Master Gardener
Windows 8, Computer Fundamentals, Adobe Software
Paraprofessional Training, Pathway to CDA,
Basic Cooking, Cake & Cookie Decorating
Emergency Medical Responder & Technician
Spanish, Sign Language, Quilting, Knitting
Motorcycle Safety, Forklift Training
Security Guard, Self-Defense, Welding
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 - $45  
**A8413**  
Sep 9-16  
5:30-8:30pm  
M   6 hrs

### MS Powerpoint
**Cost:** In-District - $25  
Out of District - $45  
**A8414**  
Oct 3-10  
5:30-8:30pm  
TH   6 hrs

### Google Documents
Google documents allows 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 - $45  
**A8415**  
Oct 7-14  
5:30-8:30pm  
M   6 hrs

### Prezi Presentations Workshop
Prezi transforms what you know a slide-show to be by giving you the ability to create zooming presentations, zooming out to see the big picture of how your ideas are related, and zooming in to see the details.  
**Cost:** In-District - $25  
Out of District - $45  
**A8416**  
Oct 21-28  
5:30-8:30pm  
M   6 hrs

### Compose a Professional Resumé
**Cost:** In-District - $15  
Out of District - $28  
**A8417**  
Oct 22-29  
4:00-6:00pm  
T   4 hrs

### MS Excel, Level 1
**Cost:** In-District - $30  
Out of District - $55  
**A8418**  
Nov 12-26  
5:30-8:30pm  
T  9 hrs

### Digital Camera Operation
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 - $12  
Out of District - $22  
**A8422**  
Nov 14  
5:30-8:30pm  
Th   3 hrs

### Making Money on Ebay
**Cost:** In-District - $15  
Out of District - $28  
**A8425**  
Nov 25-Dec 2  
6:00-8:00pm  
M   4 hrs

### Pinterest Workshop
**Cost:** In-District - $12  
Out of District - $22  
**A8426**  
Dec 9  
5:30-8:30pm  
M   3 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*
**Cost:** In-District - $30  
Out of District - $55  
**A8400**  
Aug 29-Sep 19  
6:00-8:00pm  
Th  8 hrs

**Cost:** In-District - $40  
Out of District - $65  
**A8410**  
Dec 3-17  
5:30-8:30pm  
T  9 hrs

### Intro to Comp. Fundamentals *Special Offer*
**A8401**  
Sep 3-10  
4:00-6:00pm  
T   4 hrs

### Intro to Ebay *Special Offer*
**A8402**  
Sep 4  
4:00-6:00pm  
W   2 hrs

### Introduction to Internet *Special Offer*
**A8403**  
Sep 11-18  
4:00-6:00pm  
W   4 hrs

**A8411**  
Dec 12  
5:30-8:30pm  
Th   3 hrs

### Introduction to Pinterest *Special Offer*
**A8404**  
Sep 26  
5:30-8:30pm  
Th   3 hrs

### Cell Phone Operation *Special Offer*
**A8405**  
Sep 30  
5:30-8:30pm  
M   3 hrs

**A8409**  
Dec 5  
5:30-8:30pm  
Th   3 hrs

### Introduction to Word *Special Offer*
**A8406**  
Oct 9-16  
4:00-6:00pm  
W   4 hrs

### Introduction to Ipad *Special Offer*
**A8407**  
Nov 7-14  
5:30-8:30pm  
M   3 hrs

### Introduction to Email *Special Offer*
**A8408**  
Nov 21  
5:30-8:30pm  
M   3 hrs

### Intro to Prezi Presentations *Special Offer*
**A8412**  
Dec 16  
5:30-8:30pm  
M   3 hrs

*Please call (580) 229-0342 for a supply list*

### Basic Cake Decorating *
**Cost:** In-District - $25  
Out of District - $45  
**A8419**  
Sep 12-19  
6:00-9:00pm  
Th  6 hrs

### Advanced Cake Decorating *
**Cost:** In-District - $25  
Out of District - $45  
**A8420**  
Oct 21-Nov 4  
6:00-9:00pm  
M  9 hrs

### Holiday Candy *
**Cost:** In-District - $15  
Out of District - $28  
**A8423**  
Nov 14  
6:00-9:00pm  
Th  3 hrs

### Couponing-Session 1
**Cost:** In-District - $12  
Out of District - $22  
**A8421**  
Nov 11  
5:30-8:30pm  
M  3 hrs

### Couponing-Session 2
**Cost:** In-District - $12  
Out of District - $22  
**A8424**  
Nov 18  
5:30-8:30pm  
M  3 hrs

*Please call (580) 229-0342 for a supply list*

### Quilting *
**Cost:** In-District - $30  
Out of District - $55  
**A8427**  
Sep 21-28  
9:00-2:00pm  
S  10 hrs

**A8428**  
Nov 9-16  
9:00-2:00pm  
S  10 hrs

*The following courses will be FREE at FOX HIGH SCHOOL!*

### Intro to Comp. Fund. & Internet
**A8429**  
Aug 27  
5:30-8:30pm  
T  3 hrs

### Introduction to Word
**A8430**  
Oct 24  
5:30-8:30pm  
Th  3 hrs

*The following courses will be FREE at the RINGLING LIBRARY!*

### Intro to Comp. Fund. & Internet
**A8431**  
Aug 28  
3:00-6:00pm  
W  3 hrs

### Intro to Prezi Presentations
**A8432**  
Sep 25  
3:00-6:00pm  
W  3 hrs

### Intro to Word
**A8433**  
Oct 30  
3:00-6:00pm  
W  3 hrs

*Please call (580) 229-0342 for a supply list*

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*Please call (580) 229-0342 for a supply list*
Microsoft Office 2010 (Word, Powerpoint, Excel)
Cost: In-District - $45 Out of District - $90
A7934 Aug 6-27 6-8pm T 8 hrs

Microsoft Outlook Workshop
Cost: In-District - $23 Out of District - $46
A7935 Sep 23-30 6-8pm M 4 hrs

Microsoft Word Workshop
Cost: In-District - $33 Out of District - $66
A7936 Oct 3-10 6-9pm Th 6 hrs

Microsoft Excel Workshop
Cost: In-District - $42 Out of District - $84
A7937 Dec 5-19 6-9pm Th 9 hrs

Prezi Presentations
Prezi transforms what you know a slide-show to be by giving you the ability to create zooming presentations, zooming out to see the big picture of how your ideas are related, and zooming in to see the details.
Cost: In-District - $27 Out of District - $54
A7938 Aug 22-29 6-8pm Th 5 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 - $27 Out of District - $54
A7939 Aug 22-29 6-8pm Th 5 hrs

Buying and Selling Safely in the Online Marketplace
Cost: In-District - $19 Out of District - $38
A7929 Nov 14 6-9pm Th 3 hrs

Social Networks as Marketing Tools
Facebook, Twitter, Yelp, FourSquare
Cost: In-District - $33 Out of District - $66
A7931 Nov 12-19 6-9pm T 6 hrs

Google Documents
Google documents allows 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
A7933 Oct 1-15 6-8:30pm T 7.5 hrs

Computers for Beginners
Cost: In-District - $27 Out of District - $54
A7924 Sep 9-16 6-8:30pm M 5 hrs

Typing
Cost: In-District - $5 Out of District - $10
A7920 Aug 7-28 12-3pm W 12 hrs
A7921 Sep 4-25 1-4pm W 12 hrs
A7922 Oct 2-23 10-1pm W 12 hrs
A7923 Nov 6-27 10-1pm W 12 hrs

Web-Based Email
Cost: In-District - $19 Out of District - $38
A7925 Aug 19 6-9pm M 3 hrs

Internet: Saving YOU Money on Black Friday
Cost: In-District - $19 Out of District - $38
A7926 Aug 8-15 6-9pm Th 4 hrs

Blogging for Beginners - Using Free Resources
Cost: In-District - $37 Out of District - $74
A7930 Oct 22-29 6-9pm T 7 hrs

Internet
Cost: In-District - $23 Out of District - $46
A7928 Aug 8-15 6-8pm M 4 hrs

Pinterest
Online Tool for Collecting & Organizing Things You Love
Cost: In-District - $19 Out of District - $38
A7927 Sep 24 6-9pm T 4 hrs

Did you know...
Signing up NOW for your class will help us! When you sign up early it will not only hold your spot but help us not cancel a class that you want to take! ENROLL TODAY!
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 courses in this section are discounted!

Senior Series: Keyboarding Skills
Cost: FREE
A7950 Aug 7-28 12-2pm W 8 hrs
A7954 Sep 4-25 1-3pm W 8 hrs

Senior Series: Computers for Beginners
Cost: In-District - $5 Out of District - $10
A7951 Aug 5 1-4pm M 3 hrs

Senior Series: Intro to the Internet & Internet Searches
Cost: In-District - $5 Out of District - $10
A7952 Aug 22 1-4pm Th 3 hrs

Senior Series: Introduction to eMail
Cost: In-District - $5 Out of District - $10
A7953 Aug 29 1-4pm Th 3 hrs

Senior Series: Pinterest
Online Tool for Collecting & Organizing Things You Love
Cost: In-District - $5 Out of District - $10
A7955 Sep 5 1-4pm Th 3 hrs

Senior Series: Powerpoint
Cost: In-District - $5 Out of District - $10
A7956 Sep 12 1-4pm Th 3 hrs

Senior Series: Introduction to Electronic Gadgets
Cost: In-District - $5 Out of District - $10
A7957 Sep 30 1-4pm M 3 hrs

Senior Series: Texting
Cost: In-District - $5 Out of District - $10
A7958 Oct 21 2-4pm M 2 hrs

Senior Series: Powerpoint
Cost: In-District - $5 Out of District - $10
A7959 Nov 26 1-4pm T 3 hrs

Senior Series: Microsoft Word
Cost: In-District - $5 Out of District - $10
A7960 Dec 11 2-4pm W 4 hrs

Senior Series: Facebook
Cost: In-District - $5 Out of District - $10
A7961 Dec 2 2-4pm M 2 hrs

Quick and Simple Desserts
Cost: In-District - $40 Out of District - $71
A7968 Nov 12-14 5:30-8:30pm T/Th 6 hrs

Holiday Desserts & Candy
Cost: In-District - $40 Out of District - $71
A7969 Dec 10-12 5:30-8:30pm T/Th 6 hrs

CPR Skills Practice and Testing
Take the online course anytime at shop.aha.channing-bete.com, Item #90-1403. Practice your skills and test with our onsite instructor in the next 30 days at our Murray County Extension Center facility to obtain your certification faster! If the testing times/dates below do not work for your schedule, please call (580) 622-6710 to set up a skills/test time.

Cost: In-District - $30 Out of District - $55
A7970 Aug 22 6-8pm Th 2 hrs
A7971 Sep 17 6-8pm T 2 hrs
A7972 Oct 14 6-8pm M 2 hrs
A7973 Nov 19 6-8pm T 2 hrs
A7974 Dec 16 6-8pm M 2 hrs

The following courses will be at the DAVIS LIBRARY!

Senior Series: Computers for Beginners
Cost: In-District - $5 Out of District - $10
A7962 Aug 19 2-4pm M 3 hrs

Senior Series: Intro to the Internet, Searches and Web Mail
Cost: In-District - $5 Out of District - $10
A7963 Sep 19 1:30-4:30pm Th 3 hrs

Senior Series: Microsoft Word
Cost: In-District - $5 Out of District - $10
A7964 Sep 23 1-4pm M 3 hrs

Senior Series: Pinterest
Online Tool for Collecting and Organizing Things You Love
Cost: In-District - $5 Out of District - $10
A7965 Oct 7 1:30-4:30pm M 3 hrs

Senior Series: Powerpoint
Cost: In-District - $5 Out of District - $10
A7966 Oct 28 1:30-4:30pm M 3 hrs

Senior Series: Facebook
Cost: In-District - $5 Out of District - $10
A7967 Nov 7 2-4pm Th 2 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 the Student Services Coordinator, Diana Fisher, at 580-224-8263 or Arlene Dupree, Counselor, at 580-224-8217.
For a complete list of materials/supplies & pictures of the quilts/projects we will complete in the following courses please call please call (580) 622-6710.

Knit a Circular Scarf - Advanced Beginner
Cost: In-District - $31 Out of District - $62
A7990 Dec 5-12 6-9pm Th 6 hrs

Acrylic on Canvas
This course is geared towards the beginning artist or group of friends who would like to get together and try creating something decorative for their home, while enjoying a laugh with a friend or family member. First, we will paint a decorative cross on canvas. This will be a step by step lesson. Then if time allows, bring in some extra canvas and we can attempt another great masterpiece you would like to try for your home or as a gift for someone else. No experience required!!
Cost: In-District - $33 Out of District - $66
A7985 Sep 16-30 5:30-8:30pm M 9 hrs

Black & White Illustrations Using Ink
Do you enjoy drawing with a pencil and think you might enjoy other mediums? In this course we will work with permanent ink and its versatility including, wash drawings, ink and quill and permanent marker. We will discuss various shading techniques and create several prepared illustrations of wildlife, still life and landscape.
Cost: In-District - $39 Out of District - $78
A7986 Oct 7-28 5:30-8:30pm M 12 hrs

Oil Pastel: Native American Designs
In this course we will explore various designs used in Native American art work, and bring those designs to life using oil pastels. This is a great relaxing course for beginner and intermediate skilled artist. We will use the fall colors to help inspire us when creating a piece that all will be excited to display.
Cost: In-District - $39 Out of District - $78
A7987 Nov 4-25 6-9pm M 12 hrs

Watercolor Christmas Cards
Always telling yourself that you would like to make some of your own Christmas cards to send to that special person but don’t have the time? Here is your chance! In this course we will discuss some watercolor techniques as we apply other mediums to create traditional and non traditional Christmas cards. Love to craft, paint, scrapbook, experiment or simply make a mess and have fun? Then this is the course for you!
Cost: In-District - $33 Out of District - $66
A7988 Dec 2-16 6-9pm M 9 hrs

DID YOU KNOW...
SOTC Serves Secondary Students at 16 School Districts:
Ardmore Dickson
Fox Healdton
Lone Grove Mannsville
Plainview Springer
Wilson Zaneis
Marietta Greenville
Thackerville Davis
Sulphur Ringling
Parts of Garvin, Johnston and Stephens counties are included in the SOTC district

If you live in these school districts you are considered In-District. For questions on your status, please call us 580-224-8201.
### Master Gardener
Training never ceases for the certified Master Gardener who will have the opportunity to interact with other gardening enthusiasts. Students will learn horticulture skills useful both to them personally while also enabling them to volunteer their services through OSU Extension Center sponsored activities. Topics to be covered include lawn management, soils and fertilizers, ornamental trees and shrubs, insects, disease and weed management. The course is offered in conjunction with the OSU Cooperative Extension Center. In the next 12 months, you will be required to complete 45 volunteer hours where you will utilize your master gardening skills per Master Gardener acceptance policy.

<table>
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<td>Aug 15-Dec 12</td>
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<td>A6982</td>
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### Keyboarding

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### Computer Fundamentals using Windows 7

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<td>Sep 10-Oct 1</td>
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### Computer Fundamentals using Windows 8

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<td>A6997</td>
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### Windows 8 Workshop

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### Using the Internet

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### Using Internet eMail

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### Microsoft Excel 2010 Foundation

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### Microsoft Excel 2010 Intermediate

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<td>A7011</td>
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### Microsoft Word 2010 Foundation

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### Microsoft Word 2010 Intermediate

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<td>A7008</td>
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### Microsoft Word 2010 Workshop

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<td>A7006</td>
<td>Oct 22-Nov 7</td>
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### Microsoft Publisher

Learn how to make a brochure, business cards, calendars, greeting cards, labels, newsletters, bulletins and more with MS Publisher!

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### Microsoft Powerpoint Workshop

Learn how to use Microsoft PowerPoint and the online program Prezi to improve your presentations and draw in your audience.

<table>
<thead>
<tr>
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### Presentation Software

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### Facebook Workshop

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<td>Sep 9</td>
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### Buying and Selling on eBay

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<td>A7025</td>
<td>Sep 24 &amp; 26</td>
<td>6-9pm</td>
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<tr>
<td>A7026</td>
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### iPhone Workshop

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### iPad Workshop

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<tr>
<td>A7099</td>
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</table>
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.
Recommended prior to taking the Digital Photography courses.

<table>
<thead>
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<td>A7028</td>
<td>Oct 22-30</td>
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Single Lens Reflex Digital Camera with interchangeable lenses and ability to provide prints to fulfill assignments are **required** for the Digital Photography courses below.

Digital Photography I
Basics to Digital Cameras is **recommended** prior to taking this course as it will NOT cover the basic functionality of camera operation.

<table>
<thead>
<tr>
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Digital Photography II
**This course meets on one Saturday for 4 hrs.**

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<td><strong>A7032</strong></td>
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Digital Photography III
**This course meets on one Saturday for 4 hrs.**

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Adobe Acrobat Professional

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Adobe InDesign

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Adobe Illustrator

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Design Your Own Web Page - Internet Based

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<th>Cost:</th>
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Customer Service Training

<table>
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<tr>
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<tr>
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Property Insurance Adjuster Training
This 10-day course is designed for those who are interested in becoming a staff or independent property insurance adjuster. This course is designed for students who have no experience in adjusting. Training will focus on Basic Microsoft Windows, Basic Microsoft Excel, Xactimate Estimatics Training, Basic Property Insurance Principles, Communications And Customer Service, Basic Homeowners Policy Interpretation, Construction Methods, Materials & Terminology, Damage Identification & Documentation, Proper Loss Scoping And Measuring Techniques, Material Quality Variations, Labor & Material Calculations & Estimating, Unit Cost Calculations & Estimating, Review Of Contractor Estimates, Effective & Timely Reporting, Claim Inventory & Time Management, Client Specific Instructions, Proper File Order, Correct Billing Procedures and Organizational Skills (CAT & Daily).

**Computer System Requirements:**
Processor Speed - Xactimate 25 requires at least a 1 GHz processor (1.5 GHz or better is recommended)
RAM - Xactimate 25 requires that your machine have at least 1 GB
Hard Drive Space - Xactimate 25 requires that your computer have at least 1.5 GB of free hard drive space available.
Monitor Resolution - Xactimate 25 requires that your monitor resolution be set to 1024x768 or higher

<table>
<thead>
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Adobe Photoshop 1

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Adobe Photoshop 2

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Adobe Acrobat Professional

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**ADOBE PHOTOSHOP 1**

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**ADOBE PHOTOSHOP 2**

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Senior Series Courses

Our Senior Series Courses are designed for students who are new to the specified course. 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 discounted!

### SS-Keyboarding
- A7049 Aug 6-15 1-3pm T/Th 8 hrs
- A7050 Sep 24-Oct 3 1-3pm T/Th 8 hrs

### SS-Computer Fundamentals
- A7051 Aug 14 1-4pm W 3 hrs
- A7052 Oct 2 1-4pm W 3 hrs

### SS-Word
- A7053 Aug 21 1-4pm W 3 hrs
- A7054 Oct 9 1-4pm W 3 hrs

### SS-PowerPoint
- A7055 Aug 28 1-4pm W 3 hrs
- A7056 Oct 23 1-4pm W 3 hrs

### SS-Internet
- A7057 Sep 4 1-4pm W 3 hrs
- A7058 Oct 30 1-4pm W 3 hrs

### SS-eMail
- A7059 Sep 11 1-4pm W 3 hrs
- A7060 Nov 6 1-4pm W 3 hrs

### SS-Buying on eBay
- A7061 Sep 18 1-4pm W 3 hrs
- A7062 Nov 13 1-4pm W 3 hrs

### SS-Facebook
- A7063 Sep 25 1-4pm W 3 hrs
- A7064 Nov 20 1-4pm W 3 hrs

### Paraprofessional Course
Cost: $132
- A7073 Sep 24-26 9-5pm T-Th 24 hrs

Early Education: Pathway to CDA

SOTC, in conjunction with the Center for Early Childhood Professional Development and the Scholars for Excellence in Child Care (SECC) program, is offering the new 200 clock hour comprehensive Pathways to CDA preparation training option. Scholarships partially covering the course expenses are available to area child care providers working in licensed facilities from the SECC program. For more information and to request a scholarship application, please call 1-866-343-3881. If you receive a scholarship, please bring your award letter with you to enroll. As part of the scholarship requirements, you will need to make a co-payment of 75 cents per clock hour of course at time of enrollment. (Example: A 10 clock hour course × 75 cents = $7.50 due at time of enrollment.) For questions, please call (580) 224-8205.

#### Unit 1: Providing for Children’s Safety
This course includes the price of the book used for the rest of the course.
Cost: In-District - $72
- A7065 Sep 9-17 6-8:30pm M/T 10 hrs

#### Unit 2: Providing for Children’s Health
Cost: In-District - $45
- A7066 Sep 23-Oct 1 6-8:30pm M/T 10 hrs

#### Unit 3: Providing an Environment for Learning
Cost: In-District - $45
- A7067 Oct 7-15 6-8:30pm M/T 10 hrs

#### Unit 4: Child Growth & Development Concepts
Cost: In-District - $45
- A7068 Oct 21-29 6-8:30pm M/T 10 hrs

#### Unit 5: Child Growth & Development Concepts: Inf/ Tod/ Two’s
Cost: In-District - $23
- A7069 Nov 4 & 5 6-8:30pm M/T 5 hrs

#### Unit 6: Child Growth & Development Concepts: Preschool
Cost: In-District - $23
- A7070 Nov 11 & 12 6-8:30pm M, T 5 hrs

#### Unit 7: Ensuring Developmentally Appropriate Practice
Cost: In-District - $90
- A7071 Nov 25-Dec 10 6-8:30pm M/T 20 hrs

#### Unit 8: Child Growth & Development Concepts: Special Needs
Cost: In-District - $23
- A7072 Dec 16 & 17 6-8:30pm M/T 5 hrs

Basics of Cake Decorating **
Cost: In-District - $49
- A7190 Aug 19-26 6-9pm M/W 9 hrs
- A7191 Oct 8-15 6-9pm M/T 9 hrs

Intro to Fondant **
Cost: In-District - $49
- A7192 Sep 9-16 6-9pm M/W 9 hrs
- A7193 Nov 5-12 6-9pm T/Th 9 hrs

Advanced Fondant and Gumpaste **
Cost: In-District - $49
- A7194 Sep 23-30 6-9pm M/W 9 hrs
- A7195 Nov 19-26 6-9pm T/Th 9 hrs

Gum Paste Flowers **
Cost: In-District - $35
- A7196 Dec 2 & 4 6-9pm M/W 6 hrs

Carving Spiral Cakes **
Cost: In-District - $35
- A7197 Sep 7 9-4pm T/Th 6 hrs

Topsy Turvy Cake **
Cost: In-District - $35
- A7198 Nov 16 9-4pm S 6 hrs

**Please call (580) 224-8201 for a supply list.
**Holiday Cakes**: Cost: In-District - $35 Out of District - $67
- **Halloween Cake**: A7199 Oct 5 9-4pm S 6 hrs
- **Turkey Cake**: A7200 Nov 2 9-4pm S 6 hrs
- **Christmas Cake**: A7201 Dec 7 9-2pm S 6 hrs

**Holiday/Special Occasion Cookie Decorating**: Cost: In-District - $19 Out of District - $35
- **Elegant Sugar Cookies**: A7202 Sep 17 6-9pm T 3 hrs
- **Fall Sugar Cookies**: A7203 Oct 1 6-9pm T 3 hrs
- **Halloween Sugar Cookies**: A7204 Oct 22 6-9pm T 3 hrs
- **Thanksgiving Sugar Cookies**: A7205 Nov 25 6-9pm M 3 hrs
- **Christmas Sugar Cookies**: A7206 Dec 16 6-9pm M 3 hrs

**Decorating Cupcakes w/ Stencils**: Cost: In-District - $19 Out of District - $35
- A7207 Sep 24 6-9pm T 3 hrs

**Holiday Candy**: Cost: In-District - $19 Out of District - $35
- A7208 Dec 17 6-9pm Th 3 hrs

**Basics of Cooking**: Cost: In-District - $49 Out of District - $95
- A7209 Aug 20-27 6-9pm T/Th 9 hrs
- A7210 Oct 7-14 6-9pm M/W 9 hrs

**Cranberry Sauce & Traditional Stuffing**: Cost: In-District - $19 Out of District - $35
- A7211 Nov 18 6-9pm M 3 hrs

**Homemade Protein Powder & Smoothies**: Cost: In-District - $29 Out of District - $52
- A7212 Sep 10 6-9pm T 3 hrs

**Personal Budget Management Workshop**
- Cost: In-District - $25 Out of District - $45
- A7074 Sep 7 9-12pm S 3 hrs
- A7075 Oct 1 6-9pm T 3 hrs

**Legacy & Estate Planning**
- Cost: In-District - $25 Out of District - $45
- A7076 Oct 5 9-12pm S 3 hrs
- A7077 Aug 27 6-9pm T 3 hrs
- A7078 Nov 12 6-9pm T 3 hrs

**Wedding Planning**
- Cost: In-District - $25 Out of District - $45
- A7079 Sep 21 9-12pm S 3 hrs
- A7080 Nov 2 9-12pm S 3 hrs

**Conversational Spanish I**
- Cost: In-District - $51 Out of District - $100
- A7081 Sep 3-19 6-8pm T/Th 12 hrs

**Conversational Spanish II**
- Cost: In-District - $51 Out of District - $100
- A7082 Oct 1-22 6-8pm T/Th 12 hrs

**Conversational Spanish III**
- Cost: In-District - $51 Out of District - $100
- A7083 Nov 5-21 6-8pm T/Th 12 hrs

**Spanish for HealthCare**
- Cost: In-District - $51 Out of District - $100
- A7085 Nov 4-20 6-8pm MW 12 hrs

**Spanish for Customer Service**
- Cost: In-District - $51 Out of District - $100
- A7084 Oct 2-23 6-9pm W 12 hrs

**American Sign Language I**
- Cost: In-District - $51 Out of District - $100
- A7086 Sep 3-19 6-8pm T/Th 12 hrs
- A7087 Oct 22-Nov 7 6-8pm T/Th 12 hrs

**American Sign Language II**
- Cost: In-District - $51 Out of District - $100
- A7088 Sep 24-Oct 10 6-8pm T/Th 12 hrs
- A7089 Nov 12-26 6-8:30pm T/Th 12 hrs

**Knit a Scarf - Beginner**
- Cost: In-District - $25 Out of District - $50
- A7100 Aug 12-19 6-8pm M/Th 6 hrs
- A7101 Oct 21-28 6-8pm M/Th 6 hrs

**Knit a Hat - Advanced Beginner**
- Cost: In-District - $25 Out of District - $50
- A7102 Sep 9-16 6-8pm M/Th 6 hrs
- A7103 Nov 4-11 6-8pm M/Th 6 hrs

**Knit a Circular Scarf - Advanced Beginner**
- Cost: In-District - $25 Out of District - $50
- A7104 Sep 30-Oct 7 6-8pm M/Th 6 hrs
- A7105 Nov 18-25 6-8pm M/Th 6 hrs

DID YOU KNOW...
Business and Industry Services department provides custom training to more than 70 companies and over 15,000 people each year. If you have a business in south central Oklahoma, or your company is considering relocating to south central Oklahoma, you should be aware of what we can do for YOU! We have a quality staff of 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 prepare Oklahomans for the world of work. Contact Business & Industry Services department for more information 580-224-8218
**CPR Health Care Provider card.**

Students need a current TB skin test and American Heart Association’s Exams are $40 each for a total of $80; not included in price of the course.

**Long Term Care/C.N.A.**

9-4pm 1 & 3 Sat

A7106 Aug 20-Jan 28 5:30-9:30pm T/Th 222 hrs

Cost: In-District - $784 Out of District - $1,323

**EMT - Emergency Medical Technician**

Course will meet on the 1st and 3rd Saturdays each month to fulfill hours. The Emergency Medical Technology (EMT) Program 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 who successfully complete the program will be eligible to take the National Registry Exam. 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.

Cost: In-District - $784 Out of District - $1,323

A7106 Aug 20-Jan 28 5:30-9:30pm T/Th 222 hrs

**Long Term Care/C.N.A. * LPN Credit**

Exams are $40 each for a total of $80; not included in price of the course. Students must take the full 16 hour Medication Administration Technician course.

Price of the course includes tuition, supplies, books, shirt and mandatory background check/drug test.

Cost: In-District - $461 Out of District - $711

A7107 Aug 12-Dec 4 6-9pm MW 96 hrs

**American Heart First Aid**

Cost: In-District - $47 Out of District - $77

A7123 Aug 17 9-3:30pm S 5.5 hrs
A7124 Sep 10 4-9:30pm T 5.5 hrs
A7125 Oct 3 4-9:30pm Th 5.5 hrs
A7126 Nov 12 9-3:30pm S 5.5 hrs
A7127 Dec 5 4-9:30pm Th 5.5 hrs

**Medication Administration Technician (MAT)**

Cost: In-District - $75 Out of District - $137

A7128 Aug 5-14 5:30-9:30pm M/W 16 hrs
A7129 Sep 9-18 5:30-9:30pm M/W 16 hrs
A7130 Sep 30-Oct 9 5:30-9:30pm M/W 16 hrs
A7131 Nov 4-13 5:30-9:30pm M/W 16 hrs
A7132 Dec 2-11 5:30-9:30pm M/W 16 hrs

**MAT Update**

Students must provide an acceptable MAT/MAT Update certificate at time of enrollment that is still current; MAT within 2 years and MAT Update 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 16 hour Medication Administration Technician course.

Cost: In-District - $55 Out of District - $96

A7133 Aug 5 & 12 5:30-9:30pm M 8 hrs
A7134 Sep 9 & 16 5:30-9:30pm M 8 hrs
A7135 Sep 30 & Oct 7 5:30-9:30pm M 8 hrs
A7136 Nov 4 & 11 5:30-9:30pm M 8 hrs
A7137 Dec 2 & 9 5:30-9:30pm M 8 hrs

**Basic Phlebotomy**

The testing fee is not included in the price of this course.

Cost: In-District - $299 Out of District - $418

A7108 Aug 15-Dec 12 6-9pm Th 48 hrs

**American Heart CPR Health Care Provider *LPN Credit**

This course is required for EMT, Long Term Care/C.N.A. and the Practical Nursing Program at SOTC

Cost: In-District - $47 Out of District - $77

A7109 Aug 3 9-3:30pm S 5.5 hrs
A7110 Aug 8 4-9:30pm Th 5.5 hrs
A7111 Aug 20 4-9:30pm T 5.5 hrs
A7112 Sep 5 4-9:30pm Th 5.5 hrs
A7113 Sep 12 4-9:30pm T 5.5 hrs
A7114 Sep 21 9-3:30p 5.5 hrs
A7115 Oct 5 9-3:30pm S 5.5 hrs
A7116 Oct 10 4-9:30pm Th 5.5 hrs
A7117 Oct 22 4-9:30pm T 5.5 hrs
A7118 Nov 2 9-3:30pm S 5.5 hrs
A7119 Nov 7 4-9:30pm Th 5.5 hrs
A7120 Nov 19 4-9:30pm T 5.5 hrs
A7121 Dec 3 4-9:30pm T 5.5 hrs
A7122 Dec 7 9-3:30pm S 5.5 hrs

**American Heart First Aid**

Cost: In-District - $47 Out of District - $77

A7123 Aug 17 9-3:30pm S 5.5 hrs
A7124 Sep 10 4-9:30pm T 5.5 hrs
A7125 Oct 3 4-9:30pm Th 5.5 hrs
A7126 Nov 12 9-3:30pm S 5.5 hrs
A7127 Dec 5 4-9:30pm Th 5.5 hrs

**Long Term Care/C.N.A. * LPN Credit**

Exams are $40 each for a total of $80; not included in price of the course. Students must take the full 16 hour Medication Administration Technician course.

Price of the course includes tuition, supplies, books, shirt and mandatory background check/drug test.

Cost: In-District - $461 Out of District - $711

A7107 Aug 12-Dec 4 6-9pm MW 96 hrs

**DID YOU KNOW...**

You can jump start your career as a LPN! By taking Medical Terminology, Human Anatomy & Physiology and Long Term Care/C.N.A., you could receive advance credit to apply for SOTC’s LPN Program.
### 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 bring:
- Helmet (DOT or SNELL approved)
- Eye protection
- Sturdy over the ankle footwear
- Long-sleeved shirt or jacket
- Sturdy long pants
- Full-fingered gloves

SOTC provides motorcycles.

Courses will meet on the following schedule:
- Thursday OR Friday 6pm-9pm
- Saturday 8am-5pm
- Sunday 8am-5pm

Saturday and Sunday courses may meet 7am-4pm May-September due to weather conditions; this will be discussed in course Thursday/Friday.

Students must attend ALL courses and range exercises as attendance is required for successful completion of this course.

#### *** SPECIAL SUMMER COURSE DISCOUNT***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date Range</th>
<th>Time</th>
<th>Day(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A7181</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7182</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

**Cost:**
- In-District: $287
- Out of District: $499

### Defensive Driving

<table>
<thead>
<tr>
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<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>A7183</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7184</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

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

### AutoCAD

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Day(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A7185</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7186</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

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

### Basic Welding

<table>
<thead>
<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>A7187</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7188</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

**Cost:**
- In-District: $287
- Out of District: $499

### Intermediate Welding

Students will work on enhancing MIG welding skills and techniques.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A7189</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7190</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

**Cost:**
- In-District: $287
- Out of District: $499

### Advanced Welding

Students will work on enhancing TIG welding skills and other advanced topics depending on you and/or your company’s requirements. Students are allowed to bring personal projects to course, with instructor approval. Students will not be allowed to leave projects on campus. Students will be responsible for purchasing all materials for the approved project.

<table>
<thead>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A7191</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7192</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

**Cost:**
- In-District: $287
- Out of District: $499

### Self-Defense Act (Formerly Conceal Carry)

Items and Equipment needed to attend the Self Defense Act training course:
- Pen and Notebook
- Functional working handgun up to a 45 caliber.
- Holster that fits the handgun student will be shooting.
- Fifty rounds of ammo.
- Eye and ear protection (shooting glasses, ear protection)

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.

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.

<table>
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<tr>
<td>A7193</td>
<td>Sep 5-Oct 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
<tr>
<td>A7194</td>
<td>Oct 29-Dec 10</td>
<td>5:30-8:30pm</td>
<td>M, T, Th</td>
<td>48 hrs</td>
</tr>
</tbody>
</table>

**Cost:**
- In-District: $287
- Out of District: $499
Security Guard Phase I
This course is required for all other Security Guard courses.

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

A6949  Jul 30-Aug 2  9-3:30pm  T-F  22 hrs
A7166  Aug 19-28  6-9pm  M-Th  21 hrs
A7165  Sep 23-26  9-3:30pm  M-Th  22 hrs

Security Guard Phase II
Prerequisite: Students must have completed Phase 1 prior to taking this course. To become an Armed Security Guard, Phase 4 is required. To become an Armed Private Investigator, Phase 3 and 4 are required.

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

A6950  Aug 13-16  9-3:30pm  T-F  22 hrs
A7169  Sep 3-12  6-9pm  M-Th  21 hrs
A7168  Sep 30-Oct 3  9-3:30pm  M-Th  22 hrs

Security Guard Phase III
Prerequisite: Students must have completed Phase 1 and 2 prior to taking this course.

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

A6951  Aug 26-30  8-5pm  M-F  39 hrs
A7172  Sep 16-Oct 7  6-9pm  M-Th  39 hrs
A7171  Oct 7-11  8-5pm  M-F  39 hrs

MMPI Test
Required result of CAPABLE prior to enrolling in Phase 4

Cost:  
- In-District: $100  
- Out of District: $116

A7173  Aug 3  10am  S  3 hrs
A7174  Aug 17  10am  S  3 hrs
A7175  Sep 7  10am  S  3 hrs
A7176  Sep 21  10am  S  3 hrs
A7177  Oct 5  10am  S  3 hrs

Security Guard Phase IV
Prerequisite: Students must have been deemed “capable” on the results of the MMPI test prior to taking this course. Students must also have completed Phase 1 and 2 prior to taking this course. To become an Armed Private Investigator Phase 3 is required as well. 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: $226  
- Out of District: $436

A7178  Sep 9-13  8-5pm  M-F  39 hrs
A7179  Oct 21-25  8-5pm  M-F  39 hrs
A7180  Oct 21-11  6-9pm  M-Th  39 hrs
**Enrollment Guidelines**
- You must be at least 18 years of age to enroll.
- Payment in full is required at enrollment before student can be placed on the roster.
- 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 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.

**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 course 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 Administrative 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)

4. Enroll by mail can be completed using the registration form on page 15. 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
ENROLLMENT FORM

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 8 CAREER CLUSTERS

*** CURRENTLY ENROLLING IN ALL PATHWAYS ***

Construction  
Design/Pre-Construction (CADD)  
Visual Arts  
Diagnostic Services  
Personal Care Services  
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  
Network Systems  
Maintenance, Installation & Repair  
Production  
Science and Mathematics  
Automotive Service

BUSINESS & INDUSTRY SERVICES

Did you know?? The SOTC Business & Industry Services Department offers training for companies covering many different areas including:

Safety  

Leadership/Management  
Worker’s Compensation, Project Management, Sexual Harassment, Time Management, Interviewing Skills, Customer Service

Computer Skills  
Microsoft Office applications, Timesaving Tips and Tricks, Quickbooks, Adobe Photoshop

Foreign Language  
English as a Second Language, Conversational Spanish in the Workplace, Sign Language

Industrial Maintenance  
Welding (Stick, MIG, and TIG) Training and Certification, Programmable Logic Controllers, AC/DC Electrical, Motor Controls, Reading Blueprints, Measurement

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