat	Sep 2	Sep 16	9:00 AM	4:00 PM	12	\$72
Excel - Formulas & Functions	Sat	Sep 2	Sep 2	1:00 PM	3:00 PM	2	\$15
EMT - Emergency Medical Technician	T,W,Th,Sat	Sep 2	Jan 19	5:30 PM	9:30 PM	288	\$1,150
Paraprofessional Training	Sat	Sep 2	Sep 16	8:00 AM	4:00 PM	24	\$132
Windows 10 Workshop	Sat	Sep 2	Sep 2	9:00 AM	12:00 AM	3	\$25
Digital Photography 1	T,Th	Sep 5	Sep 14	6:00 PM	9:00 PM	12	\$72
Esthetician	M,T,Sat	Sep 5	Sep 26	5:00 PM	9:30 PM	38.5	\$183
Cosmetology	M,T,Sat	Sep 5	Sep 26	5:00 PM	9:30 PM	38.5	\$178
Legal and Ethical Issues in Healthcare	T,Th	Sep 5	Sep 14	1:00 PM	5:00 PM	16	\$55
Pre-Pharmacy Technician	T	Sep 5	Sep 5	1:00 PM	2:00 PM	1	\$0
Quickbooks	T,Th	Sep 5	Sep 28	6:00 PM	9:00 PM	24	\$189
Estate Planning for Agriculture, Oil, and Minerals	Th	Sep 7	Sep 7	6:00 PM	8:00 PM	2	\$0
BLS CPR for Health Care Provider	F	Sep 8	Sep 8	9:00 AM	3:00 PM	5.5	\$57
MSF-BasicRider Motorcycle Safety Course	F,Sat,Sun	Sep 8	Sep 10	6:00 PM	9:00 PM	19	\$125
Digital Photography 5	M,W	Sep 11	Sep 20	6:00 PM	9:00 PM	12	\$72
MOS Excel Level 2	M,W	Sep 11	Sep 20	6:00 PM	9:00 PM	12	\$75
Security Guard Phase 2	M,T,W,Th	Sep 11	Sep 20	6:00 PM	9:00 PM	21	\$95
Wood Painting Project	M	Sep 11	Sep 18	6:00 PM	8:30 PM	3	\$35
10 Hour OSHA - General	T,W,Th	Sep 12	Sep 14	5:00 PM	9:00 PM	10	\$65
Celebrating Diversity in the Workplace	T,W,Th	Sep 12	Sep 12	6:00 PM	9:00 PM	3	\$22
American Sign Language - Interm	T	Sep 12	Oct 17	6:00 PM	9:00 PM	18	\$65
Fundamental Math	T	Sep 12	Sep 19	6:00 PM	9:00 PM	6	\$35
Heartsaver CPR, First Aid, & AED	T	Sep 12	Sep 12	9:00 AM	3:30 PM	6	\$59
MAT - Medication Administration Technician	T,Th	Sep 12	Sep 21	5:30 PM	9:30 PM	16	\$122
MAT Update	T	Sep 12	Sep 19	5:30 PM	9:30 PM	8	\$73
MOS Outlook Level 1	T,Th	Sep 12	Sep 21	6:00 PM	9:00 PM	12	\$75
ServSafe® Food Handler	T	Sep 12	Sep 12	5:00 PM	8:00 PM	3	\$23
safeTALK - Suicide Alertness	T	Sep 12	Sep 12	1:00 PM	4:30 PM	4	\$0
How to Improve Your Sales & Profit	W	Sep 13	Sep 13	6:00 PM	8:00 PM	2	\$17
Maximizing Your Personal Brand	Th	Sep 14	Sep 21	9:00 AM	12:00 AM	6	\$37

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Machine Print Reading & Measuring Tools	Th	Sep 14	Nov 2	5:00 PM	8:00 PM	24	\$289
Nail the Sale	Th	Sep 14	Sep 21	6:00 PM	9:00 PM	6	\$37
Selling Smarter	Th	Sep 14	Sep 21	1:00 PM	4:00 PM	6	\$37
MSF-BasicRider Motorcycle Safety Course	F,Sat,Sun	Sep 15	Sep 17	6:00 PM	9:00 PM	19	\$125
Quilting Workshop	Sat	Sep 16	Sep 16	9:00 AM	3:00 PM	6	\$35
Excel - Doing More with Excel	Sat	Sep 16	Sep 16	12:00 PM	2:00 PM	2	\$15
Excel - Working with Data	Sat	Sep 16	Sep 16	9:00 AM	11:00 AM	2	\$15
Forklift Training and Certification	Sat	Sep 16	Sep 16	8:00 AM	12:00 PM	4	\$50
Google Classroom	Sat	Sep 16	Oct 7	9:00 AM	4:00 PM	12	\$35
Self-Defense Act: Conceal Carry	Sat	Sep 16	Sep 16	8:00 AM	5:00 PM	8	\$65
Creamy Augratin Potatoes	M	Sep 18	Sep 18	5:00 PM	8:00 PM	3	\$30
Drill Press Operaotr Introduction	M,W	Sep 18	Oct 18	6:00 PM	9:00 PM	30	\$415
Emily Post's Essential Manners for Men	M	Sep 18	Sep 25	5:00 PM	8:00 PM	6	\$41
Digital Photography 2	T,Th	Sep 19	Sep 28	6:00 PM	9:00 PM	12	\$72
HAZWOPER Awareness	T,Th	Sep 19	Sep 21	5:00 PM	9:00 PM	8	\$75
Legal and Ethical Issues in Healthcare	T,Th	Sep 19	Sep 26	1:00 PM	5:00 PM	16	\$55
Heartsaver First Aid	W	Sep 20	Sep 20	9:00 AM	12:00 AM	3	\$36
Snap-on® Meter Certification	Th	Sep 21	Sep 21	6:00 PM	9:00 PM	3	\$27
BLS CPR for Health Care Provider	F	Sep 22	Sep 22	9:00 AM	3:00 PM	5.5	\$57
Canvas Painting	M	Sep 25	Sep 25	6:00 PM	8:30 PM	2.5	\$21
Chicken Burrito Skillet	M	Sep 25	Sep 25	5:00 PM	8:00 PM	3	\$32
Digital Photography 1	M,W	Sep 25	Oct 4	6:00 PM	9:00 PM	12	\$72
Estate Planning	M	Sep 25	Sep 25	6:00 PM	9:00 PM	3	\$25
MOS Excel Level 3	M,W	Sep 25	Oct 4	6:00 PM	9:00 PM	12	\$75
Basic Welding	T	Sep 26	Oct 17	6:00 PM	9:00 PM	12	\$328
Friends and Family CPR Anytime	T	Sep 26	Sep 26	6:00 PM	8:00 PM	2	\$21
CNA Fast-Track	M,T,W,Th,F	Sep 26	Oct 27	7:30 AM	4:00 PM	125	\$537
Inventory Control	T,Th	Sep 26	Sep 28	6:00 PM	8:00 PM	4	\$31
MOS Outlook Level 2	T,Th	Sep 26	Oct 5	6:00 PM	9:00 PM	12	\$75
Introduction to Prescribed Burns	T	Sep 26	Sep 26	6:00 PM	8:00 PM	2	\$0
Security Guard Phase 4	T,W,Th,F,Sat,Sun	Sep 26	Sep 30	6:00 PM	9:00 PM	33	\$145

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Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Windows 10 Workshop	T	Sep 26	Sep 26	6:00 PM	9:00 PM	3	\$25
Feral Hog Plaguing OK Landowners	W	Sep 27	Sep 27	5:30 PM	7:00 PM	2	\$0
Principles of Distribution & Logistics Seminar, by APICS®	W	Sep 27	Sep 27	9:00 AM	5:00 PM	7	\$399
Small Group Instruction	W	Sep 27	Sep 27	6:00 PM	8:00 PM	2	\$19
ASIST - Applied Suicide Intervention	Th,F	Sep 28	Sep 29	8:30 AM	4:00 PM	16	\$0
Build Your Own	T,Th	Sep 28	Oct 17	5:30 PM	8:30 PM	24	\$200
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

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

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Friends and Family CPR Anytime	T	Sep 12	Sep 12	6:00 PM	8:00 PM	2	\$21
Android Phone/Tablet Workshop	T	Sep 12	Sep 12	6:00 PM	8:00 PM	2	\$16
Excel - Formulas & Functions	T	Sep 19	Sep 19	6:00 PM	8:00 PM	2	\$15
Nurse Refresher	Call or Go Online for More Information					160	\$2,599
Pre-Pharmacy Technician	FLEX Track					300	\$399

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

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
Buying and Selling on Ebay	W	Sep 6	Sep 6	6:00 PM	9:00 PM	3	\$29
BLS CPR for Health Care Providers - Blended	W	Sep 6	Sep 6	9:00 AM	11:00 AM	6	\$95
Managing Money: Financial Literacy	W	Sep 6	Sep 20	6:00 PM	9:00 PM	9	\$63
Bloodborne Pathogens Don't Take the Risk!	Th	Sep 7	Sep 7	5:00 PM	7:00 PM	2	\$15
Sewing Workshop	Th	Sep 7	Sep 14	10:00 AM	2:00 PM	8	\$55
Sewing Workshop Extended Hours	Th	Sep 7	Sep 14	2:00 PM	5:00 PM	6	\$0
American Sign Language - Intermediate	M	Sep 11	Oct 16	6:00 PM	9:00 PM	18	\$65
Be Your Own Boss, Entrepreneurship 101	T	Sep 12	Oct 10	5:00 PM	8:00 PM	15	\$94
Word - Working with Text	T	Sep 12	Sep 12	6:00 PM	8:00 PM	2	\$15
Dressing for Success	Th	Sep 14	Sep 14	6:00 PM	9:00 PM	3	\$21
Word - Working with Objects	Th	Sep 14	Sep 14	6:00 PM	8:00 PM	2	\$21
10 Hour OSHA - General	T,W,Th	Sep 19	Sep 21	5:00 PM	9:00 PM	10	\$65
Emily Post's The Etiquette Advantage in Business	T	Sep 19	Sep 26	1:00 PM	4:00 PM	6	\$47
Emily Post's Manners for a New World	T	Sep 19	Sep 26	5:00 PM	8:00 PM	6	\$49
MOS Excel Level 1	T,Th	Sep 19	Oct 5	6:00 PM	8:00 PM	12	\$75
Word - Reviewing Documents & Collaboration	T	Sep 19	Sep 19	3:00 PM	5:00 PM	2	\$17
Facebook and Skype for Beginners	W	Sep 20	Sep 20	6:00 PM	8:00 PM	2	\$16
Becoming an Effective Leader	Th	Sep 21	Sep 21	6:00 PM	9:00 PM	3	\$21
Word - Doing More with Word	Th	Sep 21	Sep 21	6:00 PM	8:00 PM	2	\$15
Android Phone/Tablet Workshop	W	Sep 27	Sep 27	6:00 PM	8:00 PM	2	\$16
Nurse Refresher	Call or Go Online for More Information					160	\$2,599
Pre-Pharmacy Technician	FLEX Track					300	\$399

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

Class Name	Days	Begin	End	Start	Finish	HRS	In-Dist
HAZWOPER Awareness	T,Th	Sep 5	Sep 7	5:00 PM	9:00 PM	8	\$75
BLS CPR for Health Care Providers - Blended	M	Sep 11	Sep 11	5:00 PM	7:00 PM	6	\$95
Excel - Formulas & Functions	T	Sep 12	Sep 12	3:00 PM	5:00 PM	2	\$15
Managing Ponds	Th	Sep 14	Sep 14	6:00 PM	8:00 PM	2	\$0
Conference & Event Management	Th	Sep 14	Sep 28	5:00 PM	8:00 PM	9	\$47
Building a Resume	T	Sep 19	Sep 19	6:00 PM	9:00 PM	3	\$21
Bloodborne Pathogens: Don't Take the Risk!	Th	Sep 21	Sep 21	5:00 PM	7:00 PM	2	\$15
Android Phone/Tablet Workshop	Th	Sep 21	Sep 21	6:00 PM	8:00 PM	2	\$16
Excel - Working with Data	T	Sep 26	Sep 26	3:00 PM	5:00 PM	2	\$15
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