2014 Spring Course Offerings
Annual Report Edition
Gardening & Landscaping, Photography, ICD-10 Coding,
Administrative Assistant Series, Paraprofessional Training,
Pathway to CDA, Cooking Demonstrations, Spanish, Adobe,
Sign Language, Concealed Carry, First Aid, Basic Machining
Emergency Medical Technician, Basic Motorcycle Rider,
Security Guard, AutoCAD, AC/DC Electrical
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.
**MS WORD WORKSHOP**
Cost: In-District - $25  Out-of-District - $47
A8459  Feb 6 - 13  5:30-8:30pm  Th  6 hrs

**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 - $15  Out-of-District - $28
A8460  Mar 24 - 31  6-8pm  M  4 hrs

**MS EXCEL, LEVEL 1**
Cost: In-District - $30  Out-of-District - $57
A8461  Mar 25 - Apr 8  5:30-8:30pm  T  9 hrs

**KEYBOARDING/TYPING**
Cost: In-District - $15  Out-of-District - $27
A8462  Apr 3 - 17  5:30-8:30pm  Th  9 hrs

**MS POWERPOINT**
Cost: In-District - $25  Out-of-District - $47
A8453  Mar 10  5:30-8:30pm  M  3 hrs

**IPAD WORKSHOP**
Cost: In-District - $15  Out-of-District - $28
A8464  May 8  5:30-8:30pm  Th  3 hrs

**PINTEREST WORKSHOP**
Online Tool for Collecting & Organizing Things You Love
Cost: In-District - $15  Out-of-District - $28
A8467  Feb 27  6-9pm  Th  3 hrs

**DIGITAL CAMERA OPERATION**
Cost: In-District - $20  Out-of-District - $37
A8465  Jan 23 - 30  6-8pm  Th  4 hrs

**MAKING MONEY ON EBAY**
Cost: In-District - $20  Out-of-District - $38
A8469  Apr 7 - 14  6-8pm  M  4 hrs

**SENIOR SERIES COURSES**
Our Senior Series Courses are designed for students who are new to the specified courses. These types of courses are intended to be an introduction for our 55+ students and help you feel more comfortable in the regular courses if you choose to continue your education.

All *Special Offer* courses in this section are FREE!

**KEYBOARDING/TYPING *SPECIAL OFFER***
A8445  Jan 14 - 28  6-8pm  T  6 hrs
A8449  Feb 17 - Mar 3  6-8pm  M  6 hrs

**INTRO TO COMP. FUNDAMENTALS *SPECIAL OFFER***
A8446  Jan 20 - 27  6-8pm  M  4 hrs

**INTRODUCTION TO EBAY *SPECIAL OFFER***
A8447  Feb 4  5:30-8:30pm  T  3 hrs

**INTRODUCTION TO INTERNET *SPECIAL OFFER***
A8448  Feb 11 - 18  6-8pm  T  4 hrs
A8456  May 6 - 13  6-8pm  T  4 hrs

**INTRODUCTION TO IPAD *SPECIAL OFFER***
A8450  Feb 20  5:30-8:30pm  Th  3 hrs

**INTRODUCTION TO EMAIL *SPECIAL OFFER***
A8451  Feb 25  5:30-8:30pm  T  3 hrs

**INTRODUCTION TO WORD *SPECIAL OFFER***
A8452  Mar 6 - 13  6-8pm  Th  4 hrs

**INTRODUCTION POWERPOINT *SPECIAL OFFER***
A8453  Mar 10  5:30-8:30pm  M  3 hrs

**INTRODUCTION TO PINTEREST *SPECIAL OFFER***
A8454  Mar 11  5:30-8:30pm  T  3 hrs

**INTRODUCTION TO COUPONING *SPECIAL OFFER***
A8455  Mar 27  5:30-8:30pm  Th  3 hrs

**INTRODUCTION TO FACEBOOK *SPECIAL OFFER***
A8457  May 15  5:30-8:30pm  Th  3 hrs

**CELL PHONE OPERATIONS *SPECIAL OFFER***
A8458  May 20  5:30-8:30pm  T  3 hrs

**COUPONING-SESSION 1**
Cost: In-District - $15  Out-of-District - $28
A8466  Feb 10  6-9pm  M  3 hrs

**COUPONING-SESSION 2**
Cost: In-District - $15  Out-of-District - $28
A8471  Apr 15  6-9pm  T  3 hrs

**BASIC CAKE DECORATING**
Cost: In-District - $30  Out-of-District - $55
A8468  Feb 17 - Mar 3  6-9pm  M  9 hrs

**ADVANCED CAKE DECORATING**
Cost: In-District - $30  Out-of-District - $55
A8470  Apr 10 - 24  6-9pm  Th  9 hrs

*PLEASE CALL (580) 229-0342 FOR A SUPPLY LIST*

**AMERICAN HEART CPR HEALTH CARE PROVIDER**
Cost: In-District - $47  Out-of-District - $77
A8441  Jan 16  4-9:30pm  Th  5.5 hrs
A8442  Feb 8  9-2:30pm  S  5.5 hrs
A8443  Mar 27  4-9:30pm  Th  5.5 hrs
A8444  Apr 22  4-9:30pm  Th  5.5 hrs

**QUILTING/QUILT GIFTS**
Cost: In-District - $35  Out-of-District - $65
A8472  Feb 8 - 15  9-2:30pm  S  10 hrs

**QUILTING/QUILT AS YOU GO**
Cost: In-District - $35  Out-of-District - $65
A8473  Apr 5 - 12  9-2:30pm  S  10 hrs

*PLEASE CALL (580) 229-0342 FOR A SUPPLY LIST*

The following are FREE Courses at FOX HIGH SCHOOL!

**INTRO TO COMP. FUND. & INTERNET**
A8474  Feb 3  5:30-8:30pm  M  3 hrs

**INTRODUCTION TO POWERPOINT**
A8475  Mar 4  5:30-8:30pm  T  3 hrs

The following are FREE Courses at the RINGLING LIBRARY!

**INTRO TO COMP. FUND. & INTERNET**
A8476  Feb 5  3-6pm  W  3 hrs

**INTRO TO POWERPOINT**
A8477  Mar 12  3-6pm  W  3 hrs

**INTRO TO COUPONING**
A8478  Apr 16  3-6pm  W  3 hrs
INTRODUCTION TO VEGETABLE GARDENING
Cost: In-District - $21 Out-of-District - $42
A8010 Feb 3 - 4 6-8pm M,T 4 hrs
A8011 Mar 4 - 11 6-8pm T 4 hrs

TYING *SPECIAL OFFER*
Cost: FREE
A8012 Jan 14 - 30 3-5pm T,Th 12 hrs
A8013 Feb 5 - 26 1-4pm W 12 hrs
A8014 Apr 1 - 22 2-5pm T 12 hrs
A8015 May 7 - 28 9-12pm W 12 hrs

DSLR PHOTOGRAPHY FOR BEGINNERS
Cost: In-District - $31 Out-of-District - $62
A8016 Apr 12 9-1pm S 4 hrs

COMPUTERS FOR BEGINNERS
Cost: In-District - $27 Out-of-District - $54
A8018 Jan 23 - 30 6-8pm Th 4 hrs

WEB-BASED EMAIL
Cost: In-District - $13 Out-of-District - $26
A8019 Feb 13 6:30-8pm Th 1.5 hrs

INTERNET
Cost: In-District - $13 Out-of-District - $26
A8020 Feb 13 5-6:30pm Th 1.5 hrs

PINTEREST
Online Tool for Collecting & Organizing Things You Love
Cost: In-District - $19 Out-of-District - $38
A8021 Feb 18 5:30-8:30pm T 3 hrs

INTERNET COUPONING
Cost: In-District - $19 Out-of-District - $38
A8022 May 5 6-9pm M 3 hrs

BUYING AND SELLING SAFELY IN THE ONLINE
Cost: In-District - $19 Out-of-District - $38
A8023 Feb 25 5:30-8:30pm T 3 hrs

BLOGGING FOR BEGINNERS - USING FREE RESOURCES
Cost: In-District - $37 Out-of-District - $74
A8024 Feb 4 - 11 6-8:30pm T 5 hrs

SOCIAL NETWORKS AS MARKETING TOOLS
Facebook, Twitter, Yelp, FourSquare
Cost: In-District - $33 Out-of-District - $66
A8025 Mar 4 - 11 6-8:30pm T 5 hrs

DIGITAL SCRABBOOKING
Cost: In-District - $19 Out-of-District - $38
A8026 Feb 6 6-9pm Th 3 hrs

FACEBOOK
Cost: In-District - $19 Out-of-District - $38
A8027 May 6 6-9pm T 3 hrs

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 - $37 Out-of-District - $74
A8028 Apr 28 - 29 6-9pm M,T 6 hrs

MICROSOFT WORD WORKSHOP
Cost: In-District - $25 Out-of-District - $50
A8029 Feb 24 6-9pm M 3 hrs

MICROSOFT EXCEL WORKSHOP
Cost: In-District - $42 Out-of-District - $84
A8030 May 1 - 15 6-8pm Th 6 hrs

CREATING PROFESSIONAL PRESENTATIONS
Cost: In-District - $33 Out-of-District - $66
A8031 Feb 20 - 27 6-8pm Th 6 hrs

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
A8032 May 12 - 19 5:30-8pm M 5 hrs

DIGITAL PHOTO EDITING FOR BEGINNERS
Cost: In-District - $37 Out-of-District - $74
A8033 Apr 21 - 22 6-8pm M,T 4 hrs

DID YOU KNOW...
*High school students attend half day sessions and don't pay tuition to attend a half day session.
*Adult students may attend 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
MURRAY COUNTY EXT. CENTER OFFERINGS

ICLOUD & ITUNES
Cost:  In-District - $19  Out-of-District - $38
A8034  Apr 7  6-8pm  M  2 hrs

*Bring your own device for the following courses

IPHONE WORKSHOP*
Cost:  In-District - $19  Out-of-District - $38
A8035  Jan 23  6-8pm  Th  2 hrs
A8036  Feb 11  6-8pm  T  2 hrs

CELL PHONE OPERATIONS*
Cost:  In-District - $19  Out-of-District - $38
A8037  Jan 27  5-7pm  M  2 hrs
A8038  Apr 8  6-8pm  T  2 hrs

INTRODUCTION TO USING YOUR TABLET*
Cost:  In-District - $19  Out-of-District - $38
A8039  Feb 10  6-8pm  M  2 hrs
A8040  Apr 15  6-8pm  T  2 hrs

IPAD WORKSHOP*
Cost:  In-District - $19  Out-of-District - $38
A8041  Jan 16  6-8pm  Th  2 hrs
A8042  Mar 3  6-8pm  M  2 hrs

EREADER WORKSHOP*
Kindle, Nook, etc.
Cost:  In-District - $19  Out-of-District - $38
A8043  Feb 3  6-8pm  M  2 hrs

*Bring your own device for the courses above

SENIOR SERIES COURSES (SS)
Our Senior Series Courses are designed for students who are new to the specified courses. These types of courses are intended to be an introduction for our 55+ students and help you feel more comfortable in the regular courses if you choose to continue your education.
All courses in this section are FREE!

SS: KEYBOARDING SKILLS
A8044  Jan 14 - 30  3-5pm  T,Th  12 hrs
A8045  Feb 5 - 26  1-4pm  W  12 hrs
A8046  Apr 1 - 22  2-5pm  T  12 hrs
A8047  May 7 - 28  9-12pm  W  12 hrs

SS: COMPUTERS FOR BEGINNERS
A8048  Jan 29  9:30-12:30pm  W  3 hrs

SS: INTRO TO THE INTERNET, SEARCHES & WEB MAIL
A8049  Feb 5  9-12pm  W  3 hrs

SS: INTRODUCTION TO EMAIL
A8050  Feb 26  9-12pm  W  3 hrs

SS: PINTEREST
Online Tool for Collecting & Organizing Things You Love
A8051  Mar 5  9-12pm  W  3 hrs

SS: MICROSOFT WORD
A8052  Mar 26  9-12pm  W  3 hrs

SS: POWERPOINT
A8053  Apr 9  9-12pm  W  3 hrs
A8055  May 13  9-12pm  T  3 hrs

SS: COMPOSE A PROFESSIONAL RESUME
A8054  Apr 23  9-12pm  W  3 hrs
A8056  May 20  9-12pm  T  3 hrs

The following are FREE Courses at the DAVIS LIBRARY!

SS: COMPUTERS FOR BEGINNERS
A8057  Feb 12  9-12pm  W  3 hrs

SS: INTRO TO THE INTERNET, SEARCHES & WEB MAIL
A8058  Feb 19  9-12pm  W  3 hrs

SS: PINTEREST
Online Tool for Collecting & Organizing Things You Love
A8059  Mar 12  9-12pm  W  3 hrs

SS: MICROSOFT WORD
A8060  Apr 2  9-12pm  W  3 hrs

SS: POWERPOINT
A8061  Apr 16  9-12pm  W  3 hrs

SS: COMPOSE A PROFESSIONAL RESUME
A8062  Apr 30  9-12pm  W  3 hrs

DID YOU KNOW...
ENROLLING EARLY MATTERS!
When you enroll/pay early, it helps keep your classes from being canceled! ENROLL TODAY!

BASIC CAKE DECORATING I
Cost:  In-District - $49  Out-of-District - $95
A8063  Jan 16 - 30  6-8pm  Th  6 hrs

BASIC CAKE DECORATING II (FONDANT)
Cost:  In-District - $49  Out-of-District - $95
A8064  Feb 3 - 10  6-8pm  M  4 hrs

VALENTINES SWEET TREATS & CRAFTS
You will create sweet treats and crafts just in time for those Valentine’s parties for school or friends!
Cost:  In-District - $23  Out-of-District - $43
A8065  Feb 13  5:30-8pm  Th  2.5 hrs

MEAL PLANNING FOR BEGINNERS
Cost:  In-District - $27  Out-of-District - $54
A8066  Feb 24  5:30-8:30pm  M  3 hrs

NUTRITION
Cost:  In-District - $21  Out-of-District - $42
A8067  Jan 13  5:30-8:30pm  M  3 hrs
A8068  Mar 10  5:30-8:30pm  M  3 hrs

AMERICAN HEART ASSOCIATION CERTIFICATIONS
Visit the website shop.aha.channing-bete.com to purchase & take your course of choice online: CPR for HealthCare Providers item # 90-1403, or First Aid item # 90-1400. You will receive a completion certificate that you will need to bring to your skills/testing session within 30 days to 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
A8069  Jan 29  9-11am  W  2 hrs
A8070  Feb 20  6-8pm  Th  2 hrs
A8071  Mar 13  1-3pm  Th  2 hrs
A8072  Apr 8  5-7pm  T  2 hrs
A8073  May 7  9-11am  W  2 hrs

American Heart First Aid
Cost:  In-District - $30  Out-of-District - $57
A8074  Feb 24  6-8pm  M  2 hrs
A8075  Mar 13  3-5pm  Th  2 hrs
A8076  Apr 28  1-3pm  M  2 hrs
A8077  May 22  6-8pm  Th  2 hrs
**Please call (580) 622-6710 for pictures and material/supply lists for each of the following classes.**

**BOW MAKING**
You will use something that you have loved wearing, disassemble it, and make a pattern you can use over and over again.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $25</th>
<th>Out-of-District - $50</th>
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<tbody>
<tr>
<td>A8078</td>
<td>Mar 3 - 10</td>
<td>5:30-7:30pm</td>
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**CROCHET I**

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $51</th>
<th>Out-of-District - $102</th>
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<tr>
<td>A8079</td>
<td>Apr 7 - 21</td>
<td>5:30-7:30pm</td>
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**CROCHET II**

<table>
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<tr>
<th>Cost</th>
<th>In-District - $51</th>
<th>Out-of-District - $102</th>
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<tbody>
<tr>
<td>A8080</td>
<td>May 5 - 19</td>
<td>5:30-7:30pm</td>
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**GET CRAFTY: PICTURE FRAMES**

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<th>Cost</th>
<th>In-District - $19</th>
<th>Out-of-District - $38</th>
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<tr>
<td>A8081</td>
<td>Feb 20</td>
<td>5:30-8:30pm</td>
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**SEWING & QUILTING ESSENTIALS**

<table>
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<tr>
<th>Cost</th>
<th>In-District - $15</th>
<th>Out-of-District - $30</th>
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<tr>
<td>A8082</td>
<td>Jan 16 - Feb 6</td>
<td>3:30-5:30pm</td>
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<tr>
<td>A8083</td>
<td>Feb 24 - Mar 24</td>
<td>3:30-5:30pm</td>
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<tr>
<td>A8084</td>
<td>Apr 3 - 24</td>
<td>1:30pm</td>
</tr>
<tr>
<td>A8085</td>
<td>May 1 - 22</td>
<td>3:30-5:30pm</td>
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<tr>
<td>A8086</td>
<td>Jun 4 - 25</td>
<td>12:30-2:30pm</td>
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**FALLING IN LOVE QUILT**
Sweet print squares tumble down this quilt that you will quickly fall in love with! Chain-piecing techniques make this quilt come together beautifully & with ease.

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<tr>
<th>Cost</th>
<th>In-District - $53</th>
<th>Out-of-District - $106</th>
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<tbody>
<tr>
<td>A8087</td>
<td>Jan 16 - Feb 6</td>
<td>5:30-8pm</td>
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**CIRCA 1934 QUILT**
This is an updated twist on a classic churn dash quilt. You can use traditional or modern colors to make this quilt your own!

<table>
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<th>Cost</th>
<th>In-District - $53</th>
<th>Out-of-District - $106</th>
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<tbody>
<tr>
<td>A8088</td>
<td>Feb 24 - Mar 24</td>
<td>5:30-8pm</td>
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**SIMPLY STYLE STACKED SQUARES QUILT**
The design options with this quilt are endless. Using pre-cut materials will make it a fun & fast quilt; great for the beginning quilter.

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<th>Cost</th>
<th>In-District - $53</th>
<th>Out-of-District - $106</th>
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<tr>
<td>A8089</td>
<td>Apr 3 - 24</td>
<td>10:12:30pm</td>
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**3D PINWHEEL QUILT**
You'll have so much fun making this playful 3 dimensional pinwheel throw quilt! This updated twist on the classic pinwheel will have you spinning with delight!

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<th>Cost</th>
<th>In-District - $53</th>
<th>Out-of-District - $106</th>
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<tr>
<td>A8090</td>
<td>May 1 - 22</td>
<td>5:30-8pm</td>
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**RED, WHITE AND STARS QUILT**
Color placement is the key to creating the sparkling stars in this patriotic palette.

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<th>Cost</th>
<th>In-District - $53</th>
<th>Out-of-District - $106</th>
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<tbody>
<tr>
<td>A8091</td>
<td>Jun 4 - 25</td>
<td>10:12:30pm</td>
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**WINTER SCARVES (USING T-SHIRTS)**
Beginner to experienced. Grab your old t-shirts & sewing machine! We will make winter scarves out of cut t-shirts. Light sewing will be used on one design.

<table>
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<tr>
<th>Cost</th>
<th>In-District - $46</th>
<th>Out-of-District - $92</th>
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<tbody>
<tr>
<td>A8092</td>
<td>Jan 13 - 27</td>
<td>6-8pm</td>
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**PAINTED GREETING CARDS**
This will be a step-by-step painting class. We will be making a variety of themed cards: birthday, get well, thank you, valentines, etc.

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<th>Cost</th>
<th>In-District - $33</th>
<th>Out-of-District - $66</th>
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<tr>
<td>A8093</td>
<td>Feb 3 - 10</td>
<td>6-8pm</td>
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**TISSUE PAPER COLLAGE PAINTING**
Paint and create a still-life project using only tissue paper, glue, and watercolor.

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<th>Cost</th>
<th>In-District - $46</th>
<th>Out-of-District - $92</th>
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<tr>
<td>A8094</td>
<td>Apr 7 - 21</td>
<td>6-8pm</td>
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**MMPI EXAM**
Required result of CAPABLE prior to enrolling in Security Guard Phase 4.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $100</th>
<th>Out-of-District - $116</th>
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<tbody>
<tr>
<td>A8095</td>
<td>Jan 28</td>
<td>5-8pm</td>
</tr>
<tr>
<td>A8096</td>
<td>Feb 13</td>
<td>1-4pm</td>
</tr>
<tr>
<td>A8097</td>
<td>Mar 11</td>
<td>5-8pm</td>
</tr>
<tr>
<td>A8098</td>
<td>Apr 21</td>
<td>5:30-8:30pm</td>
</tr>
<tr>
<td>A8099</td>
<td>May 14</td>
<td>9-1pm</td>
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**MURRAY COUNTY EXT. CENTER OFFERINGS**

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**GO FAR WITHOUT YOUR CAR**

Courses start as low as $78

To learn more and enroll visit www.ed2go.com/sotc Or call us at 580.224.8201

Over 300 courses to choose from! LEARN ONLINE!
HOME GARDENING & LANDSCAPING

Students will learn what, when, and how to plant in Southern Oklahoma; how to work with what you have to make a lovely yard that is beautiful and 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 - $59  Out-of-District - $113
A7240  Feb 6 - May 1  3-5pm  Th  24 hrs

KEYBOARDING

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

Cost: In-District - $23  Out-of-District - $46
A7241  Jan 6 - 16  6-8pm  M,Th  12 hrs
A7242  Feb 4 - 20  6-8pm  T  12 hrs
A7243  Mar 3 - 13  6-8pm  M,Th  12 hrs
A7244  Apr 7 - 21  6-8pm  M,W  12 hrs
A7245  May 6 - 22  6-8pm  T,Th  12 hrs

ADMINISTRATIVE ASSISTANT I

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

Students will learn computer fundamentals, Microsoft Word, terminology, tools, create a letter, use templates and more.

Cost: In-District - $69  Out-of-District - $133
A7246  Jan 22 - Feb 5  9-12pm  M,W  15 hrs
A7247  Apr 9 - 23  9-12pm  M,W  15 hrs
A7248  Jan 21 - Feb 4  6-9pm  T,Th  15 hrs
A7249  Apr 10 - 24  6-9pm  T,Th  15 hrs

ADMINISTRATIVE ASSISTANT II

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

Cost: In-District - $69  Out-of-District - $133
A7250  Feb 10 - 24  9-12pm  M,W  15 hrs
A7251  Apr 28 - May 12  9-12pm  M,W  15 hrs
A7252  Feb 6 - 20  6-9pm  T,Th  15 hrs
A7253  Apr 29 - May 12  6-9pm  T,Th  15 hrs

ADMINISTRATIVE ASSISTANT III

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
A7254  Feb 26 - Mar 12  9-12pm  M,W  15 hrs
A7255  May 14 - Jun 2  9-12pm  M,W  15 hrs
A7256  Feb 25 - Mar 11  6-9pm  T,Th  15 hrs
A7257  May 15 - 27  6-9pm  T,Th  15 hrs

ADMINISTRATIVE ASSISTANT IV

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 course will help you keep it!

Cost: In-District - $69  Out-of-District - $133
A7258  Mar 24 - Apr 7  9-12pm  M,W  15 hrs
A7259  Mar 25 - Apr 1  6-9pm  T,Th  15 hrs

WINDOWS 8 WORKSHOP

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 3-hour workshop. Whether you have a tablet, laptop or desktop, this workshop is for you. Prior computer experience not necessary but helpful. Students may bring personal tablets or laptops.

Cost: In-District - $23  Out-of-District - $46
A7260  Jan 4  9-12pm  S  3 hrs
A7261  Feb 5  6-9pm  W  3 hrs
A7262  Mar 1  9-12pm  S  3 hrs
A7263  Apr 3  6-9pm  Th  3 hrs
A7264  May 17  9-12pm  S  3 hrs

INTERNET ESSENTIALS

It’s time to expand your horizons! Hook up to the World Wide Web and learn to navigate through and utilize its vast resources for email, entertainment, research and more. This class primarily uses Internet Explorer, but other browser users will benefit.

Cost: In-District - $23  Out-of-District - $46
A7265  Jan 15  6-9pm  W  3 hrs
A7266  Feb 15  9-12pm  S  3 hrs
A7267  Mar 24  6-9pm  M  3 hrs

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 - $46
A7268  Jan 20  6-9pm  M  3 hrs
A7269  Apr 2  6-9pm  W  3 hrs
A7270  Feb 1  9-12pm  S  3 hrs
A7271  Apr 5  9-12pm  S  3 hrs

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 - $46
A7272  Feb 10  9-12pm  M  3 hrs
A7273  Apr 23  6-9pm  W  3 hrs
A7274  Feb 15  9-12pm  S  3 hrs
A7275  May 1  9-12pm  S  3 hrs

MICROSOFT PUBLISHER

Publisher is a powerful desktop publishing program that is used by people who produce high-quality color publications such as newsletters, flyers, brochures, letterheads, logos, signs, or cards.

Cost: In-District - $29  Out-of-District - $73
A7276  Mar 10 - 11  6-9pm  M,T  6 hrs
A7277  May 5 - 7  6-9pm  M,W  6 hrs
A7278  Mar 1  9-4pm  S  6 hrs
A7279  May 3  9-4pm  S  6 hrs

PRESENTATION 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 - $39  Out-of-District - $73
A7280  Mar 24 - 25  6-9pm  M,T  6 hrs
A7281  May 19 - 21  6-9pm  M,W  6 hrs
A7282  Mar 15  9-4pm  S  6 hrs
A7283  May 17  9-4pm  S  6 hrs

DID YOU KNOW...

If you live in these school districts you are considered In-District. For questions on your status, please call us 580-224-8201.

SOTC Serves 16 School Districts:
Ardmore  Davis  Healdton  Dickson  Fox
Greenville  Plainview  Lone Grove  Mannsville
Marietta  Sulphur  Thackerville  Springer
Sulphur  Wilson  Zaneis

If you live in these school districts you are considered In-District. For questions on your status, please call us 580-224-8201.

SOUTHERN OKLAHOMA TECHNOLOGY CENTER • 580.223.2070 • WWW.SOTC.EDU
INTRODUCTION TO SOCIAL MEDIA

This valuable new media can provide endless opportunities for businesses to connect with potential customers in order to create new relationships or maintain existing ones.

Cost: In-District - $39 Out-of-District - $73
A7284 Jan 14 - 16 6-9pm T,Th 6 hrs
A7285 Feb 10 - 12 6-9pm M,W 6 hrs
A7286 Mar 1 9-4pm S 6 hrs
A7287 Apr 7 - 9 6-9pm M,W 6 hrs
A7288 May 3 9-4pm S 6 hrs

EBAY: BUYING AND SELLING

This course will teach you how to get registered, browse listings, what to sell, where to get it, how to put items up for auction, tips to get your ads noticed, add pictures and create accurate shipping charges. It also covers what to do when the auction ends, how to safely accept credit card payments, how to package and ship and e-customer service.

Cost: In-District - $39 Out-of-District - $78
A7289 Jan 4 9-4pm S 6 hrs
A7290 Feb 15 9-4pm S 6 hrs
A7291 Mar 24 - 27 6-9pm M,W 6 hrs

Bring your own device (BYOD) to the iPhone & iPad Workshops and become familiar with Apple's magical and revolutionary devices-the best way to experience the web, e-mail, photos, books, video and more. These devices are controlled by a multi-touch display, as well as a virtual onscreen keyboard that makes accessing music, books or the web a breeze!

IPHONE WORKSHOP

Cost: In-District - $21 Out-of-District - $42
A7292 Jan 14 6-9pm T 3 hrs
A7293 Feb 1 9-12pm S 3 hrs
A7294 Mar 13 6-9pm Th 3 hrs
A7295 Apr 5 9-12pm S 3 hrs
A7296 May 6 6-9pm T 3 hrs

Cost: In-District - $41 Out-of-District - $82
A7311 Mar 3 - 11 6-9pm M,T 12 hrs
A7312 Apr 21 - 29 6-9pm M,T 12 hrs

ADOBE PHOTOSHOP I

Learn the power of Photoshop for editing images. Crop, rotate, size, colorize, and more. Work with layers and masks. Simple image edits to eliminate red eye, hot spots, etc. Learn the basics of color space and file formats and how to prepare image files for various applications.

Cost: In-District - $61 Out-of-District - $122
A7309 Jan 20 - 28 6-9pm M,T 12 hrs
A7310 Mar 24 - Apr 1 6-9pm M,T 12 hrs

ADOBE PHOTOSHOP II

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 the maximum accuracy. If you are already working in Photoshop, you may prefer this class.

Cost: In-District - $45 Out-of-District - $90
A7313 Jan 8 - 22 6-8pm W 8 hrs

ADOBE INDESIGN

Whether you are new to InDesign or you have worked in it for a while, learn the art of typesetting for the 21st Century. Layout pages with photos, logos and line drawings. Design and flow text for books, magazines, and newsletters. Save as epublications for tablets, readers , websites and more.

Cost: In-District - $61 Out-of-District - $122
A7315 Mar 26 - Apr 30 6-8pm W 12 hrs

ADOBE ILLUSTRATOR

Learn to use the most powerful illustration software available today! Learn the tools, master the pen and brush, create a personal logo and line drawings. Make type and color your best friends. From the basics to the complex, this is THE Illustrator class.

Cost: In-District - $61 Out-of-District - $122
A7314 May 5 - 20 6-8pm M,T 12 hrs

DESIGN YOUR OWN WEB PAGE - INTERNET BASED

You want a website but you just can’t see why it should cost so much? And you’re not sure how to go about doing it. Using available online tools such as website builders, to get up and running by the end of this class!

Cost: In-District - $61 Out-of-District - $122
A7316 Feb 19 - Mar 12 6-9pm W 12 hrs
A7317 May 7 - 28 6-9pm W 12 hrs
PARAPROFESSIONAL COURSE
Paraprofessionals assist teachers in the classroom with instructional and non-instructional activities for students in special education. This course prepares paraprofessionals to provide services to children and youth with disabilities in Oklahoma schools and is designed for existing paraprofessionals or individuals wishing to prepare for a special education paraprofessional career.

Cost: $132
A7334 Mar 10 - 12 8:30-4:30pm M-W 24 hrs

EARLY EDUCATION: PATHWAY TO CDA
The Pathway to CDA is a series of 15 units 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.okhigher.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.

Unit 1: Providing for Children's Safety
This course includes the price of the book used for the rest of the courses.

Cost: In-District - $72 Out-of-District - $117
A7331 Mar 3 - 11 6-8:30pm M,T 10 hrs

Unit 2: Providing for Children's Health

Cost: In-District - $45 Out-of-District - $90
A7335 Feb 1 - 7 6-8:30pm M,T 10 hrs

Unit 3: Providing an Environment for Learning

Cost: In-District - $45 Out-of-District - $90
A7336 Mar 3 - 11 6-8:30pm M,T 10 hrs

Unit 4: Child Growth & Development Concepts

Cost: In-District - $45 Out-of-District - $90
A7337 Mar 10 - 12 8:30-4:30pm M-W 24 hrs

Unit 5: Child Growth & Development Concepts: Inf/ Tod/ Two's

Cost: In-District - $23 Out-of-District - $46
A7338 Apr 12 & 13 6-8:30pm M,T 5 hrs

Unit 6: Child Growth & Development Concepts: Preschool

Cost: In-District - $23 Out-of-District - $46
A7340 Apr 17 & 18 6-8:30pm M,T 5 hrs

Unit 7: Ensuring Developmentally Appropriate Practice

Cost: In-District - $90 Out-of-District - $180
A7341 Mar 24 - Apr 8 6-8:30pm M,T 10 hrs

Unit 8: Child Growth & Development Concepts: Special Needs

Cost: In-District - $23 Out-of-District - $46
A7342 Apr 25 & 26 6-8:30pm M,T 5 hrs

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

VALENTINE'S DAY CHOCOLATES & CANDIES

Cost: In-District - $31 Out-of-District - $51
A7475 Feb 1 12-4pm S 4 hrs

SAUSAGE MAKING 101

Cost: In-District - $31 Out-of-District - $51
A7476 Feb 15 12-4pm S 4 hrs

SPRING BREAK CUPCAKES

Cost: In-District - $31 Out-of-District - $51
A7477 Mar 1 12-4pm S 4 hrs

EASTER LUNCH IDEAS

Cost: In-District - $31 Out-of-District - $51
A7478 Apr 5 12-4pm S 4 hrs

DID YOU KNOW...
Business and Industry Services (BIS) department provides custom training to more than 70 companies & over 15,000 people each year. If you have a business in south central Oklahoma, or your company is considering relocating to the area, you should be aware of what we can do for YOU! We have quality instructors waiting to serve the training needs of your company at little or no cost! SOTC is a nonprofit technical training institution with a mission to train employees for the world of work. Contact the BIS department for more information.
Complete Your Continuing Education Hours ONLINE

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Enhancing Language Development in Childhood
- Teaching Students With Autism: Strategies for Success
- Differentiated Instruction in the Classroom
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

Over 50 Continuing Education Certified Online Courses!

Enroll Now! ed2go.com/sotc | 580-224-8201
**CONVERSATIONAL SPANISH I**

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $51</th>
<th>Out-of-District - $100</th>
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<tr>
<td>A7366</td>
<td>Mar 11 - Apr 3</td>
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<td>T,Th</td>
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**CONVERSATIONAL SPANISH II**

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<tr>
<td>A7367</td>
<td>Apr 15 - May 1</td>
<td>6-8pm</td>
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<td></td>
<td>T,Th</td>
<td>12 hrs</td>
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**CONVERSATIONAL SPANISH III**

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<tbody>
<tr>
<td>A7368</td>
<td>May 13 - 29</td>
<td>6-8pm</td>
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<td></td>
<td>M,W</td>
<td>12 hrs</td>
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**SPANISH FOR LAW ENFORCEMENT**

<table>
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<tr>
<th>Cost</th>
<th>In-District - $35</th>
<th>Out-of-District - $68</th>
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<tbody>
<tr>
<td>TBA</td>
<td>await instructor’s schedule</td>
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**AMERICAN SIGN LANGUAGE I**

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $51</th>
<th>Out-of-District - $100</th>
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</thead>
<tbody>
<tr>
<td>A7374</td>
<td>Feb 4 - 20</td>
<td>6-8pm</td>
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<td></td>
<td>T,Th</td>
<td>12 hrs</td>
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</table>

**AMERICAN SIGN LANGUAGE II**

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $51</th>
<th>Out-of-District - $100</th>
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<tbody>
<tr>
<td>A7376</td>
<td>Feb 25 - Mar 13</td>
<td>6-8pm</td>
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<tr>
<td></td>
<td>T,Th</td>
<td>12 hrs</td>
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</table>

**FITNESS/EXERCISE**

This course offers 3 levels of fitness to work at your own pace and various types of workouts with a combination of different disciplines including Pilates. It’s a unique core-strengthening workout inspired by yoga and Pilates. With upbeat music and a constant flow of moves, it’s a rhythmic, dynamic, and intense workout designed to build strength and flexibility. Students will need to bring his/her own exercise mat, water and hand weights (if desired).

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $20</th>
<th>Out-of-District - $40</th>
</tr>
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<tbody>
<tr>
<td>A7378</td>
<td>Jan 7 - Feb 6</td>
<td>4:30-5:30pm</td>
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<tr>
<td></td>
<td>T,Th</td>
<td>10 hrs</td>
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</table>

**EMT - EMERGENCY MEDICAL TECHNICIAN**

Course will meet on the 1st and 3rd Saturdays each month to fulfill hours. The Emergency Medical Technician (EMT) course provides students with necessary skills to respond to emergency calls, to provide efficient and immediate care to critically injured persons, and to transport patients to a medical facility. Students receive instruction in anatomy and physiology and patient assessment. Students will be required to complete 48 hours worth of clinicals. Students will need a current American Heart Association’s CPR for the HealthCare Provider card. Upon successful completion of the course students will be eligible to take the National Registry Exam for Emergency Medical Technicians (not included in tuition). The price of the written and practical are not included. Price of the course includes tuition, supplies, books, shirt and mandatory background check/ drug test.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $795</th>
<th>Out-of-District - $1,334</th>
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<td>A7467</td>
<td>Feb 3 - May 27</td>
<td>5:30-9:30pm</td>
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<tr>
<td></td>
<td>M,T,Th</td>
<td>219 hrs</td>
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<td></td>
<td>9-4pm</td>
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</tbody>
</table>

**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 ($40) and written exam ($40) to receive CNA certification. Testing fees are NOT included in tuition. Background check and drug tests are mandatory and included in the tuition. Students who wish to apply for a scholarship through the Oklahoma Health Care Authority, may pick up a packet in the ACD office at the main campus. Students must have a high school diploma or G.E.D. as one of the requirements to apply.

**HOME HEALTH AIDE: DEEMING**

This course is for Certified Nursing Assistants (CNA) currently certified. The course will orient the student to the regulations, principles and practices of the Home Provider. Students must attend entire class on time to attain credit. Deeming fee not included. PREREQUISITE: Proof of current Oklahoma LTCNA.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $165</th>
<th>Out-of-District - $240</th>
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<tbody>
<tr>
<td>A7385</td>
<td>Jan 13 - 16</td>
<td>5-9pm</td>
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<td></td>
<td>M,Th</td>
<td>16 hrs</td>
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</table>

**PHLEBOTOMY TECHNICIAN**

Looking for a career in Phlebotomy? This course 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 not included in the price of this course.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $299</th>
<th>Out-of-District - $418</th>
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<tbody>
<tr>
<td>A7380</td>
<td>Jan 21 - May 13</td>
<td>9am-12pm</td>
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<td></td>
<td>T</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7386</td>
<td>Jan 23 - May 15</td>
<td>6-9pm</td>
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<td>Th</td>
<td>48 hrs</td>
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**DETAILED INSTRUCTION FOR ICD-10-CM CODING**

Create a solid foundation for all levels of ICD 10 CM coding covering all specialties using real-life coding scenarios with answers for the beginner and the expert coder. This class meets on two Saturdays to complete hours of the course.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $439</th>
<th>Out-of-District - $758</th>
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<tbody>
<tr>
<td>A7387</td>
<td>Jan 29 - Apr 30</td>
<td>6-8pm</td>
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<td>Feb 15 &amp; Mar 15</td>
<td>9-1pm</td>
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<td></td>
<td>M,W,Th</td>
<td>80 hrs</td>
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**MEDICAL CODING**

CPT Procedure Coding for Outpatient & Physician Office Coders

An emphasis will be on CPT coding. There will be an overview of ICD9 coding since it will still be used thru October 2014, a review of HCPCS codes, and an introduction to inpatient Coding/Introduction to ICD-10.

<table>
<thead>
<tr>
<th>Cost</th>
<th>In-District - $374</th>
<th>Out-of-District - $662</th>
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<td>A7389</td>
<td>Jan 20 - Apr 16</td>
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<td></td>
<td>M,W</td>
<td>72 hrs</td>
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</table>
### ARDMORE - MAIN CAMPUS OFFERINGS

#### CPR HEALTH CARE PROVIDER +LPN CREDIT

**American Heart**

This course is required for Nurse Aide/CNA & Practical Nursing Program at SOTC

<table>
<thead>
<tr>
<th>Course</th>
<th>In-District</th>
<th>Out-of-District</th>
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<tbody>
<tr>
<td>A7390</td>
<td>Jan 9 4-9:30pm</td>
<td>Th 5.5 hrs</td>
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<tr>
<td>A7391</td>
<td>Jan 18 9-3:30pm</td>
<td>S 5.5 hrs</td>
</tr>
<tr>
<td>A7392</td>
<td>Jan 27 4-9:30pm</td>
<td>M 5.5 hrs</td>
</tr>
<tr>
<td>A7393</td>
<td>Feb 1 9-3:30pm</td>
<td>S 5.5 hrs</td>
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<tr>
<td>A7394</td>
<td>Feb 11 4-9:30pm</td>
<td>T 5.5 hrs</td>
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<tr>
<td>A7395</td>
<td>Feb 26 4-9:30pm</td>
<td>W 5.5 hrs</td>
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<tr>
<td>A7396</td>
<td>Mar 6 4-9:30pm</td>
<td>Th 5.5 hrs</td>
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<tr>
<td>A7397</td>
<td>Mar 15 9-3:30pm</td>
<td>S 5.5 hrs</td>
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<tr>
<td>A7398</td>
<td>Mar 24 9-3:30pm</td>
<td>M 5.5 hrs</td>
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<td>A7399</td>
<td>Apr 5 9-3:30pm</td>
<td>S 5.5 hrs</td>
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<tr>
<td>A7400</td>
<td>Apr 9 4-9:30pm</td>
<td>W 5.5 hrs</td>
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<tr>
<td>A7401</td>
<td>Apr 22 4-9:30pm</td>
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<tr>
<td>A7402</td>
<td>May 1 4-9:30pm</td>
<td>Th 5.5 hrs</td>
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<tr>
<td>A7403</td>
<td>May 17 9-3:30pm</td>
<td>S 5.5 hrs</td>
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<tr>
<td>A7404</td>
<td>May 20 4-9:30pm</td>
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**FIRST AID**

**American Heart**

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<tr>
<td>A7406</td>
<td>Feb 15 9-3:30pm</td>
<td>S 5.5 hrs</td>
</tr>
<tr>
<td>A7407</td>
<td>Mar 1 9-3:30pm</td>
<td>S 5.5 hrs</td>
</tr>
<tr>
<td>A7408</td>
<td>May 3 9-3:30pm</td>
<td>S 5.5 hrs</td>
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</tbody>
</table>

**MEDICATION ADMINISTRATION TECHNICIAN (MAT)**

MAT training is designed to provide certified training for direct-care staff in licensed residential care facilities and licensed group homes having the responsibility for giving medication to residents. Students must be proficient in reading, speaking and understanding English.

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<thead>
<tr>
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<td>Jan 6 - 15 5:30-9:30pm</td>
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<td>Feb 3 - 12 5:30-9:30pm</td>
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<td>Apr 7 - 16 5:30-9:30pm</td>
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<td>Mar 3 &amp; 10 5:30-9:30pm</td>
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**DEFENSIVE DRIVING COURSES**

### MANAGING VISIBILITY, TIME AND SPACE

**Defensive Heart**

Teaches drivers how to prepare for optimum visibility, compensate for environmental factors, drive defensively and react to potentially dangerous traffic situations. It is used by the U.S. Navy, Air Force and Marine Corps to prevent traffic fatalities worldwide. This course is approved for traffic violators seeking point reduction in 35 states, including Oklahoma and Texas.

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<tr>
<td>A7435</td>
<td>Feb 1 9-4pm</td>
<td>S 6 hrs</td>
</tr>
<tr>
<td>A7436</td>
<td>Mar 1 9-4pm</td>
<td>S 6 hrs</td>
</tr>
<tr>
<td>A7437</td>
<td>Apr 5 9-4pm</td>
<td>S 6 hrs</td>
</tr>
<tr>
<td>A7438</td>
<td>May 3 9-4pm</td>
<td>S 6 hrs</td>
</tr>
</tbody>
</table>

**SAFE DRIVING FOR MATURE DRIVERS**

**Defensive Driving**

Created specifically for 55 and older. This program delivers tips and techniques to help experienced drivers compensate for changing vision, reflexes and response time; understand how prescription medications may affect drivers and how to drive defensively in a variety of situations.

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<tr>
<td>A7439</td>
<td>Feb 7 9-4pm</td>
<td>F 6 hrs</td>
</tr>
<tr>
<td>A7440</td>
<td>Mar 7 9-4pm</td>
<td>F 6 hrs</td>
</tr>
<tr>
<td>A7441</td>
<td>Apr 11 9-4pm</td>
<td>F 6 hrs</td>
</tr>
<tr>
<td>A7442</td>
<td>May 2 9-4pm</td>
<td>F 6 hrs</td>
</tr>
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**BASICRIDER MOTORCYCLE SAFETY COURSE**

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

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

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

**ONLINE COURSES AVAILABLE**

**Medical Terminology: A Word Association Approach**

**Human Anatomy & Physiology I**

**Human Anatomy & Physiology II**

Visit www.ed2go.com/sotc to view all available courses, enroll & pay.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Days</th>
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<tbody>
<tr>
<td>A7419</td>
<td>$78</td>
<td>24/7 access</td>
</tr>
<tr>
<td>A7420</td>
<td>$78</td>
<td>24/7 access</td>
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<tr>
<td>A7421</td>
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**SPECIAL SPRING COURSE DISCOUNT**

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<tr>
<td>A7419</td>
<td>$125</td>
<td>6-9pm</td>
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<tr>
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<td>$125</td>
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</tr>
<tr>
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**GENERAL MEDICATION ADMINISTRATION TECHNICIAN (MAT)**

**MEDICATION ADMINISTRATION TECHNICIAN (MAT)**

MAT training is designed to provide certified training for direct-care staff in licensed residential care facilities and licensed group homes having the responsibility for giving medication to residents. Students must be proficient in reading, speaking and understanding English.

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SELF-DEFENSE ACT: CONCEAL CARRY

The course covers the laws, regulations and requirements for carrying/using a firearm under state law and for obtaining a concealed carry permit, and safe handling and use of a firearm. Must be at least 21 years old to take this course. Students will provide his/her own functional working handgun up to a 45 caliber, holster that fits the handgun the student will be using at the range, fifty rounds of ammo, & 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 then go to the gun range. Students that go through the course with a semi-automatic handgun will be able to carry a semi-automatic handgun or a revolver handgun. If the student goes through the course 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 this class, students must take a completed application, personally obtained photographs, and required fees (not included in the tuition) to the Sheriff’s Office of the county you live. Please visit www.osbi.gov/osbi and click on Handgun Licensing for more information.

Cost: In-District - $95 Out-of-District - $184

SECURITY GUARD PHASE I

Cost: In-District - $95 Out-of-District - $184

SECURITY GUARD PHASE II

Cost: In-District - $95 Out-of-District - $184

SECURITY GUARD PHASE III

Cost: In-District - $163 Out-of-District - $321

SECURITY GUARD CONTINUING EDUCATION COURSES

Cost: In-District - $27 Out-of-District - $52

BUILDING SEARCH

Cost: In-District - $73 Out-of-District - $146

ETHICS IN SECURITY

Cost: In-District - $299 Out-of-District - $523

REPORT WRITING

Cost: In-District - $299 Out-of-District - $523

AUTO/-CD ELECTRICAL

Cost: In-District - $249 Out-of-District - $473

INTRODUCTION TO BASIC MACHINING, PART I

Cost: In-District - $299 Out-of-District - $523

INTRODUCTION TO BASIC MACHINING, PART II

Cost: In-District - $299 Out-of-District - $523

AC/CD ELECTRICAL

Cost: In-District - $249 Out-of-District - $473

INTRODUCTION TO BASIC MASSAGE

Cost: In-District - $79 Out-of-District - $158

Students will learn ethics, etiquette and be introduced to basic massage techniques. Through hands-on teaching, students will learn skills that will help create a foundation of knowledge in the career of massage therapy. If a student would like to become a licensed/certified therapist, additional training is required.

Cost: In-District - $79 Out-of-District - $158
**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 and Out of District students only. If you live out of state there is an additional fee; please call your nearest campus for prices.**

**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
  Russell Keeton - Program Director
  Lesley Tutor - ACD Coordinator
  Sharon Ward - ACD Administrative Assistant
  Carrie Harvey - 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](http://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 one):
□ 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.
You may be asked to present a picture ID (such as a driver’s license) that lists an address at enrollment.

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)
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

Maintenance/Operations (HVAC)
Printing Technology
Administrative & Information Support
Therapeutic Services (Health)
Network Systems
Maintenance, Installation & Repair
Production
Science and Mathematics
Automotive Service

SEMINAR/CONFERENCE CENTER

SOTC’s Seminar Center is designed to accommodate various groups and events. Rooms are available for scheduling by calling Phyllis Fryar at (580) 224-8200 or pfryar@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