

BALLROOM DANCING – ADVANCED

PREREQUISITE: Ballroom Dancing – Beginner. Perfect the moves you learned in the beginner class. Having a partner is not required to participate in this fast-paced class. Tuition: \$60 Supplies: \$25 Total Cost: \$85 16 hours (This class will meet at the Nicoma Park Community Center.)

Tuesday

DANCEAD095

6/2 – 7/21

7:00p – 9:00p

CANINE COLLEGE

This course is designed to accommodate both the dog and owner. Dogs will be trained in the essentials such as house breaking, basic commands and obedience. Dogs must be at least 4 months old with their puppy shots. Problem dogs may be dismissed from the class at the instructor's discretion. Limited to 12 dogs with ONE handler per dog. Handler must be at least 16 years of age. Please do not bring dogs the first night of class. Tuition: \$48 Supplies: \$5 Total Cost: \$53 6 hours

Monday

DOGCOL095

6/1 – 7/6

5:15p – 6:15p

CANINE COLLEGE GRADUATE SCHOOL

PREREQUISITE: Canine College or other dog obedience training program. Limited to 12 dogs with ONE handler per dog. Handler must be at least 16 years of age. Tuition: \$40 Supplies: \$5 Total Cost: \$45 5 hours

Monday

DOGGRAD095

6/1 – 6/29

6:30p – 7:30p

EDIBLE HORTICULTURE

This course teaches the care and use of horticulture crops used for food in a residential setting. The class will cover herbs, small fruits, tree fruits, tree nuts and vegetables. Tuition: \$35 Supplies: \$5 Total Cost: \$40 12 hours

Tuesday/Thursday

HORTEH095

6/2 – 6/18

6:30p – 8:30p

ORNAMENTAL/LANDSCAPE HORTICULTURE

This course teaches the care and use of plants for a residential and/or a commercial setting. Learn about site selection, design, soil, fertility, flowers, trees, tropicals, shrubs, vines, turfs, diseases and pests.

Tuition: \$45 Supplies: \$5 Total Cost: \$50 (An optional book can be purchased from the instructor). 16 hours

Tuesday/Thursday

HORTOL095

6/30 – 7/23

6:30p – 8:30p

BEGINNING GOLF

This class will begin with an overview of the rules of golf including golf etiquette. This course will teach the basics of golf beginning with stance, grip and swing arc for irons and drivers. Participants will begin with the basics and graduate to the practice range learning what clubs to hit for various distances. The class will also cover stance, grip, reading greens and putting stroke on a putting green. Minimum age requirement is 16 years of age. Students must provide their own golf equipment.

Tuition: \$30.00 Total: \$30.00 (does not include cost of range balls). 8 hours

Monday/Tuesday/Wednesday/Thursday

GOLF095

6/8 – 6/11

4:00 – 6:00p

CREATIVE ARTS/CRAFTS

BEGINNING CROCHET

If you've always wanted to learn to crochet, here is your opportunity. In this class you will receive one-on-one instruction from an experienced crocheter. Several projects will be made in class. A supply list is available the first night of class. The cost of supplies is NOT included in the class cost

Tuition: \$65 Total Cost: \$65 24 hours

Monday/Wednesday

BCROCHET095

6/1 – 6/24

5:30p – 8:30p

INTERMEDIATE CROCHET

PREREQUISITE: Beginning Crochet. In this class students will learn to read patterns and put to use those stitches learned in the beginning class. Several projects will be made in class. A supply list is available the first night of class. The cost of supplies is NOT included in the class cost

Tuition: \$65 Total Cost: \$65 24 hours

Monday/Wednesday

ICROCHET095

6/29 – 7/22

5:30p – 8:30p

JEWELRY DESIGN I

Learn basic jewelry making skills and knowledge in order to make your own jeweled creations. In each class session students will make a new project including: basic bracelet, necklace, earrings and multi-strand necklaces and bracelets. A supply list is available the first night of class. The cost of supplies is NOT included in the class cost
Tuition: \$60 Total Cost: \$60 16 hours.

Tuesday

JEWEL1095

6/2 – 7/21

7:00p – 9:00p

OIL PAINTING

In this class students will learn how to put their feelings and thoughts on canvas. You will work on composition, contrast of colors, blending of colors, the use of different brushes and the effect of light and shadow. Students will also learn how to create a dimensional life-like painting as well as working on simple landscapes, still life, figures and freehand drawing. Students will be painting the first night of class. Bring pictures or photographs you would like to paint as this first painting is “a painting of your choice.” A supply list is available the first night of class. The cost of supplies is NOT included in the class cost

Tuition: \$70 Total Cost: \$70 24 hours

Tuesday

OILPT095

6/2 – 7/21

6:00p – 9:00p

***NEW* QUILT TOP – Log Cabin**

Learn the essentials of this design. The instructor will discuss materials needed the first night of class. Students will need to bring a sewing machine with them to class.

Tuition: \$55 Total Cost: \$55 18 hours

Thursday

QUILT095

6/4 – 7/9

6:00p – 9:00p

COMPUTER TECHNOLOGY

BASIC eBAY SELLING

PREREQUISITE: Basic computer and Internet skills. The basics of selling on eBay is a hands-on class which provides new users the tools needed to be a successful seller on eBay. With over 135 million registered users, eBay offers sellers more than 50,000 categories to market their goods. More than 450,000 people make a full or part-time living on eBay. Course attendees will learn the fundamental skills needed to become a successful eBay seller.

Tuition: \$30 Total Cost: \$30 (An optional book can be purchased for \$15.) 6 hours

Tuesday

EBAY095A 6/2 & 6/9 5:30p - 8:30p

EBAY095C 7/7 & 7/14 5:30p - 8:30p

Thursday (This class will be held at Luther High School)

EBAY095B 6/18 & 6/25 5:30p - 8:30p

ADVANCED eBay SELLING

PREREQUISITE: Experience selling on eBay, current eBay seller account and PayPal account. The goal of the class is to make you more efficient on eBay regardless of your focus. If you took the Basic eBay Selling Class, there will be some brief review of those topics but this class goes into much greater detail and provides information to help you start or improve your business on eBay. This class is designed with the experienced eBay seller in mind. Techniques will be covered that could potentially build your eBay efforts into a real business. You will learn how to set goals, plan and strategize to reach self-sufficiency and increase sales using proven business strategies made easy using eBay tools.

Tuition: \$30 Total Cost: \$30 (An optional book can be purchased for \$15.) 6 hours

Thursday

EBAY095D 7/23 & 7/30 5:30p – 8:30p

INTRODUCTION TO COMPUTERS

PREREQUISITE: Basic keyboarding skills and/or understanding of the keyboard. This course is recommended before other computer classes are attempted. Students will learn basic terminology and concepts relating to PC computers, including tips and information about monitors, printers, floppy disks, hard disks and CD-ROM disk drivers. Also taught will be use of the mouse, how to create, move, and delete files/folders, how to change computer system settings and how to save, revise and print documents.

Tuition: \$70 Book: \$30 Total Cost: \$100 20 hours

Monday/Wednesday

INTRO95 6/1 – 6/24 4:30p – 7:00p

WINDOWS VISTA

Easy to understand, step-by-step, hands-on, skills-based approach that ensures student success. Makes the move to Windows Vista easy! Explains the start menu, search box and system state options. Discusses Windows Explorer and its new features. Explains user account control and covers Windows Defender and Software Explorer.

Tuition: \$45 Book: \$20 Total Cost: \$65 20 hours

Monday/Wednesday

VISTA095

6/1 – 6/24

7:00p – 9:30p

FINANCIAL/INVESTMENT

PERSONAL BUDGET WORKSHOP

Designed to help alleviate your payday stress. Learn how to control your paycheck instead of your paycheck controlling you. This class will show you how to maximize your income while living on a budget. Bring a list of your monthly income and expenses in order to set up a budget. Your financial information is confidential and will only be seen by you. Tuition: \$10 Total Cost: \$10 3 hours

THURSDAY

BUDGET095A

6/17

6:30p – 9:30p

BUDGET095B

7/16

6:30p – 9:30p

INVESTING BASICS WORKSHOP

Appropriate for all investors whether just getting started or looking for a refresher course. Investors will learn how to: examine their current financial situation; control taxes; and identify and manage investment risk.

Tuition: \$8 Supplies: \$2 Total Cost: \$10 2 hours

Tuesday

FINWKS095A

6/9

7:00 – 9:00p

FIXED INCOME INVESTING

The features and benefits of owning fixed income securities will be discussed. Bond laddering, diversification and owning quality securities will also be covered.

Tuition: \$8 Supplies: \$2 Total Cost: \$10 2 hours

Tuesday

FINWKS095B

6/16

7:00 – 9:00p

STOCK INVESTING STRATEGIES

Designed to help investors understand how stocks could fit into their overall portfolio including: how to build a diversified portfolio; how to evaluate companies thoroughly; and understanding what drives stock prices.

Tuition: \$8 Supplies: \$2 Total Cost: \$10 2 hours

Tuesday

FINWKS095C 6/23 7:00 – 9:00p

MUTUAL FUND BASICS

Mutual Funds describe a philosophy of investing where you combine money with others who have the same investment objectives as you. Topics to be discussed include: how to pick good mutual fund families; how to decide between load and no-load funds; and using the dollar cost averaging method of investing.

Tuition: \$8 Supplies: \$2 Total Cost: \$10 2 hours

Tuesday

FINWKS095D 6/30 7:00 – 9:00p

RETIREMENT PLANNING

Designed to help investors understand the retirement savings options available to them including: tax-deferred accounts such as company-sponsored plans and IRAs, as well as a brief discussion about annuities; how to set retirement savings goals; the importance of assets allocation; and how to apply time-tested retirement strategies.

Tuition: \$8 Supplies: \$2 Total Cost: \$10 2 hours

Tuesday

FINWKS095E 7/7 7:00 – 9:00p

DIVERSIFY YOUR INVESTMENTS

Discusses the importance of balanced portfolio. Asset allocation is illustrated through four investment diversification plans recommended by an advisory committee.

Tuition: \$8 Supplies: \$2 Total Cost: \$10 2 hours

Tuesday

FINWKS095F 7/14 7:00 – 9:00p

COMBINATION OF 6 WORKSHOPS

All six (6) workshops listed above.

Tuition: \$35 Supplies: \$5 Total Cost: \$40 12 hours

Tuesday

FINWKS095G 6/9 – 7/14 7:00p – 9:00p

EMERGENCY MEDICAL TECHNICIAN (EMT)

EMERGENCY MEDICAL TECHNICIAN

The EMT/Paramedic program at EOC Technology Center is designed to train students to work within the Oklahoma Emergency Medical System, providing direct patient care in a variety of emergency situations. EMT/Paramedics are trained and prepared to administer emergency care and medications while performing lifesaving services to trauma victims and those who suffer sudden illness and attacks. They work with people at the scene of a vehicle wreck, during transportation and delivery to hospitals. EMT/Paramedics usually function in teams of two and may be members of hospital emergency departments, intensive or coronary care units, rescue squads or volunteer departments.

College credit is available through Rose State College and OSU Oklahoma City. For information, please call Eastern Oklahoma County Technology Center at 405.390.9591 and ask for the EMT Department. Proof of High School Diploma or GED is required to obtain college credit. *A TABE Reading Test will be required before taking the EMT Courses.*

Class costs include books, CPR training, clinical shirt and SurScan Drug Screen. Other associated costs not included are black or blue slacks or EMT pants, black boots or shoes, OSBI background check (\$15) and immunizations (cost will vary depending on where you obtain the vaccines).

*Some book prices are not included in the class cost.

*Required immunizations –MMR test (need two shots before age 18 or one after age 18), Varicella immunization or Titer, **TWO** current (PPD) TB (must be current through clinical rotations), Hepatitis B immunization complete or started.

*Required: OSBI Background Check. All three boxes must be checked.

EMT BASIC PROGRAM

The Emergency Medical Technician Basic class is an entry level class designed to introduce the student to pre-hospital emergency medicine. Students will learn to use specialized equipment, basic patient assessment, splinting and other lifesaving procedures. This course will prepare the student for the National Registry of EMT's exam, which students will be eligible for upon completion of the course.

Prerequisite: NO Felonies. TABE Reading Test.

Tuition: \$670. Books/Supplies: \$140. Shirt: \$30 Drug Screen: \$40. Total Cost: \$880. 176 classroom hours, 36 clinical hours. Total hours: 212.

TABE Testing Dates include: May 4 through May 8 9am and 1pm and May 18 through May 22 from 9am and 1pm. Call to schedule a testing time with Doris King at 390-9591.

Monday/Wednesday/Thursday

EMTBA095A

5/18 - 8/26

6:00p - 10:00p

Monday/Wednesday *

EMTBA095B

5/27 - 8/27

8:30a - 4:00p

First day of class will be BLS CPR Healthcare Provider: 5/27 The class will begin at 8:00a – 4:00p.*August 27 at 5:00p, will be the Practical***EMT ANATOMY/PHYSIOLOGY**

Students will complete an in-depth study of human anatomy and physiology, including organ systems, fluid and electrolyte balance, growth and development and other areas of human anatomy. This course is required prior to enrolling in the EMT Paramedic course. Tuition: \$340 Book: \$140 Total Cost: \$480 84 hours

Monday/Wednesday

EMTA&P095

6/2 – 7/16

9:00a – 4:00p

BLS HEALTHCARE PROVIDER CPR

Based on standards set by the American Heart Association, this course is for health care providers and other professional rescuers. Lay persons seeking eventual instructor status should enroll in this course. The classes include: infant, child and adult CPR and obstructed airway; mouth-to-mask ventilation; modified jaw thrust; and other mandatory techniques. Tuition: \$35 Supplies: \$5 Total Cost: \$40 8 hours

Monday/Wednesday

CPR095A

5/18 & 5/20

6:00p – 10:00p

Tuesday

CPR095B

5/27

8:00a – 4:00p

HEALTH CARE**MEDICAL TERMINOLOGY**

This class uses an instructional system that teaches the student to easily remember, pronounce and apply 350 prefixes, roots and suffixes. These elements will enable the student to interpret and understand approximately 11,000 complex medical terms. Tuition: \$90 Book: \$35 Total Cost: \$125 30 hours

Tuesday/Thursday

MEDTMG095

5/14 – 6/16

6:30p – 9:30p

MEDICAL TRANSCRIPTION

PREREQUISITE: Medical Terminology. The Medical Transcriptionist's position is one in tremendous demand in doctor's offices, hospitals and private companies. Medical Transcriptionists are medical language specialists who interpret and transcribe dictation by physicians, physicians' assistants and nurse practitioners. A Medical Transcriptionist's work can be done in an office setting or at home. Speed and accuracy are two of the most important factors that determine a Medical Transcriptionist's pay. In this class the student will be taught to correctly transcribe medical documents including: admissions and physicals; discharge summaries; operative reports; pathology reports; radiology reports; requests for consultation reports and physician's clinical notes. Maximum 10 students.

Tuition: \$120 Book: \$75 Total Cost: \$195 48 hours

Monday/Wednesday

MEDTRS095

6/15 – 8/5

6:30p – 9:30p

CERTIFIED MEDICATION AIDE (CMA)

PREREQUISITE: Current CNA card. Students taking Certified Medication Aide must have a current certification in Long-Term Care. This course is designed to prepare students to safely administer medications to residents in nursing homes or adult day care centers. The student will be taught the proper procedures of medication, administration, therapeutic and adverse effects of medication, the legal responsibilities, the ethical conduct to follow, charting and reporting skills and the knowledge and skills necessary to identify and provide proper services to a patient. Upon successful completion of the course, the student will be eligible to take the written examination approved by the Oklahoma State Health Department. Tuesday, January 20th is the assessment date for all CMA students. The TABE assessment instrument is used for this required assessment. Clinical hours will be arranged by the instructor. Clinical hours are usually at times different from the classroom hours.

Tuition: \$215 Books Supplies: \$50 Total Cost: \$265 58 classroom hours , 27 clinical hours , 85 total hours.

State Written Examination: \$30 (payable at the time of testing)

Tuesday/Thursday

CMA095

6/2 – 8/4

6:30p – 9:30p

SECURITY GUARD TRAINING

SECURITY TRAINING PHASES I & II (UNARMED)

Phase I is required for all forms of security guard licenses. Instruction includes: interpreting the Oklahoma Security Guard and Private Investigator Act; developing first aid skills; operating firefighting equipment; writing field notes; writing reports and interpreting legal powers and limitations. Phase II is related to the tasks of unarmed security guards. Students receive instruction in public relations, performing fixed post duties, patrolling and investigating security incidents. Security guard license applicants must successfully complete Phase I and II before receiving a security guard license. The minimum age requirement is 18 years. Attendance during all class sessions is required. Tuition: \$125 Books: \$20 Total Cost: \$145 44 hours

Tuesday/Thursday

SEC12095

5/19 – 6/18

5:30p – 9:30p

PHASE III (PRIVATE INVESTIGATOR)

PREREQUISITE: Phase I class. Phase III of security training is related to the tasks of private investigators. Students will receive instruction in understanding responsibilities to clients, interpreting laws of private investigations, complying with the Fair Credit Reporting Act, conducting investigations/surveillance and locating and communicating information. The minimum age requirement is 18 years. Attendance during all class sessions is required. Tuition: \$110 Book: \$10 Total Cost: \$120 39 hours

Tuesday/Thursday

SECP095

6/23 -7/23

5:30p – 9:30p

PHASE IV (FIREARMS)

Students must have the Minnesota Multi-Phasic Personality Inventory (Long Version) on file before enrolling in this class. Students will receive instruction in handgun safety, nomenclature and maintenance, fundamentals of marksmanship, handgun handling skills, handgun shooting positions, range procedures and legal issues. Students will supply their own ammunition. The minimum age requirement is 21 years. Attendance during all class sessions is required. Maximum enrollment – 10 students.

Tuition: \$100 Book: \$10 Total Cost: \$110 (does not include cost of ammunition)

32 hours

SECF093 (Classroom) **M/TW/Th** 7/27 – 7/30

5:30p – 9:30p

(Range) Arranged by Instructor

PHASE IV (SHOTGUN)

PREREQUISITE: Students must provide verification that they have successfully completed the Phase IV (Firearms) class in order to enroll in this class. Students will receive instruction in shotgun safety, nomenclature and maintenance, fundamentals of marksmanship, shotgun handling skills, shotgun shooting positions, range procedures and legal issues. Students will supply their own ammunition. The minimum age requirement is 21 years. Attendance during all class sessions is required. Maximum enrollment – 10 students.

Tuition: \$50 Book: \$20 Total Cost: \$70 (does not include cost of ammunition)

16 hours

SECF095A (Classroom) **T/Th** 8/4 & 8/6 5:30p – 9:30p
(Range) Arranged by Instructor

***NEW* CONCEALED HANDGUN TRAINING**

This course will include firearm safety, fundamentals of handgun shooting and unloading techniques as provided in the Oklahoma Self Defense Act. The minimum age requirement is 21 years. Attendance during all class sessions is required.

Maximum enrollment – 12 students. Tuition: \$60 Total Cost: \$60 (does not include cost of ammunition) (Gun rental available for \$15 including ammunition from instructor)

8 hours

Tuesday/Thursday

HGTRAIN095A 6/9 - 6/11 6:00p – 10:00p

Saturday

HGTRAIN095B 6/13 8:00a – 4:00p

Range Session for these two classes scheduled by instructor.

Tuesday/Thursday

HGTRAIN095C 7/7 - 7/9 6:00p – 10:00p

Saturday

HGTRAIN095D 7/11 8:00a – 4:00p

Range Session for these two classes scheduled by instructor.

TECHNICAL/INDUSTRIAL

MOTORCYCLE SELECTION AND BASIC MAINTENANCE

This course will teach the basics of what to look for when purchasing a motorcycle. In addition, students will learn basic maintenance in order to keep your motorcycle running well and providing a cost effective means of travel for work or play. Tuition: \$16

Supplies: \$4 Total Cost: \$20 4 hours

Tuesday/Thursday

MCYCL095 6/9 & 6/11 7:00p – 9:00p

SMALL ENGINE REPAIR – BEGINNER

Whether interested in repairing your own equipment or starting a home business, this class is designed to provide an understanding of small gasoline engines. Instruction includes: fuel; lubrication; proper choking; ignition and starter systems. The information required to tune up a two-stroke or four-stroke gasoline engine is also covered.

Maximum enrollment – 8 students. Tuition: \$130 Book/Supplies: \$40 Total Cost: \$170 48 hours

Monday/Wednesday

SMALLEN095

6/1 – 7/22

6:30p – 9:30p

WELDING I

The demand for welders is up and jobs are plentiful. This course will prepare you to work in a welding job for an employer or provide you with the skills to do projects for yourself. The class will provide an overview of the welding processes with applications. Specific areas of training include: AC/DC electrical theory as it applies to welding arc current; setting up an oxyacetylene station; proper use and maintenance of welding units; braze welding; arc welding; and safety according to OSHA standards. Students supply metal for building personal projects. Supplies do not include welder's helmet or goggles, gloves or apron. Tuition: \$160 Supplies: \$30 Total Cost: \$190 48 hours

Tuesday/Thursday

WELD095

6/2 – 7/23

6:30p – 9:30p

