# eoctech.edu

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

## ADULT CAREER DEVELOPMENT
## SHORT-TERM COURSES Fall Catalog 2019

POWERED BY
*career*tech

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# Adult Career Development
# Table of Contents

## NEW! Computer Basics/ Windows 10 - 15 HR

**PREREQUISITE:** *Basic keyboarding skills and/or understanding of the keyboard.*
This course is recommended before other computer classes are attempted. Students learn basic terminology and concepts relating to PC computers, including tips and information about monitors, printers, memory sticks and CD-ROM disk drives. 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 are also taught. Students will also be taught an easy to understand, step-by-step, hands-on, skills-based approach that makes the move to Windows 10 simple. Students become familiarized with the start menu, search box and system state options; discuss Windows Explorer and its new features; and user account control and Windows Defender.

**Tuition: $70 | Book: $45 | Total: $115**
*Monday / Wednesday*

| | | |
|---|---|---|
| 3207048 | 8/26 – 9/16 | 6:30p – 9:00p |
| 3207049 | 10/7 – 10/28 | 6:30p – 9:00p |

## Office 2016 - 20 HR

Microsoft Office 2016 introduces the Office 2016 Ribbon interface and basic navigation in documents.

- Word Basics, 4 lessons: Opening and Closing documents, editing documents, moving and copying text, formatting text, spell check and working with graphic images
- Excel Basics, 2 lessons: Formulas and functions, sorting lists, creating charts
- Powerpoint Basics: Designing powerpoint presentations and delivering slideshows
- Access Basics: Creating an Access database, entering data and constructing, modifying and printing tables. Based on user requests, this edition adds coverage of live previews, galleries and creating new folders.

**Tuition: $80 / Book: $45 / Total: $125**
*Monday / Wednesday*

| | | |
|---|---|---|
| 3207001 | 11/4 -- 12/2 | 6:30p – 9:00p |



# ENROLL
## ONLINE
eoctech edu/enroll

# Arts & Crafts



## Basic Knitting - 24 HR

Students will be taught the basic knitting stitches and different designs by first making a sampler scarf. Students will begin knitting the first night of class. Bring a skein of knitting thread (in a color of your choice) and knitting needles (in a size of your choice). Cost of supplies is NOT included in the class cost.

**Tuition: $70 | Total: $70**
*Thursday*
3207002        8/15 – 10/10        6:00p – 9:00p

## Basic Sewing Skills - 15 HR

Students will be taught basic sewing skills with their own machines by a certified Family and Consumer Science Teacher. Topics include: threading the machine, common seams, selecting a pattern, purchasing fabric, notions and other supplies, laying out and cutting a simple pattern, following pattern instructions, sewing on a button, and hemming a garment by machine or hand. Students need to bring a portable sewing machine to class. A supply list will be provided the first night of class and students will need to select and purchase items for their simple garment by the second week of class. Estimated cost of supplies (not including sewing machine) $30.

**Tuition: $40 | Total: $40**
*Tuesday*
3207003        9/10 – 10/8        6:00p – 9:00p

## Beginning Crotchet - 24 HR

Students receive one-on-one instruction from an experienced crochet instructor. Several projects are made in class. A supply list is available the first night of class. Cost of supplies is NOT included in the class cost.

**Tuition: $70 | Total: $70**
*Monday / Wednesday*
3207004        9/9 – 10/2        6:00p – 9:00p        3207005        11/4 – 12/2        6:00p – 9:00p

## Oil Painting - 24 HR

Work on composition, contrast and blending of colors, the use of different brushes and the effect of light and shadow. Students 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 paint the first night of class, so bring your supplies. Bring pictures of photographs you would like to paint as the first painting is of your choice. Call 390.5333 for a supply list. Cost of supplies NOT included in the class cost.

**Tuition: $70 | Total: $70**
*Tuesday*
3207006     8/13 – 10/1     6:00p – 9:00p
3207007     10/15 –12/3     6:00p – 9:00p

## Quilt Top - 24 HR

Students learn the essentials of each design. Instructor discusses materials needed the first night of class. Students need to bring a sewing machine with them to class. Cost of supplies NOT included in the class cost.

**Tuition: $70 | Total: $70**
*Thursday*
a) 3207008   8/15 – 10/10     6:00p – 9:00p
b) 3207009  10/24 – 12/19     6:00p – 9:00p
**Patterns for Fall 2019**
a) Subonnet Sue      b) Friendship Flowers

## Quilting At Luther Community Center - 24 HR

Learn the essentials of each design. The instructor discusses materials needed the first day of class. Students need to bring a sewing machine with them to class. Cost of supplies NOT included in the class cost.

**Tuition: $70 | Total: $70 |** *Tuesday*
a) 3207010     8/13 – 10/1     1:15p – 4:15p          b) 3207011     10/22 – 12/10   1:15p – 4:15p
**Patterns for Fall 2019**
a) Subonnet Sue      b) Friendship Flowers

## Save the Date
### GOLF FOR GRADS

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
## FOUNDATION
**23RD ANNUAL GOLF TOURNAMENT**

### October 17
## 2019

**TDS®**
*Tournament Sponsor*

*Thank you!*
**2019 Platinum Sponsors**

**Kiwanis** of Jones

**BancFirst.**

**OG&E**

# LOOK FOR THE

# IGUANA BUS

## IN YOUR COMMUNITY

- **EOC PARTNER SCHOOLS**
- **COMMUNITY EVENTS**
- **PARADES**

Follow the bus
**@iguanabus**

# Emergency Services

## CPR Courses

### BLS Healthcare Provider - 4 HR

This course is for healthcare providers and is based on standards set by the American Heart Association.

| Wednesdays | | $30 |
|---|---|---|
| 3205961 | 7/10 | 8:30a-12:30p |
| 3207122 | 8/14 | 8:30a-12:30p |
| 3207123 | 9/11 | 8:30a-12:30p |
| 3207124 | 10/9 | 8:30a-12:30p |
| 3207125 | 11/13 | 8:30a-12:30p |
| 3207126 | 12/11 | 8:30a-12:30p |

### HeartSaver First Aid CPR/AED — 7 HR

This course is for the general public, school staff, and daycare providers.

**$67**
1 hour lunch

| 3204832 | 6/19 | 8:30a – 4:30p |
|---|---|---|
| 3206263 | 7/17 | 8:30a – 4:30p |
| 3207127 | 8/21 | 8:30a – 4:30p |
| 3207128 | 9/18 | 8:30a – 4:30p |
| 3207129 | 10/16 | 8:30a – 4:30p |
| 3207130 | 11/20 | 8:30a – 4:30p |
| 3207131 | 12/18 | 8:30a – 4:30p |

*Tuition does not include the cost of books. Student is responsible for textbook fee.*

## Looking for FULL TIME EMS Courses?

For a list of FULL TIME Emergency Services Programs, please visit eoctech.edu/public-services

## Online Courses

### Online CPR Courses - HeartCode

**BLS Healthcare Provider CPR On-Line**
3207132 — **$80**

**Heartsaver CPR/AED On-Line**
3207133 — **$60**

**Heartsaver First Aid/CPR & AED On-Line**
3207134 — **$90**

**BLS Healthcare Provider CPR Instructor On-Line**
3207135 — **$140**

*For Online courses, you must purchase the code from onlineaha.org  and the manual from aha.channing-bete.com. Please provide the Course Completion Certificate at the time of the skills test.

**Contact Dana Robertson at (405) 390-5315 or drobertson@eoctech.edu to schedule skills test.**

# (CPAT)

## Candidate Physical Ability Test

**Fall 2019 Testing Cycle**

## CPAT Testing

| Written Exam | Physical Exam |
|:---:|:---:|
| **$50** | **$125** |
| 7/9 | 7/11 |
| 8/13 | 7/25 |
| 9/10 | 8/8 |
| 10/8 | 8/22 |
| 11/12 | 9/26 |
| 12/10 | 10/10 |
| | 10/24 |
| | 11/14 |

**For the most updated class schedules contact us at (405) 390-5315**

**"Changing how you live, not where you live."**

# Adult Day Services

**Eastern Oklahoma County Technology Center**

4601 N. Choctaw Rd. l Choctaw, OK

**p. 390.4400 l f. 390.6637 l eoctech.edu**

# 405.390.4400

**Call TODAY and ask about a free day of service.**

EOC Tech Adult Day Services is a non-profit, community based adult day center that provides daytime care for older adults who cannot stay safely alone at home or whose caregiver needs to work or take some much-needed respite time. Our professional staff provide excellent care at an affordable rate.

## HOW WE CAN HELP

### Our Staff:

- **L.P.N, C.M.A., C.N.A. & Activity Coordinator.**
- **Monthly & PRN**

**Assessments Including Vital Signs & Weight**
- **Medication Administration**

### Our Services:

- **Daily Exercise Group**
- **Memory Exercises & Cognitive Stimulation**
- **Health & Wellness**

**Classes**
- **Arts, Crafts & Music**
- **Breakfast, Snacks & Hot Lunch**

OKLAHOMA
**OK DHS**
EXCELLENCE

*The Oklahoma Department of Human Services provides funding for this activity for those who meet OKDHS eligibility requirements. Other payment sources include: LTC Insurance, Respite Vouchers, Advantage & Private Pay.*



Map:
- NE 50th St
- NE 36th St
- NE 23rd St
- N Henney Rd
- N Choctaw Rd
- N McDonald Rd
- N Indian Meridian Rd
- 4601 N. Choctaw Rd
- Eastern Oklahoma County Tech Center
- W / E
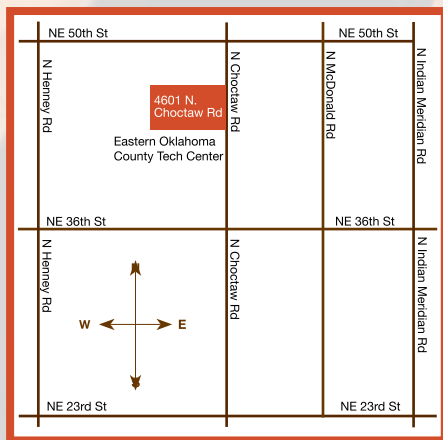
# Financial & Investment

**Foundations of Investing (9/17)**
Increase your investing IQ, whether new to investing or as a refresher. Topics will include developing a strategy, asset allocation and battling the effects of inflation.

**Strategies for Retiring in Five Years (9/24)**
If you are considering retirement in the next five years, what are the things you should be doing now? Topics will include asset allocation, positioning for income generation and strategies for NOT outliving your money.

**Tuition: $40  |  Total: $40**
*Tuesday*
3207012        **9/17 – 10/8        7:00p – 9:00p**

**Maximizing Your Social Security Benefits (10/1)**
Strategies for maximizing your benefits. Understand how benefits are calculated. Choosing the right time to file. Taking benefits while working. Options for spouses and ex-spouses and the income tax ramifications of receiving benefits.

**Estate Planning: It's Not Just for the Super Rich (10/8)**
Estate planning and wealth transfer is "getting the right things to the right people in the right manner at the least cost." Strategies for gifting and managing your family's heritage and legacy.

## Canine College

### Canine College - 6 HR

This course is designed to accommodate both dog and owner. Dogs are trained in the essentials including house breaking, basic commands and obedience. Dogs must be at least 4 months old with current 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: $60  |  Total: $60**

*Tuesday*

| | | |
|---|---|---|
| 3207013 | **8/20 – 9/24** | **5:15p – 6:15p** |
| 3207014 | **10/29 – 12/3** | **5:15p – 6:15p** |

### Canine College Graduate College - 6 HR

**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: $60  |  Total: $60**

*Tuesday*

| | | |
|---|---|---|
| 3207015 | **8/20 – 9/24** | **6:30p – 7:30p** |
| 3207016 | **10/29 – 12/3** | **6:30p – 7:30p** |



## Fitness Classes

### NEW! Personal Fitness - 16 HR

Focusing on form, safety and education, Personal Fitness is all about helping you start and/or continue your health and fitness journey within a group setting with the added luxury of a certified personal trainer as the instructor. Attend and get a great workout, ask questions, connect with others and crush some personal goals twice a week. Utilizing different tools and equipment, students will sweat, tone, stretch and strengthen themselves inside and out!

**Tuition: $50  |  Total: $50**

*Tuesday / Thursday*

| | | |
|---|---|---|
| 3207017 | **8/13 – 10/8** | **4:30p – 5:30p** |
| 3207018 | **10/15 – 12/12** | **4:30p – 5:30p** |

### Yoga - 16 HR

Students are taught a very basic Ashtanga vinyasa flow type of yoga. The poses/techniques taught can help stretch and strengthen participant's muscles as well as train their chattering mind to slow down, stop and focus.  The breathing used in yoga positions and sequences can recharge one's body by opening blood vessels and bringing in more oxygen from your head to your toes.  Participants will move around and sweat as they engage in the activities of this class. Please refrain from eating large meals two hours prior to class. No experience necessary, however, you should be able to get up and down from the floor without assistance. Requirements for class include: yoga mat, towel and water. Maximum enrollment – 22 students

**Tuition: $50 | Total: $50**

*Monday / Wednesday*

| | | |
|---|---|---|
| 3207019 | **8/12 – 10/7** | **4:30p – 5:30p** |
| 3207020 | **10/14 – 12/11** | **4:30p – 5:30p** |

# General Interest

## General Education

### Essential Oils for Your Health & Well-Being - 10 HR

This class will educate participants on the constituents and properties of Therapeutic Grade Essential Oils and how they can be applied and used for your own personal health and well-being. Essential Oils are the lifeblood of plants, trees, bushes, flowers and herbs. The oils are extracted from the bark, roots, leaves and stems of the plants by a slow heat distillation process. Cost of oils is NOT included in cost of class.

**Tuition: $40  |  Total: $40**

*Thursday*

3207020        **9/12 – 10/10     6:00p – 8:00p**

## Sports & Outdoors

### Hunter Safety Education - 8 HR

The Hunter Education Program is offered by the Oklahoma State Wildlife Department. Participants **must** be 10 years of age or older. Parents of minor children should plan to take the class with their child. Participants need to supply the following information when enrolling: Name, address, phone number and age. Vending machines are available for refreshments. Participants will need to bring a snack lunch or plan to leave campus for lunch. **Students must be pre-enrolled.** No walk-ins will be allowed to attend class. Maximum enrollment is 40 students.

**Tuition: FREE**

*Saturday*

3207022        **10/5              8:00a – 4:00p**

## Pathway to CDA

**Come Join us at EOC Tech for
the NEW Early Education: Pathway to Your
National Certification.**

- Effective Immediately for new online students
- Meets training requirements for CDA and 150 clock hours towards CCP
- Meets the new CDA Professional Portfolio requirements

**Contact Information:**
Contact the Adult Career Development Secretary at 405.390.5333 for information about classes.
*Partial financial assistance for qualified participants may be available.*

For Scholarship Information, Contact
**Comesha Woods**
**(405) 225.9396 or (866) 343.3881**
www.okhighered.org/scholars

**EOC Tech is assisting Oklahoma's commitment to high quality early care and education by providing professional development that produces results.**

# Health Care

PREREQUISITE for admission to all Health Care Classes is a background check, free of any of the offenses listed on the Oklahoma State Department of Health's Definitions - Criminal Arrest Check §63-1-1950.1

## Medical Office

### Medical Terminology - 48 HR

This class uses an instructional system that teaches students to easily remember, pronounce and apply 350 prefixes, roots and suffixes. These elements enable students to interpret and understand approximately 11,000 complex medical terms.

**Tuition: $170 | Book: $35 | Total: $205**

*Tuesday / Thursday*

| 3207023 | 8/13 – 10/8 | 6:00p – 9:00p |
| 3207024 | 10/15 – 12/12 | 6:00p – 9:00p |

### Medical Assistant - 96 HR

*PREREQUISITE: Medical Terminology*
The Medical Assistant is responsible for the office skills in a medical setting. Skills taught include: collecting fees, filing demographic data, health care coverage, office communication, patient privacy (HIPPA), proper phone etiquette, referrals, scheduling appointments, diagnostic testing, infection control, lab procedures, medical history, preparing patients for examination, shots, specimen collection, triage and vital signs.

**Tuition: $275 | Book: $210 | Total: $485**

*Tuesday / Thursday*

| 3207025 | 8/13 – 12/10 | 6:00p – 9:00p |

## CMA

### Certified Medication Aide (CMA) - 56 HR

*PREREQUISITE:*
*Current CNA card; 6 months experience as CNA/ Long-Term Care/CNA; proficient in reading, writing, speaking, and understanding English; 10th grade math level proficiency.*
*Free proficiency exam available @ www.testpreview.com/tabepractice.htm*

This course is designed to prepare students to safely administer medications to residents in nursing homes or adult day care centers. Students are taught the proper procedures of medication administration, therapeutic and adverse effects of medication, legal responsibilities, ethical conduct to follow, charting and reporting skills and the knowledge and skills necessary to identify and provide proper services to a patient. The 40 hours of classroom and laboratory work includes 8 hours of Basic Life Support - Health Care Provider CPR training for certification. Clinical hours, usually on a weekend, are arranged by the instructor and differ from regular classroom hours. Upon successful completion of this course, students are eligible to take the written exam* approved by the Oklahoma State Health Department. Students must have current background check and current immunization record with current TB shot record for the clinical portion.**

*\*\*It is highly recommended that this be done as soon as possible after the start of class*

**TESTING FEE:**
**State Written Examination: $100***
*\*Payable at the time of testing*

**Tuition: $215 | Book: $70 | Total: $285**

*Tuesday / Thursday*

| 3207026 | 10/8 – 12/17 | 6:00p – 9:00p |

## CNA/Home Health

### Long-Term Care/ Certified Nurse Aide - 112 HR

This course focuses on safe and effective provisions of patient care. Classes include: communication, body functions, body mechanics, patient needs, infection control, personal care, safety, special procedures, vital signs, emergency care and first aid/ CPR. This course prepares students to take the state skills and written certification tests for Long-Term Care/CNA. Fees for the state exams may be paid at the time of testing,

which is after all course work is successfully completed. Students must pass the state clinical examination before they may take the state written examination. Two forms of ID are required before taking the examination. Clinical hours, usually on a weekend, are arranged by the instructor usually at times different from the classroom hours. Students must have current background check and current immunization record with current TB shot to attend the clinical portion.**

*It is highly recommended that this be done as soon as possible after the start of class*

**96 classroom HR + 16 clinical HR = 112 HR**

**TESTING FEES: State Clinical Exam: $60***
**State Written Exam: $40***

*Payable at the time of testing*

**Tuition: $400 | Book: $75 | Total: $475**
*Monday / Wednesday*
3207027       8/12 – 12/9       6:00p – 9:00p

## Home Health (CNA/HHA) - 16 HR

*PREREQUISITE:*
**Students enrolling in this course must bring their current CNA card, a picture ID and social security card.**
This course provides a review of theory, information specific to home health care and demonstration of nursing skills. After successful completion of this 16 hour course, students are eligible to pay a $25 registration fee and obtain their Home Health certification through the Oklahoma State Board of Health. Students enrolling in this course must bring their current CNA card, a picture ID and social security card.

**Tuition: $75 | Total: $75**
*Tues. / Wed. / Thurs. / Mon.*
3207028       12/10 – 12/16   6:00p – 10:00p

## Phlebotomy

## Phlebotomy - 48 HR

*PREREQUISITE:*
*High School Diploma or GED*
This course teaches students the methods of drawing blood and practices different techniques of collecting blood from patients and donors. In this class students are taught the following procedures: communication networks with the physician, patient and laboratory within health care settings, proper disposal of contaminated materials, quality assurance, review of patient rights, safety toward specimens and types of isolation. Maximum enrollment - 12 students

**Tuition: $170 | Book: $80**
**Supplies: $25 | Total: $275**
*Monday / Wednesday*
3207029       8/12 – 10/7       6:00p – 9:00p
3207030       10/14 – 12/11   6:00p – 9:00p

# Choctaw Library

## Special Programs for Adults:

### Page Turners Book Club
First Sunday of the Month 2:00 pm

### Yoga
Wednesday 7pm

### Tech Help
Scheduled by appointment.
Call Library for details.

## Special Programs for Children:

### Toddlertime for ages 1-3
Every Tuesday, 9:30am

### Storytime for ages 3-5
Every Tuesday, 10:30am

### Home School Teen Program
Every Tuesday, 1-3pm

### Teen Program
Every Tuesday After School

## Hours of Operation

| | |
|---|---|
| **Monday - Thursday** | 9am - 9pm |
| **Friday** | 9am - 6pm |
| **Saturday** | 9am - 5pm |
| **Sunday** | 1pm - 6pm |

For a full list of classes offered at the Choctaw Library visit http://www.metrolibrary.org/choctaw-library

**(405).390.8418**

# Online Courses

## ed2go.com/eoctech

- Accounting
- Art, History, Psychology, Literature, Math
- Business Administration
- Certification Prep
- Child Care & Parenting
- Computer Courses
- Computer Troubleshooting & Networking
- Database Management & Programming
- Digital Photography & Digital Video
- Entertainment Industry Careers
- Graphic Design
- Grant Writing & Nonprofit Management
- Health Care, Nutrition & Fitness
- Internet Courses
- Languages
- Legal & Legal Careers
- Personal Development
- Personal Enrichment
- Personal Finance & Wealth Building
- Philosophy & Science
- Sales & Marketing
- Start Your Own Business
- Test Prep
- Writing & Publishing

**For complete listing visit http://www.ed2go.com/eoctech**

Each course runs for six weeks and consists of 12 lessons. Interactive quizzes, online tutorials, and online discussion areas are supplemented via the Internet. Students read lessons and ask questions of instructors at their convenience. Students must have access to the Internet, an email address, web browser and software for computer application classes.

## START DATES

### Aug 14 | Sept 11 | Oct 16 | Nov 13 | Dec 11

- A new section of courses starts on the day listed for each month in the Fall.
- Courses run for six weeks, with a two-week grace period at the end.

- If enrolling in a series of courses, we recommend spacing the start date for each course two months apart.
- Online classes are NOT eligible for college credit or financial aid.

**Contact: Sarah McCall, 390.5333 • smccall@eoctech.edu**

# Security & Handgun Training/Concealed Handgun Training

## Security/Handgun Training

### Security Phase I & II, Unarmed 40 HR

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 fire fighting 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. After successfully completing Phase I and II students must take the Phase I and II CLEET test before receiving a security guard license. **Test fee: $25.** The minimum age requirement is 18 years. Attendance during all class sessions required.

**Tuition: $130 | Book: $20 | Total: $150**

*Tuesday / Thursday*

3207031        **8/13 – 9/17        5:30p – 9:30p**

### Security Phase III, Private Investigator - 39 HR

*PREREQUISITE: Phase I & II*

Phase III of security training is related to the tasks of private investigators. Students 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 required. Phase III students must take the Phase III CLEET test before receiving a license. **Test Fee: $25**

**Tuition: $115 | Book: $10 | Total: $125**

*Tuesday / Thursday*

3207032        **9/24 – 10/29        5:30p – 9:30p**

### Security Phase IV, Firearms - 32 HR

*PREREQUISITE: Phase I & II*

Students must have the Minnesota Multiphasic Personality Inventory, Long Version, on file before enrolling in this class. Students receive instruction in handgun safety, nomenclature and maintenance, fundamentals of marksmanship, handgun handling skills, handgun shooting positions, range procedures and legal issues. Students supply their own ammunition. The minimum age requirement is 21 years. Attendance during all class sessions required. Firearm students must take the Phase IV CLEET test before receiving a license. Test Fee: $25 - Maximum Enrollment - 10 Students

**Tuition: $105 | Book: $10 | Total: $115**

*Mon / Tue / Wed / Thur (Classroom)*

*Sat / Sun (Range)*

3207033 **(Classroom) 11/4 - 11/7 5:30p - 9:30p**
        ***(Range) 11/9 & 11/10 8:00a - 5:00p***

### Security Phase IV, Shotgun - 16 HR

*PREREQUISITE: Students must provide verification of successful completion of Phase IV, Firearms to enroll.*

Students receive instruction in shotgun safety, nomenclature and maintenance, fundamentals of marksmanship, shotgun handling skills, shotgun shooting positions, range procedures and legal issues. Students supply their own ammunition. The minimum age requirement is 21 years. Attendance during all class sessions required. Maximum Enrollment - 10 Students

**Tuition: $55 | Book: $20 | Total: $75**

*Tuesday / Thursday (Classroom)*
*Saturday (Range)*

3207034

        **(Classroom) 11/12 & 11/14 5:30p - 9:30p**
        ***(Range) 11/16  8:00a - 5:00p***

**! PREREQUISITE** for admission to <u>ALL</u> Security/Handgun Training classes is a felony free background check.

## Phase V, Bail Enforcer Training - 40 HR

*PREREQUISITE: Phase I, II, III; High School Diploma or GED*

Students receive instruction in learning the duties, tasks and laws of Bail Enforcement in Oklahoma.  Basic self-defense tactics, surveillance techniques, when to involve law enforcement, the paperwork required and collecting the bounty are also covered.  The minimum age requirement is 21 years of age. Attendance during all class sessions is required.

**Tuition: $130  |  Book: $30  |  Total: $160**

*Mon/Tue/Wed/Thurs*

| 3207035 | 11/18-12/5 | 5:30p – 9:30p |

## Handgun Safety & Training - 8 HR

This course includes firearm safety, fundamentals of handgun shooting and unloading techniques as provided in the Oklahoma Self Defense Act. This class satisfies requirements to obtain your handgun permit. Gun rental available for $30 including ammunition from instructor. Range session for ALL classes scheduled by the instructor. **A hat or cap is required for the range session.** The minimum age requirement is 21 years. All day attendance required. Maximum Enrollment - 12 Students

*\*Tuition for class does not include cost of ammunition*

**Tuition: $60  |  Total: $60**

*Saturday*

| 3207036 | 8/17 | 8:00a – 4:00p |
| 3207037 | 10/5 | 8:00a – 4:00p |
| 3207038 | 11/2 | 8:00a – 4:00p |
| 3207039 | 12/7 | 8:00a – 4:00p |

# Technical/Industrial Training

## Residential/Commercial HVAC Technician - 48 HR

This course taught by daytime instructor, Mitchell Thomas, will specialize in Refrigeration System Components. The components are compressors, evaporators, condensers and metering devices. After taking this class students should have obtained the basic knowledge and understanding of an air conditioning and refrigeration refrigerant cycle. There is no required textbook for this class as the entire class will be hands-on learning in a lab setting.

**Tuition: $160 | Supplies: $30 | Total: $190**

*Monday/Wednesday*

| 3207040 | 8/12 – 10/7 | 6:00p – 9:00p |

## Residential/Commercial HVAC Technician - 48 HR

This course taught by daytime instructor, Mitchell Thomas, will specialize in EPA Refrigerant Certification. This class will cover how to properly evacuate, recover refrigerant and retrofit refrigerant in an air conditioning and refrigeration system. At the end of this class, students will take the EPA 609 Refrigeration test*. There is no required textbook for this class as the entire class will be hands-on learning in a lab setting.

**Tuition: $160 | Supplies: $30 | Total: $190**

*\*The EPA 609 Refrigeration test will cost $25 per student, payable at the time of testing. Cost includes a book, disc and testing.*

*Monday/Wednesday*

| 3207041 | 10/14 – 12/11 | 6:00p – 9:00p |

## Forklift Training - 5 HR

5 hours of training including classroom power point presentation/written exam, hands-on demonstration/ operation of vehicle, and performance evaluation. Students successfully completing class will receive a Forklift Operator card.

**Tuition: $40 | Total: $40**

*Saturday*

| 3207046 | 10/5 | 8:00a – 1:00p |
| 3207047 | 11/2 | 8:00a – 1:00p |

## Small Engine Repair - 48 HR

This course is designed to provide an understanding of small gasoline engines from the basic tune-up to a complete rebuild. Areas covered include theory of two and four stroke engines; electrical systems including ignition, starting and charging; air and fuel systems including carburetor theory; drive systems including hydrostatic transmissions. Instruction includes how to correctly troubleshoot, diagnose and repair problems from basic push mower to sophisticated high-end riders. Maximum Enrollment - 8 Students

**Tuition: $140 | Book: $30 | Total: $170**

*Monday/Wednesday*

| 3207042 | 8/12 – 10/7 | 6:00p – 9:00p |
| 3207043 | 10/14 – 12/11 | 6:00p – 9:00p |

## Welding I - 48 HR

This course begins with the basics of safety rules and use of welding machines. Students are taught the basic skills for do-it-yourself projects. The class provides 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. Bring welding supplies first night of class.** Maximum Enrollment - 12 Students

**Tuition: $160 | Supplies: $30 | Total: $190**

*Tuesday/Thursday*

| 3207044 | 8/13 – 10/8 | 6:00p – 9:00p |

## Welding II - 48 HR

*PREREQUISITE:*
*Welding I or comparable experience*
Course content includes: mig welding, advanced tig welding, plasma cutting, and individual spec and design projects. Students supply metal for building personal projects. **Supplies DO NOT include welder's helmet or goggles, gloves or apron. Bring welding supplies first night of class.** Maximum Enrollment - 12 Students

**Tuition: $160 | Supplies: $30 | Total: $190**
*Tuesday/Thursday*

| 3207045 | 10/15– 12/12 | 6:00p – 9:00p |

# 1:1 Small Business Consulting

The Small Business Management (SBM) program at Eastern Oklahoma County Technology Center brings benefits of improved business management to entrepreneurs and aspiring owners.

## Business coaching provides:

**Experience:** We will provide leadership to assist in moving your business forward.

**Objective perspective:** We offer you a perspective outside of your existing network that will guide you through your growth.

**Guidance:** We help you create a plan for your business, implement that plan and adjust it according to your specific needs.

The main purpose of the program is to assist business owners and managers in achieving their goals through the following improvements:

- » Increase Sales
- » Marketing and Branding Strategies
- » Building a Customer Profile
- » Google and Facebook Marketing
- » Healthy Business Evaluations
- » Create a Strategic Business Plan
- » Appropriate Goal Setting
- » Hire and Motivate the Right Employees
- » Team Building
- » Organizational Structure and Processes
- » Quickbooks Training
- » Build a Sustainable Work/Life Ballance
- » Prepare for Loan Applications
- » Planning for Retirement
- » Support for Women-Owned Businesses
- » Succession Plans for Family-Owned Businesses

# If you are starting a
# NEW
# BUSINESS...

**Contact our Business Development Specialist to learn how he can assist you!**

Business Development Center

## Trent Smith:

*Business Development Specialist*

tsmith@eoctech.edu
**(405) 390.5345**

# NEXT STEP Scholarship

EOCTECH.EDU

**EOC Technology Center can assist with your future educational decisions! The NEXT STEP Scholarship allows eligible students to attend career programs tuition free!**

The skills and knowledge you gain at EOC Tech will better prepare you to enter the workforce or continue your education at a college or university. You can even earn college credit through many of the programs we offer here on campus!

## How does it work?

Free tuition is available for qualified high school graduates from Choctaw, Harrah, Luther and Jones. Seniors must maintain an overall GPA of 2.0 and have acceptable school attendance in order to qualify. Scholarship recipients may also be responsible for covering the cost of books, supplies and certifications.

## How do I apply?

Visit with an EOC Tech Advisor during Pre-Enrollment about your future plans. Complete the enclosed application, along with an enrollment form and return it to Student Services. After completing one of the required assessments, enrollment will be finalized by meeting with a Student Services Advisor.

## How do I keep it?

Adhere to the adult student attendance policy found in the student handbook. No more than four absences are allowed per nine-week period. You must also abide by the 4 R's (Respect, Responsibility, Ready to Learn, and Ready to Work) with instructors, administrators, advisors, and staff.

## See your EOC Tech Advisor for more information

**\*Applications will be available March 2, 2020**

*\*Next Step Scholarship does not apply to the Fire Academy or EMT/Paramedic.*

# Adult Career Development General Info

## ENROLLMENT

**Enrollment Begins July 8, 2019**

Minimum age for enrollment is 16. Early enrollment is encouraged, low class enrollment may cause cancellation. Classes must have a minimum of eight full tuition paying students enrolled by the week prior to the class start date. Students are not officially enrolled until tuition is paid in full.

Eastern Oklahoma County Technology Center reserves the right to cancel a class, alter time schedules and make any other changes necessary to facilitate the enrollment process.

## To Enroll

**1** Visit **eoctech.edu/enroll** to fill out our enrollment form and then you will be contacted by an Eastern Oklahoma County Technology Center representative to complete your enrollment.

**2** **ON SITE**
Eastern Oklahoma County Technology Center
4601 N. Choctaw Rd Choctaw, OK, 73020

**3** **BY PHONE**
Have your credit card & this brochure in-hand & call during regular business hours. 390.9591, option 4

## ADULT CAREER DEVELOPMENT (ACD)

**OFFICE HOURS**
| | |
|---|---|
| **Mon - Thu** | **8 AM - 7 PM** |
| **Friday** | **8 AM - 3:30 PM** |

**Schedule varies during holidays**
**No Evening Classes Held on Bolded Dates**

- Aug. 12    Session I of Fall Evening Classes Begin - Monday

- **Sept. 2    Labor Day - Monday (Building Closed)**

- **Sept. 5    EOC Tech Parent Night - Tuesday (No evening class)**

- Oct. 14    Session II of Fall Evening Classes Begins - Monday

- **Oct. 17 & 21    Fall Break - Thurs.& Mon. (No evening classes)**

- **Nov. 27 & 28    Thanksgiving Break - Wed. & Thursday (Bldg. Closed)**

- December 19    Fall Evening Classes End For Semester - Thursday

## REFUND POLICY

- Cash or credit card payments are refunded within five business days
- Refunds for checks are processed after 10 business days from the date the check is deposited
- Students withdrawing before second meeting of class receive a refund on tuition, less a $10 processing fee
- No refunds are given after the second night of class
- Courses with tuition of $10 or less are not refunded
- Full refund is given for courses canceled by EOC Tech
- Refunds due to cancellations or withdrawal by the student are processed through the Business Office and mailed to the individual or business unless EOC Tech is instructed otherwise
- No refunds given for textbooks

## CLASS TRANSFER

- Students may transfer to another class prior to the second meeting of both classes
- There is a $10 processing fee for all transfers
- The difference in the class tuition, less the processing fee is refunded
- If the tuition is higher in transferring class, students pay the difference plus a $10 processing fee
- No refunds given for textbooks
- If student transfers to a class with a different textbook, the student must purchase the new textbook

## COST

**Full payment of tuition is due at the time of enrollment.**

**Accepted Payment Methods**
- Cash
- Check
- All Major Credit Cards - Visa | Discover | MasterCard
- Money Order
- Purchase Order

**Also Remember**
- Class space is not reserved until full payment is received
- Company and agency billings accepted
- Authorized verification of billing required at the time of enrollment for class costs
- Textbooks and/or supplies for student projects are included in class costs unless otherwise specified
- Textbooks are distributed from the Adult Career Development office on the date of the first class meeting, after payment of all fees are received
- Cash or credit card payments are refunded within five business days
- Refunds for checks are processed after 10 business days from the date the check is deposited
- Students withdrawing before second meeting of class receive a refund on tuition, less a $10 processing fee
- No refunds are given after second night of class
- Courses with tuition of $10 or less are not refunded
- Full refund is given for courses canceled by EOC Tech
- Refunds due to cancellations or withdrawal by the student are processed through the Business Office and mailed to the individual or business unless EOC Tech is instructed otherwise
- No refunds given for textbooks

## DISCOUNTS

**Senior Citizens**
Senior citizens 60 or older living in the Eastern Oklahoma County Technology Center district may be eligible for a 50% tuition discount on some short-term adult classes.

**Sending School Personnel***
Faculty/staff at Choctaw/Nicoma Park, Harrah, Jones and Luther Public schools are entitled to receive a 50% tuition discount on some short-term adult classes.

**Examples of classes for which tuition is NOT discounted 50% include:**
- Classes that lead to certification
- Classes requiring 48 hrs or more training
- EMT classes & ALL Health classes
- ALL Security/Concealed Handgun Training classes
- Education2Go
- Classes with tuition of $10 or less

**Tinker Military Personnel**
Tinker Military Personnel may be eligible for tuition assistance through the Tinker Education Service Center. For more information, please call 405.739.7408.

## FINANCIAL AID

EOC Tech offers financial aid for the eligible programs listed in the Full-Time Career Majors section on page 29-30. ACD Short-Term classes are not eligible.

Note: EOC Tech participates only in the Federal Pell Grant Program. No programs qualify for any type of federal student loans or work study.

Only EMT & FAC full-time Career Majors are eligible for VA Assistance. The ACD Short-Term classes are not eligible.

# We want to help you...

"Attending EOC gave my life direction on the path I should be on. Without attending this school, I would have not known what I wanted to pursue in life as a career. The staff is the absolute best, you look forward to learning new things in class, and the campus is very nice. I have never met someone who did not like attending this school."

-Brooklyn Reed
Former Digital Media & Photography student

"This is HANDS down the best school I've ever been to! I always feel welcome and at home when I walked through the doors! The Staff here is even better! They work so hard and do their best to make you feel welcome! I LOVE EOC!"

-Kaitlyn Lewis
Former Earlycare & Education Program Student of the Year

Great place to start training for a new career, best decision I have made in a long time. Thanks EOC for a great experience.

Mario Carrales

## Had a great experience?

Leave us a Facebook review! ♥

f @eoctech

# DISCOVER YOUR *passion*

"My favorite thing about EOC Tech is the opportunities it allows for students. If you come here, you can do anything you want. Before I came here, I had no idea what I wanted to do. Now, I have a plan for what I want to do for the rest of my life."

— Joshua Thompson
Former Computer Networking and Repair Program Student of the Year

"The Instructors, Counselors and Staff are very friendly and do everything in their power to work with the students here. I was able to learn through hands-on training and that's what I enjoyed most."

— Austin Lierman
Former Welding Program Student of the Year

I spent 4 years at this school learning the welding trade and i would do it all over again this trade school is hands down the best in my book

Brandon Michaelson

# 2019/2020 Full-Time Career Programs*

| Major Code | Career Major | Clock Hours | Est. Mos | School Charges | Pell | VA | OHLAP |
|---|---|---|---|---|---|---|---|
| **Accounting** | | | | | | | |
| FN0010006 | **Financial Clerk[3]** | 600 | **7** | $1,200 | **Yes** | No | **Yes** |
| FN0010002 | **Acct Receivable/Payable Clerk[3]** | 840 | **9** | $1,680 | **Yes** | No | **Yes** |
| FN0010003 | **Payroll Accounting Clerk[3]** | 960 | **10** | $1,920 | **Yes** | No | **Yes** |
| FN0010005 | **Full Charge Bookkeeper[3]** | 1080 | **11** | $2,160 | **Yes** | No | **Yes** |
| **Admin Support** | | | | | | | |
| BA0020001 | **Administrative Assistant[3]** | 600 | **7** | $1,200 | **Yes** | No | **Yes** |
| BA0020032 | **Executive Administrative Asst.[3]** | 1080 | **11** | $2,160 | **Yes** | No | **Yes** |
| BA0020028 | **Microsoft Office Specialist[3]** | 960 | **10** | $1,920 | **Yes** | No | **Yes** |
| BA0020010 | **Office Information Specialist[3]** | 960 | **10** | $1,920 | **Yes** | No | **Yes** |
| **Automotive** | | | | | | | |
| TR0080025 | **Auto Service Tech - NATEF Compliant** | 995 | **10** | $2,363 | **No** | No | **No** |
| **Child Care** | | | | | | | |
| HM0010006 | **Early Care & Ed Teacher Assistant** | 467 | **6** | $934 | **No** | No | **No** |
| HM0010001 | **Early Care & Ed Master Teacher[3]** | 934 | **10** | $1,868 | **Yes** | No | **Yes** |
| HM0010004 | **Early Care & Ed Director[3]** | 1341 | **14** | $2,682 | **Yes** | No | **Yes** |
| HM0010111 | **Early Care & Ed Specialist[3]** | 1180 | **12** | $2,360 | **Yes** | No | **Yes** |
| **Digital Media** | | | | | | | |
| AR0020006 | **Digital Cinema Technician (HS Only)** | 450 | **9** | N/A | **No** | No | **No** |
| AR0020007 | **Digital Cinema Specialist[3]** | 900 | **9** | $1,800 | **Yes** | No | **Yes** |
| AR0020008 | **Advanced Digital Cinema[3]** | 600 | **7** | $1,200 | **Yes** | No | **Yes** |
| AR0060033 | **Digital Photo. Technician (HS Only)** | 450 | **9** | N/A | **No** | No | **No** |
| AR0060034 | **Digital Photography Specialist[3]** | 900 | **9** | $1,800 | **Yes** | No | **Yes** |
| AR0060035 | **Advanced Digital Photography[3]** | 600 | **7** | $1,200 | **Yes** | No | **Yes** |
| **Electrical Trades** | | | | | | | |
| AC0030041 | **Electrical Asst. - Entry Level (HS Only)** | 465 | **10** | N/A | **No** | No | **No** |
| AC0030092 | **Residential/Comm. Electrician's Asst[3]** | 1065 | **11** | $2,130 | **Yes** | No | **Yes** |
| **Emer. Services** | | | | | | | |
| LW0020070 | **Basic Firefighter (HS SR's Only)** | 475 | **9** | N/A | **No** | No | **No** |
| **EMT** | | | | | | | |
| HL0010011 | **EMT Basic - (Adult Only)** | 366 | **6** | $1,472[2] | **No** | Yes | **No** |
| HL0010066 | **EMT Advanced - (Adult Only)** | 409 | **6** | $1,636[2] | **No** | Yes | **No** |
| **Fire Academy** | | | | | | | |
| LW0020061 | **Master Firefighter Basic - (Adult Only)[3]** | 818 | **6** | $4,277[2] | **Yes** | Yes | **Yes** |
| LW0020066 | **Master Firefighter Adv. - (Adult Only)[3]** | 863 | **6** | $4,638[2] | **Yes** | Yes | **Yes** |

# 2019/2020 Full-Time Career Programs*

| Major Code | Career Major | Clock Hours | Est. Mos | School Charges | Pell | VA | OHLAP |
|---|---|---|---|---|---|---|---|
| **Graphic Arts** | | | | | | | |
| AR0040064 | **Graphic Arts Technician (HS Only)** | 480 | **10** | N/A | **No** | No | **No** |
| AR0040065 | **Graphic Arts Specialist[3]** | 960 | **10** | $1,920 | **Yes** | No | **Yes** |
| **Health** | | | | | | | |
| HL0010054 | **CNA I Long Term Care (HS Only)** | 219 | **4** | N/A | **No** | No | **No** |
| HL0010056 | **Biomedical Science (HS Only)** | 483 | **10** | N/A | **No** | No | **No** |
| **HVAC** | | | | | | | |
| AC0040008 | **Residential HVAC Technician[3]** | 1,050 | **11** | $2,100 | **Yes** | No | **Yes** |
| AC0040007 | **Commercial. HVAC Technician[3]** | 1,200 | **13** | $2,400 | **Yes** | No | **Yes** |
| **Networking** | | | | | | | |
| IT0020001 | **Network PC Support Specialist[3]** | 930 | **10** | $1,860 | **Yes** | No | **Yes** |
| IT0010016 | **Network Systems Technician[3]** | 930 | **10** | $1,860 | **Yes** | No | **Yes** |
| IT0010201 | **Cyber Security (2nd Yr Only)** *NEW* | 480 | **10** | $960 | **No** | No | **No** |
| IT0020004 | **Computer Science (HS Only)** | 945 | **20** | N/A | **No** | No | **No** |
| **Service Careers** | | | | | | | |
| AC0040028 | **SC Service Assistant - Entry Level** | 1,045 | **11** | $2,090 | **No** | No | **No** |
| **STEM** | | | | | | | |
| SC0010008 | **Pre-Engneering (HS Only)** | 960 | **10** | N/A | **No** | No | **No** |
| **Web/3D Design** | | | | | | | |
| AR0010014 | **3D Design[3]** | 920 | **10** | $1,840 | **Yes** | No | **Yes** |
| AR0060009 | **Web Development[3]** | 885 | **9** | $1,770 | **Yes** | No | **Yes** |
| **Welding** | | | | | | | |
| MN0070011 | **Structural Welder[3]** | 840 | **9** | $1,680 | **Yes** | No | **Yes** |
| MN0070030 | **Combination Welder[3]** | 1,050 | **11** | $2,100 | **Yes** | No | **Yes** |
| MN0070031 | **Pipe Welder[3]** | 720 | **7** | $1,440 | **Yes** | No | **Yes** |

*Information may be subject to change*

[1]These School Charges (tuition) are based on $2.00 per clock hour. [2]For FAC and EMT, School Charges (tuition) are based on $4.75 per clock hour for Fire Academy career majors and $4.00 per clock hour for EMT career majors; other estimated out-of-pocket costs are itemized in the Admissions Packet. Contact Public Services to request an Admissions Packet at (405) 390-5315. [3]Gainful Employment Disclosure information required by federal regulations for the 19-20 school year.