

Tech Tab

Course Catalog

September - December 2016

Inside:
Defensive Driving Course
Driver Improvement Program
Windows 10 Fundamentals
Digital Photography

GREAT PLAINS
Technology Center

www.greatplains.edu

Table of Contents

Part-time, Evening and Saturday Classes:

Course List	3-5
Online Course Information	5
Child Care Careers	6
Computer Technology	7-8
General Interest	9-10
Health & Medical	11-12
Motorcycle	13
Professional Development	14-15
Public Safety	16-17
Security Guard	18
Trade & Technical	19

Other Items of Interest:

Notice of Non-Discrimination	8
Next Step Scholarship Information	12
SCORE (<i>School of Career Opportunities & Real Education</i>).....	15
Full-time Career Majors/Programs, Lawton	20-21
Full-time Career Majors/Programs, Frederick	22
Adult Basic Education (<i>formerly GED</i>)	23
VA Eligible Courses.....	23
Business Incubator Information	24
Economic Development Center	25
Enrollment Form.....	26
Enrollment Info	28

GPTC Education Delivery Options

Career Majors

In-depth instruction to prepare students for a career in 28 career majors. Majors are offered Monday-Friday and provide both full-time and part-time scheduling options for students.

- Depending upon the career major, most adults enrolled full-time typically finish a career major within one year, while high school students generally attend morning or afternoon and complete their major in one to two school years.
- Most Career Majors are eligible for adult students to apply for financial aid. For more information visit the Financial Aid page at: greatplains.edu or visit with our Financial Aid Coordinator at 580-250-5534.

See pages 20-22 for a listing of full-time career majors.

Short-Term Classes

Training for those seeking a new career, or who want to enhance existing skills, within a minimal amount of time. Classes are offered part-time Monday-Friday evenings and Saturdays.

- Classes allow individuals to continue learning, take accredited classes, achieve industry credentials, while managing a busy lifestyle. Students may take courses in sequence to build a career path.
- Students in our Short-Term classes can range in age from 16 to seasoned citizen.
- Instructors are employed based on education, related work experience, and industry certifications.

See pages 3-19 for a list of available courses and descriptions.

Online

Classes offer via the Internet at:
www.ed2go.com/gplawton

Business Seminars

The business professionals at the Economic Development Center offer a variety of business seminars year-round.

Topics include Business Taxes, Going into Business, Human Resources, Social Media, and more.

See page 25 for more information.

Saturday & Evening Course List—Lawton Campus

Course Name	Dates	Days/Times	# Hours	Tuition	Code	Section
Child Care						
Unit 6-Guiding Children	9/6-9/22	T/Th 5:30-8pm	15hr	\$66	CCC06	1
Unit 7-Involving Families and the Community	10/4-10/13	T/Th 5:30-8pm	10hr	\$44	CCC07	1
Unit 8-Program Planning and Record Keeping	10/25-11/3	T/Th 5:30-8pm	10hr	\$44	CCC08	1
Unit 9-Developing as an Early Education Professional	11/8-11/17	T/Th 5:30-8pm	10hr	\$44	CCC09	1
Unit 10-Putting it All Together	11/29-12/15	T/Th 5:30-8pm	15hr	\$66	CCC10	1
Computer						
A+ Certification Prep Course	9/13-12/8	T/Th 6-10pm	96hr	\$275	CMP47	1
Cisco Orientation	10/6-10/6	Th 6-9pm	3hr	\$0	CMP39	1
Cisco Networking Associate*	10/10-2/8	M/W 6-10pm	112hr	\$535	CMP40	1
Cisco Networking Associate*	10/11-2/7	T/Th 6-10pm	112hr	\$535	CMP40	2
Desktop Pro Certification	9/27-11/8	T/Th 6-9pm	36hr	\$149	CMP22	1
Introduction To Computers	9/13-9/15	T/Th 6-9pm	6hr	\$25	CMP01	1
Introduction To Computers	10/25-10/27	T/Th 6-9pm	6hr	\$25	CMP01	2
Microsoft Excel 2016 Level I*	9/20-10/13	T/Th 6-9pm	24hr	\$85	CMP16	1
Microsoft Word 2016*	10/11-11/8	T/Th 6:30-9:30pm	24hr	\$85	CMP13	1
Windows 10	9/20-10/6	T/Th 6-9pm	18hr	\$55	CMP10	1
Windows 10	11/1-11/17	T/Th 6-9pm	18hr	\$55	CMP10	2
Windows 10	11/21-12/12	M/W 6-9pm	18hr	\$55	CMP10	3
General Interest						
Conversational Spanish	9/24-11/19	Sat 9am-12pm	24hr	\$75	GNL35	1
Dance: Couples Two-Step	10/29-11/5	Sat 10am-12pm	4hr	\$19	GNL45	1
Dance: Line Dance	8/30-9/22	T/Th 6-7pm	8hr	\$39	GNL42	1
Dance: Line Dance Level II*	9/27-10/6	T/Th 6-8pm	8hr	\$39	GNL46	1
Digital Cameras-Understanding It All	9/10	Sat 9am-12pm	3hr	\$15	GNL36	1
Digital Cameras-Understanding It All	11/12	Sat 9am-12pm	3hr	\$15	GNL36	2
Digital Photography*	9/13-10/13	T/Th 6:30-9:30pm	30hr	\$99	GNL10	1
Digital Photography*	11/1-12/8	T/Th 6-9pm	30hr	\$99	GNL10	2
Sign Language Level I	9/26-11/14	M/W 6:30-9pm	35hr	\$95	GNL08	1
Introduction to Silkpainting	11/1-11/3	T/Th 6-9pm	6hr	\$55	GNL72	1
Silk Scarves-Introduction to Silkpainting	10/8	Sat 8:30am-3pm	6hr	\$55	GNL74	1
Stained Glass for All Levels	9/13-9/29	T/Th 6-9pm	18hr	\$65	GNL68	1
Health & Medical						
Long Term Care Nurse Aide*	9/7-1/9	M/W 6-10pm	117hr	\$325	MED19	1
Long Term Care Nurse Aide*	9/8-1/10	T/Th 6-10pm	117hr	\$325	MED19	2
Long Term Care Nurse Aide*	9/22-10/18	M-F 8:15am-2:50pm	117hr	\$325	MED20	1
Long Term Care Nurse Aide*	10/27-11/29	M-F 8:15am-2:50pm	117hr	\$325	MED20	2
Long Term Care Nurse Aide*	12/2-1/13	M-F 8:15am-2:50pm	117hr	\$325	MED20	3
Math For Health Occupations	10/3-11/14	M/W 6-9pm	36hr	\$75	MED05	1
Math For Health Occupations	10/25-12/6	T/Th 6-9pm	36hr	\$75	MED05	2
Medical Coding Level I*	9/27-12/8	T/Th 6:30-9:30pm	60hr	\$225	MED09	1
Medical Office Professional	10/18-12/1	T/Th 5:30-8:30pm	36hr	\$115	MED54	1
Medical Terminology	11/14-2/1	M/W 6:30-9:30pm	51hr	\$155	MED04	1
Medical Terminology	11/15-1/31	T/Th 6:30-9:30pm	51hr	\$155	MED04	2
Phlebotomy	10/3-11/30	M/W 6-9pm	48hr	\$159	MED08	1
Phlebotomy Level II*	9/27-11/22	T/Th 6-9pm	42hr	\$175	MED55	1
Motorcycle Rider						
<i>The Basic Rider Course classes meet Friday 6-9pm, Saturday and Sunday 8am-4:30pm</i>						
Basic RiderCourse	9/9-9/11		19hr	\$175	PUB04	1
Basic RiderCourse	9/16-9/18		19hr	\$175	PUB04	2
Basic RiderCourse	9/23-9/25		19hr	\$175	PUB04	3
Basic RiderCourse	9/30-10/2		19hr	\$175	PUB04	4

Saturday & Evening Course List—Lawton Campus

Course Name	Dates	Days/Times	# Hours	Tuition	Code/Section
Motorcycle Rider, continued					
<i>The Basic Rider Course classes meet Friday 6-9pm, Saturday and Sunday 8am-4:30pm</i>					
Basic Rider Course	10/7-10/9		19hr	\$175	PUB04 5
Basic Rider Course	10/14-10/16		19hr	\$175	PUB04 6
Basic Rider Course	10/28-10/30		19hr	\$175	PUB04 7
Professional Development					
Assessment Remediation			20hr	\$25	PRD76 1
ADA: How to Handle Medical/ Disability Accommodation Requests	9/8	Th 11am-12pm	1hr	\$15	PRD20 1
Discrimination: How to Maintain a Harassment-Free Workplace	11/10	Th 11am-12pm	1hr	\$15	PRD22 1
Employee Complaints: How to Conduct a Workplace Investigation	12/8	Th 11am-12pm	1hr	\$15	PRD23 1
FMLA: How to Handle Leave Taking Requests	10/13	Th 11am-12pm	1hr	\$15	PRD21 1
Prerequisite Testing			2hr	\$9	PRD75 1
Special Education Paraprofessional Training	9/13-10/6	T/Th 6-9pm	24hr	\$132	PRD06 1
Public Safety					
Advanced Cardiac Life Support (ACLS)	11/7-11/14	M/W 6-10pm	12hr	\$125	PUB39 1
CPR For Health Care Providers (BLS)	9/6	Tu 5-10pm	5hr	\$35	PUB07 1
CPR For Health Care Providers (BLS)	9/14	Wed 5-10pm	5hr	\$35	PUB07 2
CPR For Health Care Providers (BLS)	9/19	Mon 5-10pm	5hr	\$35	PUB07 3
CPR For Health Care Providers (BLS)	9/27	Tu 8:30am-2:30pm	5hr	\$35	PUB07 4
CPR For Health Care Providers (BLS)	10/10	Mon 5-10pm	5hr	\$35	PUB07 6
CPR For Health Care Providers (BLS)	10/18	Tu 8:30am-2:30pm	5hr	\$35	PUB07 7
CPR For Health Care Providers (BLS)	10/26	Wed 5-10pm	5hr	\$35	PUB07 8
CPR For Health Care Providers (BLS)	11/2	Wed 5-10pm	5hr	\$35	PUB07 9
CPR For Health Care Providers (BLS)	11/10	Th 5-10pm	5hr	\$35	PUB07 10
CPR For Health Care Providers (BLS)	11/16	Wed 8:30am-2:30pm	5hr	\$35	PUB07 11
CPR For Health Care Providers (BLS)	11/29	Tu 5-10pm	5hr	\$35	PUB07 12
CPR For Health Care Providers (BLS)	12/5	Mon 5-10pm	5hr	\$35	PUB07 13
CPR For Health Care Providers (BLS)	12/13	Tu 8:30am-2:30pm	5hr	\$35	PUB07 14
CPR For Health Care Providers (BLS)	12/13	Tu 5-10pm	5hr	\$35	PUB07 15
CPR For Health Care Providers (BLS)	12/14	Wed 5-10pm	5hr	\$35	PUB07 16
CPR For HCP (BLS) Renewal	9/28	Wed 8:30am-12:30pm	4hr	\$35	PUB26 1
CPR For HCP (BLS) Renewal	10/19	Wed 8:30am-12:30pm	4hr	\$35	PUB26 2
CPR For HCP (BLS) Renewal	11/17	Th 8:30am-12:30pm	4hr	\$35	PUB26 3
CPR For HCP (BLS) Renewal	12/14	Wed 8:30am-12:30pm	4hr	\$35	PUB26 4
Defensive Driving Course	9/24	Sat 8:30am-3pm	6hr	\$50	PUB01 1
Defensive Driving Course	11/19	Sat 8:30am-3pm	6hr	\$50	PUB01 2
Driver Improvement Program	10/14	Fri 8am-3pm	6hr	\$50	PUB19 1
Driver Improvement Program	12/8	Th 8am-3pm	6hr	\$50	PUB19 2
Emergency Medical Responder (EMR)	9/27-12/1	T/Th 6-10pm	72hr	\$199	PUB25 1
EMT-Basic	9/6-4/13	T/Th 6-10pm	216hr	\$575	PUB08 2
EMT-Paramedic Level III*	11/8-2/16	T/Th 9am-5pm	174hr	\$655	PUB13 1
First Aid	9/13	Tu 6-9pm	3hr	\$25	PUB06 1
First Aid	9/20	Tu 8-11am	3hr	\$25	PUB06 2
First Aid	10/17	Mon 6-9pm	3hr	\$25	PUB06 3
First Aid	11/8	Tu 8-11am	3hr	\$25	PUB06 4
First Aid	11/28	Mon 6-9pm	3hr	\$25	PUB06 5
Pediatric Advanced Life Support (PALS)	10/3-10/10	M/W 6-10pm	12hr	\$125	PUB38 1
Security Guard					
Phase II Security Guard	9/13-9/29	T/Th 6-10pm	24hr	\$75	SGT02 1
Phase III Private Investigator	10/18-11/22	T/Th 6-10pm	40hr	\$125	SGT03 1

Saturday & Evening Course List—Lawton Campus

Course Name	Dates	Days/Times	# Hours	Tuition	Code/Section
Trade & Technical					
Aerial Lift	9/23	Fri 8-11:45am	4hr	\$39	TAT01 1
Aerial Lift	10/18	Tu 8-11:45am	4hr	\$39	TAT01 2
Electrical Residential Wiring II*	10/18-12/8	T/Th 6:30-9:30pm	42hr	\$149	TAT08 1
Forklift Operator Training	9/30	Fri 8am-2pm	6hr	\$49	TAT06 1
Forklift Operator Training	10/28	Fri 8am-2pm	6hr	\$49	TAT06 2
Forklift Operator Training	11/18	Fri 8am-2pm	6hr	\$49	TAT06 3
Forklift Operator Training	12/16	Fri 8am-2pm	6hr	\$49	TAT06 4
Load Calculation and Duct Design*	11/1-12/1	T/Th 6-10pm	36hr	\$125	TAT05 1
Tooling University	Call 250-5585 for Details				

*Please note: Prerequisites are required for all course titles with an asterisk *.*



Online Courses

Great Plains offers a great resource for online learning:
www.ed2go.com/gplawton

ed2go offers more than 250 courses in the following areas:

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Healthcare & Medical
- Language & Arts
- Law & Legal
- Personal Development
- Teaching & Education
- Technology
- Writing & Publishing

For more information call the Adult Career Development Center at 250.250.5500 or visit the online instruction centers at: www.ed2go.com/gplawton



Child Care

Early Education-Pathway to Your National Credential

Child care workers are not babysitters; they are early childhood educators. The Child Development Associate (CDA) is a national credential required for early care and education providers. Successfully completing all units meets the training requirement toward obtaining your CDA. You will gain the skills to nurture children in terms of emotional, physical, intellectual, and social development. Class assignments require interaction with children in a child care setting. Ideally, a student will work at a child care facility, or have done so in the past. Students must complete a portfolio which includes extensive writing assignments. Scholarships are available, call 1-866-343-3881 or visit www.okhighered.org/secc to see if you qualify. This series can be taken in any order, however, unit 10 should not be taken first. Basic Windows navigation skills is highly recommended. In order to be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check. Text required.

Unit 6-Guiding Children

10 hours \$44

9/6-9/22 T/Th 5:30-8pm CCC06/I

Unit 7-Involving Families and the Community

10 hours \$44

10/4-10/13 T/Th 5:30-8pm CCC07/I

Unit 8-Program Planning & Record Keeping

15 hours \$65

10/25-11/3 T/Th 5:30-8pm CCC08/I

Unit 9-Developing as an Early Education Professional

10 hours \$44

11/8-11/17 T/Th 5:30-8pm CCC09/I

Unit 10-Putting It All Together

10 hours \$44

11/29-12/15 T/Th 5:30-8pm CCC10/I



Enroll early to avoid cancellations.

Ready to enter the workforce?

We can help.

If you're about to enter the workforce, stop by Room 107 in Building 100 to speak to our Employment Advisor for help with resumes, interview skills, and job applications. Employment assistance services are available to all alumni and current students. For questions or to set up an appointment, call 580.250.5684.

**Help is just a phone call away.
Give us a call at 580.250.5684.**



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<http://www.youtube.com/user/GPTCLawton>

Computer



A+ Certification Prep Course

Take advantage of this golden opportunity to prepare for the nationally respected CompTIA A+ certification exam. Whether you're seeking the IT, Remote Support, or Depot Technician designation, they are all here. Training includes installation, configuration, diagnosing, basic networking, security, and much more. Don't delay, become certified today! Hardware Level I recommended prior to A+. Text required.

96hr	\$275	
9/13-12/8	T/Th 6-10pm	CMP47/1

CISCO Networking Academy*

You will achieve the technical and soft skills needed to succeed in entry-level networking professions such as network installer, help desk technician, pre-sales support technician or network technician. Completion of the first two levels prepares you to take the Cisco Certified Entry Network Technician (CCENT) Certification exam. Completion of all four levels prepares you for the Routing and Switching certification exam. Students have the option after taking the first two levels to take CCNA Security, or the CCNA Routing and Switching portion of the Academy. In Oklahoma the average wage of a Network and Computer Systems Administrator is \$67,800 according to the Bureau of Labor Statistics. ATTENDING ORIENTATION IS MANDATORY. Text required.

112hr	\$535	
10/10-2/8	M/W 6-10pm	CMP40/1
10/11-2/7	T/Th 6-10pm	CMP40/2

CISCO Orientation

This orientation is MANDATORY for all new Cisco students. Failure to attend will prohibit the student from attending the Cisco classes.

3hr	\$0	
10/6	Th 6-9pm	CMP39/1

Introduction to Computers

First-time computer users will become acquainted with the components of the computer, terminology and learn to navigate around. There is no better place to begin; start today!

6hr	\$25	
9/13-9/15	T/Th 6-9pm	CMP01/1
10/25-10/27	T/Th 6-9pm	CMP01/2

Desktop Pro Certification

Employers want to know that you are proficient in Microsoft Office 2013. Take this interactive class using TestOut's online industry-leading instruction, labs, and assessment tools to authorize you to take the certification exam at the end of the class and included in the price of tuition. You will learn the Windows operating system, file management, the basics of Microsoft Word, Excel, PowerPoint, and an introduction to Access. At the end of the class you will take a certification exam to prove what you have learned. Curriculum and testing is included in the tuition.

36hr	\$149	
9/27-11/8	T/Th 6-9pm	CMP22/1

Microsoft Excel 2016 Level I*

Give yourself the competitive edge by attending this class! Employers frequently include Microsoft Excel experience as a necessity when hiring new employees to work in an office environment. Create spreadsheets that put all of the data at your fingertips. Learn the techniques to work more easily and quickly than ever before. Prerequisite: Basic Windows navigation. Text and flash drive required.

24hr	\$85	
9/20-10/13	T/Th 6-9pm	CMP16/1



Computer

Microsoft Word 2016 Level I*

Make your documents pop by working smart not hard utilizing Microsoft Word! You will be able to customize the appearance of your documents by creating tables, bulleted items, shading and more. Prerequisite: Basic Windows navigation. Text required.

24hr \$85

10/11-11/8 T/Th 6:30-9:30pm CMP13/1

Windows 10 Fundamentals

If you are looking to learn basic computer skills, this is the place to start with the latest version from Microsoft Windows. Experience applications and functions to make you confident in navigating Windows. If you use a computer for business, or leisure, this is the place to start! Text and flash drive required.

18hr \$55

9/20-10/6 T/Th 6-9pm CMP10/1

11/1-11/17 T/Th 6-9pm CMP10/2

11/21-12/12 M/W 6-9pm CMP10/3

Notice of Non-Discrimination – Great Plains Technology Center does not discriminate on the basis of race, color, national origin, gender, age, disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Great Plains Technology Center is an Equal Opportunity Employer and does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI or the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators, James Bishop and/or Karen Bailey, 580.355.6371 at Great Plains Technology Center, 4500 W. Lee, Lawton or Gary Tyler and/or Nancy Hasley, 580.335.5525 at Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

This school is authorized under Federal law to enroll nonimmigrant students.



We offer training solutions.



Great Plains Technology Center can deliver expert computer software training *when you need it.*

We identify specific skills needed to improve the proficiency of your employees and then develop customized training to meet those needs.

For more information call 250-5661 and ask about our customized contract training for businesses, or email: jnoel@greatplains.edu.



Save \$10!

Go to www.greatplains.edu/adult/tech-tab.
Print your own coupon for \$10
off any evening or weekend class listed
on pages 3-19

Some restrictions apply.

General Interest



Conversational Spanish

Going on vacation to Mexico? Need to communicate with others on the job? Let our electrifying instructor show you the way. A Spanish/English dictionary is recommended and available in our bookstore.

24hr	\$75
9/24-11/19	Sat 9am-12pm GNL35/I

Dance: Couples Two-Step

Enroll both you and your partner and learn the popular Two-Step. Tuition is \$19 per person. Couples and singles are welcome. Smooth soled shoes and comfortable clothing are recommended.

4hr	\$19
10/29-11/5	Sat 10am-12pm GNL45/I

Dance: Line Dancing

Do you enjoy dancing, but don't always have a partner? Looking for an enjoyable way to exercise? This class was designed especially for you! The classic line dances are taught as well as newer dances danced to a variety of music. Wear comfortable clothing and smooth soled shoes as you won't be sitting down in this exciting class.

8hr	\$39
8/30-9/22	T/Th 6-7pm GNL42/I

Dance: Line Dancing Level II*

To feel comfortable in this class, the student must have had at least one of the other line dancing classes. The dances will be at a slightly higher level and students must know all of the basic terms and moves as we will not be stopping to teach those. Prerequisite: Dance: Line Dancing or instructor's permission.

8hr	\$39
9/27-10/6	T/Th 6-8pm GNL46/I

Digital Cameras-Understanding It All

Learn what to look for when buying a camera. Easily understand what those functions on your digital camera can do for you.

3hr	\$15
9/10	Sat 9am-12pm GNL36/I
11/12	Sat 9am-12pm GNL36/2

Digital Photography*

Enjoy this fun class while picking up tips to make you a better photographer! Understand lighting, composition, your camera settings, creative techniques and more. Bring your camera to class the first session. Prerequisite: Basic Windows navigation. Text and flash drive required.

30hr	\$99
9/13-10/13	T/Th 6:30-9:30pm GNL10/I
11/1-12/8	T/Th 6-9pm GNL10/2

Sign Language Level I

Utilize sign language to communicate with others that use it. Learn the manual alphabet, simple sentences, and comprehension of signs made by others.

35hr	\$95
9/26-11/14	M/W 6:30-9pm GNL08/I

Silk Scarves-Intro to Silkpainting

Silkpainting is the art of painting on silk fabric with paints or dyes resulting in vivid, transparent colors with a lustrous sheen. Projects are an introduction to basic freehand and texturing silkpainting techniques. No art experience is required and you get to keep the scarf. Tuition includes \$20 worth of supplies. There are no discounts on the supply portion of tuition.

6hr	\$55
10/8	Sat 8:30am-3pm GNL74/I



General Interest

Introduction to Silkpainting

Silkpainting is the art of painting on silk fabric with paints or dyes produced specifically for that purpose, resulting in vivid, transparent colors with a lustrous sheen. Projects are an introduction to silkpainting techniques. Students will take home two finished 10" window hangings. No art experience is required. Supplies totaling \$20 are included in the cost of tuition and there are no tuition discounts on this fee.

6hr **\$55**

11/1-11/3 T/Th 6-9pm GNL72/1

Stained Glass for All Levels

You will be introduced to numerous different materials and taught a variety of techniques from basic to advanced levels. You will learn everything to design your project including cutting glass, assembly, construction, and finishing. If you already have some skills, bring them with you and pick up some new ideas or refresh some old ones. Learn tips and tricks to get that project moving a little quicker. All are welcome! Purchase of supplies totaling \$60 required.

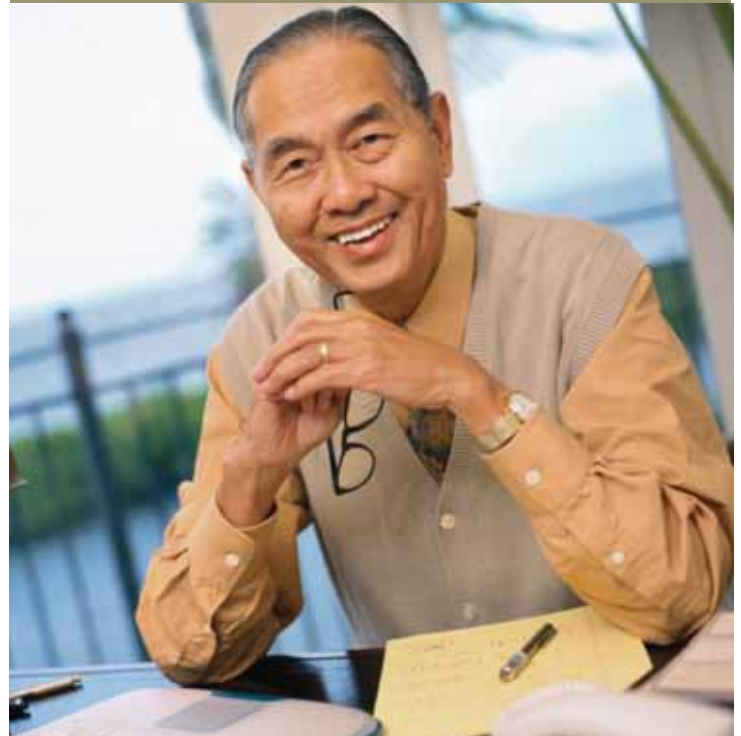
18hr **\$65**

9/13-9/29 T/Th 6-9pm GNL68/1



Senior Discount!

Seniors 60+ can receive 50% off the cost of tuition on most part-time courses listed in this catalog. For more information give us a call at 580.250.5500.



Does not apply to the Motorcycle classes or Health Skills Testing. Notify staff at the time of enrollment in order to receive discount. No discounts or refunds will be awarded after enrollment is complete. Only one discount per class.

Need Help With Your Career?

We're here to help.

If you're not sure which courses to take, give us a call at 580.250.5535 to speak to one of our career counselors.

We can help you take the right career path. Whether you are interested in one of our full-time adult career majors or part-time career courses, we can help!

Many of our evening and part-time career courses lead to national certification.

Call us at 580.250.5535.

Help is just a phone call away.

Health & Medical



Long Term Care Nurse Aide*

This field is growing and in high demand! This Oklahoma State Health Department approved course combines practical education coupled with on-location training to teach you about resident care to include safety, mental health, personal care, and basic nursing skills. According to Oklahoma State Law, if a criminal arrest check reveals a person having been convicted of an offense which bars employment in a healthcare entity, the trainee shall be withdrawn from the training program. Additional costs associated with training excluding scrubs and shoes include books and supplies at approximately \$100, certification testing fees \$70, urine analysis \$25. Prerequisite: CPR for Health Care Provider (Basic Life Support-BLS).

117hr	\$325	
9/7-1/9	M/W 6-10pm	MED19/1
9/8-1/10	T/Th 6-10pm	MED19/2
9/22-10/18	M-F 8:15am-2:50pm	MED20/1
10/27-11/29	M-F 8:15am-2:50pm	MED20/2
12/2-1/13	M-F 8:15am-2:50pm	MED20/3

Math for Health Occupations

Math is used extensively in the healthcare field. Increase your odds of success by enrolling in this refresher class that involves practical real-world applications. Text required.

36hr	\$75	
10/3-11/14	M/W 6-9pm	MED05/1
10/25-12/6	T/Th 6-9pm	MED05/2

Medical Coding Level I

Students in this 60-hour course will be introduced to medical coding for both hospital and medical offices. Learn the basic principles behind ICD-10-CM and CPT-4 nomenclatures and how to use them effectively and appropriately in the workplace.

Prerequisites: Medical

Terminology and Anatomy and Physiology. Text required.

60hr	\$225	
9/27-12/8	T/Th 6:30-9:30pm	MED09/1

Medical Office Professional

Discover what it takes to be the person on the front line of a medical office. Learn about medical laws, working with patients, appointment scheduling, health information management, basic medical insurance billing, business operations and more! Text required.

36hr	\$115	
10/18-12/1	T/Th 5:30pm-8:30pm	MED54/1

Medical Terminology

This class is the obvious choice to start your medical career. Medical vocabulary is essential to work in any health career from a Medical Coder to a Surgical Technologist. We strongly recommended that you take this class prior to taking Anatomy and Physiology. Text required.

51hr	\$155	
11/14-2/1	M/W 6:30-9:30pm	MED04/1
11/15-1/31	T/Th 6:30-9:30pm	MED04/2

Pharmacy Technician*

Pharmacy Tech is one of the fastest growing professions in the medical care field. With ongoing pharmaceutical and technological advancements in Pharmacy, Pharmacy Technicians are required to stay up to date with laws, regulations and everyday pharmacy operations. This comprehensive course will teach students the proper techniques and knowledge needed to become a successful Pharmacy Technician. If you choose to pursue national certification (which isn't required to work in Oklahoma, but may be preferred by employers), you must have received a high school diploma or GED by the application receipt deadline and never been convicted of a felony to sit for the National Pharmacy Technician Certification examination. Prerequisite: Math for Health Occupations. Text required, as well as scrubs, calculator, and index cards.



Health & Medical

Phlebotomy

Students gain hands-on experience in blood collection, specimen handling, venipuncture and finger stick techniques and more in this exciting class. Students gain experience by drawing blood from each other. This class does not provide students with certification. Prerequisite: Medical Terminology helpful. Text required.

48hr **\$159**

10/3-11/30 M/W 6-9pm MED08/I

Phlebotomy Level II*

This continuation course is designed for students that wish to gain more knowledge, hands-on experience, and potentially a national certification. The documented experience gained during this class would allow you to take a National Phlebotomy Certification exam. Students wishing to take the exam must have a high school diploma or G.E.D., and pay an online testing fee of around \$115. Prerequisite: Phlebotomy Level I within last two years. Text required.

42hr **\$175**

9/27-11/22 T/Th 6-9pm MED55/I



Get In!

Get Out!

Get On!

Applications available in Room 177, Bldg. 100 or at www.greatplains.edu

Dr. George Bridges Next Step Scholarship \$1575!!

Exclusively for high school seniors and recent graduates!

Get In!
Apply today for your **\$1575** Dr. George Bridges Next Step Scholarship!

Get Out! One & Done.
Can be used towards our many full-time career majors as well as dozens of career classes!

Get On!
with your exciting career!

Motorcycle Rider



Basic Rider Course

Feel the freedom of the road with confidence! This Motorcycle Safety Foundation (MSF) class is designed with you in mind. Step-by-step instruction will enable you to safely ride a motorcycle while in class. Successful completion of this course satisfies the DOD MSF card requirement, waives both the written and driving portion of the Oklahoma driving test, and generally qualifies for insurance discounts. We provide the motorcycles, you provide the following: DOT or Snell approved helmet (we provide if needed), eye protection, over-the-ankle footwear, full fingered gloves, long sleeve shirt, and long pants. Minimum age is 14. (If less than 18, a parent or guardian must be present on the first day to sign a waiver). This class does not qualify for discounts.

The Basic Rider Course meets Fridays 6-9pm and Saturday and Sunday 8 am-4:30pm.

19 hours	\$175
9/9-9/11	PUB04/1
9/16-9/18	PUB04/2
9/23-9/25	PUB04/3
9/30-10/2	PUB04/4
10/7-10/9	PUB04/5
10/14-10/16	PUB04/6
10/28-10/30	PUB04/7

Testing Center

Great Plains Technology Center is pleased to offer the following tests to businesses and citizens of Southwest Oklahoma:

- OKLAHOMA DEPARTMENT OF HEALTH tests
- OKLAHOMA DEPARTMENT OF LABOR tests
- PARAPRO test
- PEARSON VUE tests
- PROMETRIC ASE PROFESSIONAL tests
- PSI (Oklahoma Contractors and Insurance) tests

For info, click <http://greatplains.edu/testing-center/> or call 580.250.5518

Customized Safety Training

Our expert trainers can meet your business or organizational OSHA safety training needs.

We offer training in such areas as Fire Extinguisher, Fall Protection, Aerial Lift Safety, Bloodborne Pathogens, First Aid/CPR/AED, and many more.

For information or to book training, contact Shawn Johnson at 580.250.5552 or email sjohnson@greatplains.edu





Professional Development

Assessment Remediation

Want to improve your assessment test scores? Gain referral from our counselors for this training. This service is free to current Great Plains students!

20hr	\$25	PRD76/I
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Prerequisite Testing

So you don't think you need that prerequisite class? Challenge the requirement by testing for Medical Terminology, Math for Health Occupations, and/or Anatomy and Physiology.

2hr	\$9	PRD75/I
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Special Education Paraprofessional Training

Do you have that special touch? Assist in the special education classroom by working with students with disabilities. Paraprofessionals provide support in the classroom or in community-based education settings; assist the teaching in implementing the IEP; provides safety, health related, and personal care supports to enable a child to access the educational program. This training meets one of the requirements needed to obtain SEP Registry status in Oklahoma. A high school diploma or GED is required. You must attend all 24-hours of this course. No discounts are eligible.

24hr	\$132	
9/13-10/6	T/Th 6-9pm	PRD06/I

HR for an Hour Series

A new Human Resource (HR) Series offered to provide business owners, managers, and HR professionals one-hour of practical instruction and advice "how to" handle the most common or difficult HR issues. The Instructor, Mary Ellen Connolly, is an industry expert and has many years of experience and education in Human Resources and Management.

ADA: How to Handle Medical/Disability Accommodation Requests

One of the key non-discrimination requirements of Title I of the Americans with Disabilities Act (ADA) is the obligation to provide reasonable accommodation for employees with disabilities. This one-hour class provides information about how to recognize and handle accommodation requests, how to determine effective accommodations, what types of accommodations might be reasonable, and a resource to determine what policies and procedures might be useful.

1hr	\$15	
9/8	Th 11am-12pm	PRD20/I



FMLA: How to Handle Leave Taking Requests

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This one-hour class provides information and tools how to determine when employees are eligible and entitled to take FMLA leave, what rules apply when employees take FMLA leave, and how to handle leave taking requests, including how to manage intermittent leave.

1hr	\$15	
10/13	Th 11am-12pm	PRD21/I

Discrimination: How to Maintain a Harassment-Free Workplace

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). This one-hour class provides information about how to identify discriminatory behavior, mitigate employer liability, and how to involve managers and employees in preventing and maintaining harassment and discrimination in the workplace.

1hr	\$15	
11/10	Th 11am-12pm	PRD22/I

Professional Development



Employee Complaints: How to Conduct a Workplace Investigation

Workplace problems and complaints carry serious legal and financial risks to a company, so it is essential to act fast when receiving an employee complaint. But an ineffective or poorly handled investigation can land a company in even more trouble.

This one-hour class provides critical steps how to legally and successfully investigate and resolve a workplace complaint or problem.

1hr	\$15	
12/8	Th 11am-12pm	PRD23/1

You've earned it.

Use your VA benefits to gain new skills and a new career.

GPTC Education Plans Eligible for VA Education Funding

- | | |
|---------------------------------|--------------------------------|
| Air Conditioning /Refrigeration | Medical Coder |
| Auto Body Repair | Medical Office Professional |
| Automotive Technician | Network Technician |
| Certified Medication Aide | Office/Accounting Clerk |
| CISCO Networking Academy | Private Investigator, Armed |
| Computer Support Specialist | Private Investigator, Unarmed |
| EMT Basic | Real Estate Sales Associate |
| EMT Advanced | Security Guard, Armed |
| EMT Paramedic | Security Guard, Unarmed |
| General Maintenance Workers | Special Educ. Paraprofessional |
| Long Term Care Nurse Aide | Welding |



Questions regarding evening classes and benefits at Great Plains Technology Center should be directed to a Career Counselor in Building 100, Room 107, or call 580.250.5503.

To contact the Regional Veterans Administration office:

**Department of Veteran Affairs, P.O. Box 8888
Muskogee, OK 74402-8888
Phone: 1.888.442.4551 • www.gibill.va.gov**

Public Safety



Advanced Cardiovascular Life Support (ACLS)

Target audiences of this course include Physicians, Physician Assistants, Nurses, Pharmacists, EMT/Paramedics, and related medical personnel. ACLS is an advanced course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large, group sessions and small group learning and testing stations where case-based scenarios are presented. Text required.

12hr	\$125	
11/7-11/14	M/W 6-10pm	PUB39/1

Like us on Facebook.

www.facebook.com/greatplains technologycenter

CPR for Health Care Providers (BLS)

You can be a life saver! Master the techniques to perform rescue breathing on an adult, child, and infant. You will also be prepared to use an Automatic External Defibrillator (AED). Gain your CPR certification from the American Heart Association today!

5hr	\$35	
9/6	Tu 5-10pm	PUB07/1
9/14	Wed 5-10pm	PUB07/2
9/19	Mon 5-10pm	PUB07/3
9/27	Tu 8:30am-2:30pm	PUB07/4
10/10	Mon 5-10pm	PUB07/6
10/18	Tu 8:30am-2:30pm	PUB07/7
10/26	Wed 5-10pm	PUB07/8
11/2	Wed 5-10pm	PUB07/9
11/10	Th 5-10pm	PUB07/10
11/16	Wed 8:30am-2:30pm	PUB07/11
11/29	Tu 5-10pm	PUB07/12
12/5	Mon 5-10pm	PUB07/13
12/13	Tu 8:30am-2:30pm	PUB07/14
12/13	Tu 5-10pm	PUB07/15
12/14	Wed 5-10pm	PUB07/16

CPR for Health Care Providers (BLS) Renewal*

This class is designed for those who have a current American Heart Association CPR for Healthcare Providers card and need to recertify their card prior to the expiration date. Prerequisite: Current CPR for Healthcare Providers card.

4hr	\$35	
9/28	Wed 8:30am-12:30pm	PUB26/1
10/19	Wed 8:30am-12:30pm	PUB26/2
11/17	Th 8:30am-12:30pm	PUB26/3
12/14	Wed 8:30am-12:30pm	PUB26/4

Defensive Driving Course—Featured on the Cover

Wish you could turn back time; or at least remove two points off your driving record? This class teaches safe driving techniques that can save your life. Students need a valid driver license in order to remove points, or present court ordered paperwork in lieu of a license. No discounts apply. Text provided.

6hr	\$50	
9/24	Sat 8:30am-3pm	PUB01/1
11/19	Sat 8:30am-3pm	PUB01/2

Public Safety



Driver Improvement Program—Featured on the Tech Tab Cover

Improve your driving skills by enrolling in this Driver Improvement Program developed by AAA. Students learn safe driving habits as well as collision avoidance techniques. Check with your insurance carrier as this program may offer an insurance discount.

6hr	\$50	
10/14	Fri 8am-3pm	PUB19/1
12/8	Th 8am-3pm	PUB19/2

Emergency Medical Responder

This course, formerly known as First Responder is an introductory course that will prepare you to successfully challenge the National Registry and receive certification. This course covers all aspects, responsibilities, and duties for providing emergency care. You will be able to provide direct patient care in a variety of medical emergency situations, identify and understand your legal, moral and ethical responsibilities, and will work and perform as a health care professional. Text required.

72hr	\$199	
9/27-12/1	T/Th 6-10pm	PUB25/1

EMT-Basic

Providing emergency care to patients in their time of need is just what an Emergency Medical Technician (EMT) does every day. Classroom and clinical experience are combined to provide just what you need to obtain your certification. Forty clinical hours are required in addition to class time. Background checks will be conducted for all students. Additional (approximate) costs for this course include books \$211, access to EMSTesting.com \$25, titer tests if no shot record is available, TB Test, drug screen \$25, and black uniform pants and shoes. You must be at least 18 to take the national certification exam which \$85, there is an Oklahoma State EMT License fee of \$85. There is a fee of \$15 for insurance.

216hr	\$575	
9/6-4/13	T/Th 6-10pm	PUB08/2

EMT-Paramedic Level III*

This is the third of a four course Paramedic Program. Students will prepare for medical and cardiac topics of concern to the paramedic. Students will participate in 150-hours of clinicals and be exposed to patient contact in settings such as the emergency department of hospitals, under the direct supervision of an emergency physician. In addition students will also ride out on an Advanced Life Support staffed ambulance. Prerequisite: EMT-Paramedic Level II. Text required.

174hr	\$655	
11/8-2/16	T/Th 9am-5pm	PUB13/1



First Aid

Feel confident in an emergency! Get certified through American Heart Association in this 3-hour course.

3hr	\$25	
9/13	Tu 6-9pm	PUB06/1
9/20	Tu 8-11am	PUB06/2
10/17	Mon 6-9pm	PUB06/3
11/8	Tu 8-11am	PUB06/4
11/28	Mon 6-9pm	PUB06/5

Pediatric Advanced Life Support (PALS)

This American Heart Association course is designed for Physicians, Pharmacists, EMT/Paramedics, Respiratory Therapists and related medical personnel. This course uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. Text required.

12hr	\$125	
10/3-10/10	M/W 6-10pm	PUB38/1

Security Guard



Phase II Security Guard

The Bureau of Labor Statistics (BLS) indicates Security Guards in Oklahoma earn an average of \$12 per hour. This phase of training is related to the tasks of an unarmed security guard. Learn about public relations, fixed post duties, patrolling, and investigation of security incidents. Security guard license applicants must successfully complete Phases 1 and 2 before testing, then apply with CLEET to gain licensure. Certain crime convictions may disqualify a person from obtaining or holding an unarmed or armed security guard license. Text required.

24hr **\$75**

9/13-9/29 T/Th 6-10pm SGT02/I

Phase III Private Investigator

This compelling class; combined with Phase I basic, are all you need to obtain your unarmed private investigator license. The BLS indicates that private detectives and investigators earn around \$22 per hour in Oklahoma. Learn about client responsibility, complying with various laws, conducting investigations, locating information and surveillance. Certain crime convictions may disqualify a person from obtaining or holding an unarmed or armed security guard license or a private investigator license. Text required.

40hr **\$125**

10/18-11/22 T/Th 6-10pm SGT03/I

Are You a School Employee?

We've got a deal for you!

School employees within the Great Plains' district can receive 50% off the cost of tuition on most classes listed in this catalog. For more information give us a call at 580.250.5500.

Does not apply to the Motorcycle classes or Health Skills Testing. Notify staff at the time of enrollment in order to receive discount. No discounts or refunds will be awarded after enrollment is complete. Only one discount per class.





Trade and Industrial Classes

Aerial Lift

Learn the skills needed to operate an articulating boom platform in a professional and safe manor. This course includes classroom instruction, equipment inspection, and hands-on operation of the Aerial Lift while using a fall restraint system. GPTC will provide all the necessary equipment, however, if you have a full body harness, you are welcome to bring it to the class.

4hr	\$39	
9/23	Fri 8-11:45am	TAT01/1
10/18	Tu 8-11:45am	TAT01/2

Electrical Residential Wiring Level II*

You will learn the Principles of Control Wiring, 220-volt installation, and an introduction to the N. E. C. (National Electrical Code) regulations. Prerequisite: Electrical Residential Wiring I. Text required.

42hr	\$149	
10/18-12/8	T/Th 6:30-9:30pm	TAT08/1

Forklift Operator Training

Learn to operate a forklift while learning the non-job specific training requirements mandated in the OSHA standard 1910.178. Topics include the classes, types, and safe operation of Powered Industrial Trucks. You will gain a greater understanding of the stability and capacity as well as get hands on training on a sit down counter balance forklift.

6hr	\$49	
9/30	Fri 8am-2pm	TAT06/1
10/28	Fri 8am-2pm	TAT06/2
11/18	Fri 8am-2pm	TAT06/3
12/16	Fri 8am-2pm	TAT06/4

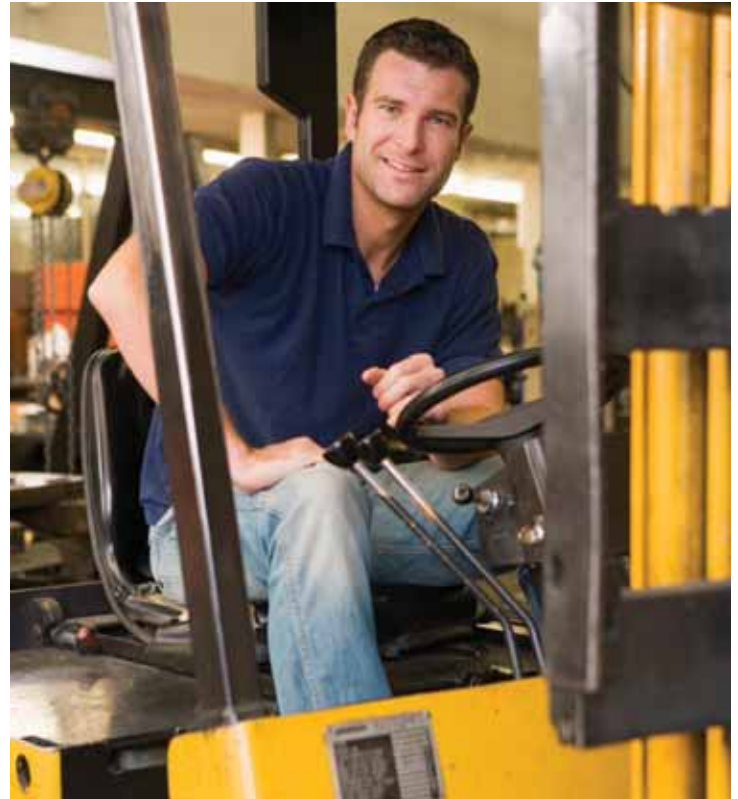
Load Calculation and Duct Design*

Duct design and load calculations are what this class is all about. Prerequisite: Heating, Ventilation and Air Conditioning, Levels I & II. Text required, same as used for previous levels.

36hr	\$125	
11/1-12/1	T/Th 6-10pm	TAT05/1

Tooling University

You can purchase a six-month package to gain access to online maintenance training. Get more detailed information by calling 250-5585.



**Need a course not
offered at Great Plains?**

If so, contact us and tell us about it.

580.250.5606

We Welcome Your Ideas!



@GreatPlainsTech

Full-time Career Education Programs – Lawton Campus



Architecture & Construction

Gain the technical skills needed to help prepare for your long-term career. Learn to draft, design and plan for construction, as well as remodels, additions and repairs.

Career Majors:

Residential HVAC Technician
Industrial HVAC Technician
Residential Carpentry
Lead Carpenter
Residential Electrician's Assistant
Unlimited Electrician's Assistant

Arts, A/V Technology & Communications

Challenge your creative talents and develop your graphic design and production skills in this career path.

Career Majors:

Digital Graphic Designer

Business, Management & Administration

Students will learn to plan, organize, direct, and evaluate business functions in these career majors.

Career Majors:

Executive Administrative Assistant
Medical Office Assistant

Education & Training (High School Students Only)

Students will learn to plan, manage and provide education and training services, and related support services.

Career Major:

Teacher Prep — High school students only may apply.

Health Science (High School Students Only)

The following high school only health science career majors will help prepare students for health careers, or for further health education at GPTC or college.

Career Major:

Nursing Assistant

Health Science (Adult Students Only)

Help make a difference in peoples' lives. Solid communication and science skills, and a desire to help people, will give you an edge in the largest and fastest-growing career industry in the nation.

Career Majors:

Practical Nurse
Radiologic Technology
Surgical Technology

Hospitality & Tourism

Students will explore careers in the management, marketing and operations of restaurant and other food services, lodging attractions, recreational events and travel-related services in this career path.

Career Majors:

Culinary Hospitality Assistant
Culinary Coordinator
Hospitality Service Assistant (admission by special permission)

FREE tuition
for High School Students

Full-time Education Training Programs – Lawton Campus



Information Technology

In this career path students will learn to design, develop, support and manage hardware, software, multimedia and systems integration.

Career Majors:

3D Animator
Cyber Security Forensic Specialist
Desktop Support Technician
Network Technician Associate — *Adult students only may apply.*
Video Producer

Science, Technology, Engineering & Mathematics STEM

(High School Only)

Students will learn about rockets, robots and more on this in-demand career path. Our Pre-Engineering and Biomedical classrooms are unlike any other you've experienced, filled with the latest design software, cutting edge materials and equipment, and ongoing hands-on, project-based activities. Here is where math and science turn into ingenuity and innovation.

Project Lead the Way Career Majors:

Biomedical Science & Medicine
Pre-Engineering

Law, Public Safety, Corrections & Security

Students will learn to develop leadership and teamwork skills and will learn to manage and provide public safety and protective services. This career path is vital to the communities where we live, work and play.

Career Majors:

Advanced Firefighter — *Adult students only may apply.*
Criminal Justice Officer

Transportation, Distribution & Logistics

Students will learn about careers and businesses involved in a critical economic sector: planning, managing and moving people, materials and goods.

Career Majors:

Automotive Service Technician
Combination Collision Repair Technician
Medium/Heavy Diesel Truck Service & Light Repair Technician

Manufacturing

Students will learn how to plan, manage and process materials into intermediate and final products in this career path.

Career Major:

Combination Welder

Adult students, call us to speak to one of our Counselors

- Call Student Services at 580.250.5535 for a complete list of career majors, plus tuition and fee costs, or to schedule an appointment with one of our counselors.
- Financial aid and VA available for those who qualify. For more information, call 580.250.5534 for details.

High school students, see your high school counselor for an enrollment application.

Full-time Career Education Programs – Tillman-Kiowa Campus–Frederick

RESIDENTIAL CARPENTRY

Approved career majors: Carpenter's Helper and Residential Carpentry.

- Work in all aspects of residential and commercial construction, including estimating, framing, roofing, and interior finishing
- Work individually and in teams to design and construct meaningful projects for the community
- Operate a wide range of professional power tools to complete projects in the shop and at the work site

AGRICULTURAL & MACHINERY REPAIR TECHNICIAN

Approved career major: Agriculture & Machinery Repair Technician.

- Troubleshoot and repair medium/heavy duty trucks, tractors, and other agricultural equipment
- Use a full-systems approach to maintain heavy equipment in a rapidly changing industry
- Help equipment owners stay productive by delivering quality customer service and valuable repair solutions

MULTIMEDIA ASSISTANT

Approved career majors: Multimedia Assistant; Special Effects Technician

- Use professional editing software to create projects including broadcast productions, digital illustrations, and animations
- Work with computers, digital photography, and multimedia software to design eye-catching promotional materials
- Discover, develop, and express your unique artistic styles through creative marketing campaigns

DIAGNOSTIC AIDE & NURSE ASSISTANT

Approved career majors: Diagnostic Aide; Nursing Assistant

- Deliver compassionate, hands-on patient care in long-term care facilities
- Develop a passion for providing basic nursing care
- Build a professional working relationship with residents and other healthcare team members

PRACTICAL NURSING

Adults ONLY may apply.

- Utilize effective communication and critical thinking skills to deliver high-quality patient care
- Provide compassionate physical and psychological care to help patients recover from illnesses and injuries
- Develop essential customer service and clinical skills

Tuition FREE for High School Students!

Interested in a Career in Respiratory Care Therapy?

A Respiratory Care Therapy career training program is offered in association with Cameron University.

For more information, contact Jennifer Schoolfield at 580.250.5641 or email jschoolfield@greatplains.edu, or click:

<https://cameron.edu/catalog/science/biology.html#major575>



Adult Basic Education

▶ ADULT BASIC EDUCATION

Prep for High School Equivalency at Great Plains Technology Center (formerly GED)

Free classes

Expand your opportunities by getting your HSE. Classes are offered at no cost.

Persons interested in working toward High School Equivalency (formerly known as GED) should to come in to room 148, located in Building 100, and fill out an application.

We will call and schedule an appointment for Orientation and Placement Testing as seats become available.

The numbers to call for information are 580-250-5685 or 580-250-5656

▶ HSE TESTING

HSE Testing

For dates and information, contact the ABE office - 580.250.5685

Great Plains offers 3 HSE Testing choices—GED, HiSET, TASC. All are acceptable for High School Equivalency.

Cost = Varies with different tests ranges from \$70 - \$136

All tests contain four basic parts

- Math
- Language arts
- Science
- Social studies

▶ Earn a HSE diploma (Formerly called GED)

Lawton Campus Classes

▶ HSE CLASSES

Mon/Wed - 8:30—11:30

Tues/Thurs - 8:30—11:30

Mon/Wed - 12:30—3:30

Tues/Thurs - 12:30-3:30

Mon/Wed - 6:00—9:00pm

▶ ESL CLASSES

Mon/Wed - 8:30—11:30

Evening classes - To Be Announced

▶ HSE PREP

Call 580-335-5525 for information

* Classes are subject to enrollment numbers.

Frederick Campus Classes

480,000 Oklahomans do not have a High School Diploma
 - 60% of all Jobs require diploma or higher
 - 1/2 of adults who dropped out are unemployed

Email: abe@greatplains.edu

Phone: 580.250.5685

GREAT PLAINS
Technology Center

Reconnect to a high school education

Great Plains has reconnected more than 1,400 students to a high school diploma. The SCORE (School of Career Opportunities and Real Education) program is a dropout credit recovery program designed to reconnect students to educational and occupational goals. SCORE allows students to pursue a high school diploma. SCORE education includes halftime career training and halftime academics.

Academic areas include applied math and communications, applied biology and chemistry, and principles of technology. Life skills classes are designed to help the student prepare for the "real" world. For further information please call, SCORE Director Justin McNeil at 580.250.5620 or email: jmcneil@greatplains.edu.



New Business Center

Opening Soon!



What is the Business Center?

The Business Center is a comprehensive business assistance program that helps start-up and early stage firms with the goal of improving their chances to grow into healthy, sustainable, and self-sufficient companies.

This state-of-the-art facility will include the McMahon Lecture hall made possible through a \$1.3 million grant from the McMahon Foundation. The facility will also include spaces for a shared commercial kitchen, light manufacturing, office space, and commercial arts studios.



For information, contact:

Cody Holt, MBA

Business Center Coordinator

580.250.5519

cholt@greatplains.edu

<http://businesscenter.greatplains.edu>

<http://edc.greatplains.edu/>



Start or Grow a Business. Empower Your Employees. We can help.

Attend One of Our Business Seminars and Special Events.

Oklahoma Tax Commission
9am-11:30am
October 6th
December 1st

Great Plains Chapter-SHRM Meetings
September 14th
October 12th
November 9th
December 14th

*To enroll in a seminar or for
more information contact
Michelle Douglas at
580.250.5551
or email:
mdouglas@greatplains.edu*

HR FOR AN HOUR SERIES

A new Human Resource (HR) Series offered to provide business owners, managers, and HR professionals one hour of practical instruction and advice "How-to" handle the most common or difficult HR Issues. The instructor, Mary Ellen Connolly, is an industry expert and has many years of experience and education in Human Resources and Management. Students must enroll at the One Stop Enrollment Center, Room 111 Building 100, or by calling 580-250-5500.

ADA: How to Handle Medical/Disability Accommodation Requests

September 8, Room 656, 11 a.m. - 12 noon \$15

FMLA: How to Handle Leave Taking Requests

October 13th, Room 656, 11 a.m. - 12 noon \$15

Discrimination: How to Maintain a Harrassment-Free Workplace

November 10th, Room 656, 11 a.m. - 12 noon \$15

Employee Complaints: How to Conduct a Workplace Investigation

December 2016, Room 656, 11 a.m. - 12 noon \$15



DETACH AND MAIL OR FAX TO:

Great Plains Technology Center • Adult Career Development
 Building 100 • 4500 West Lee Blvd., Lawton, OK 73505
 Phone 580.250.5500 • Fax 580.250.5549 • www.greatplains.edu

(Please Print)

ENROLLMENT FORM – For Short-Term, Part-Time Classes Only

LAST NAME _____ FIRST NAME _____ M.I. _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____

DAYTIME PHONE _____ EVENING PHONE _____

EMAIL ADDRESS _____ DISCOUNT APPLIED _____

1. CLASS CODE _____ SECTION _____

CLASS NAME _____ COST \$ _____

2. CLASS CODE _____ SECTION _____

CLASS NAME _____ COST \$ _____

3. CLASS CODE _____ SECTION _____

CLASS NAME _____ COST \$ _____

PAYMENT MUST BE INCLUDED WITH ENROLLMENT.

5 easy ways to pay!



Enrollment guidelines, policies and answers to frequently asked questions are available at www.greatplains.edu.
 Please note: textbooks are not included in the cost of tuition.



4 easy ways to enroll:

Visit: Building 100, Room 111—Office hours are Monday through Thursday 8:00 a.m. to 8:30 p.m., Friday 8:00 a.m. - 3:00 p.m., and Saturday 8:00 a.m. - 12 p.m.

Phone: 580.250.5500

Fax: 580.250.5549

Mail: Adult Career Development (ACD), Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK 73505

Enrollment Guidelines—Evening and Saturday Classes

- You must be at least 16 years of age to enroll in Adult Career Development classes.
- Tuition is due in full at time of enrollment.
- Enrollment is on a first come, first served basis.
- Class space is limited.
- Early enrollment helps keep classes from being cancelled.
- Textbooks are NOT included in the price of tuition and may be purchased in the bookstore located inside the Adult Career Development (ACD) office in Building 100, Room 111.

Cancellation Policy

Classes are cancelled when enrollment is below the minimum number of students required to hold the course.

Inclement Weather

Great Plains will make a decision by 7:00 a.m. if full-time daytime classes will meet, and by 2:00 p.m. if evening classes will meet.

Announcements will be made on local radio and television stations, as well as on our Facebook and Twitter pages.

Refund Policy-ACD Classes

- 100% refund— prior to the course start date.
- 50% refund— start to two days after course start date.
- 0% refund—3 days after course start date and thereafter.

Discounts

- Persons age 60+, 50% off most ACD classes.
- Public school employees, 50% off most ACD classes.
- Discounts cannot be combined.
- Discounts do not apply to textbooks.

Reciprocity Agreement

In accordance with the State Board of Oklahoma Career Tech, students enrolling in a part-time evening or Saturday class who currently reside within a district served by an Oklahoma Technology Center may enroll at the rates published in this catalog. Any student who does not live within a technology center district will be charged twice the published rate.

Students enrolling in full-time adult programs who do not reside in the Great Plains Technology Center district will be charged the published tuition plus a \$1,000 out of district fee.

Special Accommodations

If you require special accommodations due to a disability, contact Kristy Barnett at 580.250.5531.

Financial Aid

A limited number of Great Plains Foundation Scholarships are available. You may pick up applications for the scholarship in Building 100, Room 107. Applications can also be downloaded at: <http://www.greatplains.edu/student-resources/financial-aid/>

The completed application should be returned to Financial Aid, Room 107, Building 100 in Lawton. Scholarship deadline dates are April 1 for classes beginning May-July; July 1 for classes beginning August-December; and December 1 for classes beginning January-April.

Veterans Education and Training Benefits— we can assist you in filing a claim for education benefits with the Department of Veterans Affairs. Pell Grants are available for full-time programs for those who qualify.

Financial Aid questions may be directed to the, Financial Aid Coordinator, phone 580.250.5534.

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