

Tech Tab

Course Catalog

September - December 2017



Inside:
Welding
Defensive Driving Course
Windows 10
Digital Photography
Refuse to be a Victim

GREAT PLAINS

Technology Center

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Two Locations to Serve You!



Lawton Campus

4500 SW Lee Blvd.
 Lawton, OK 73505
 Main: 580.355.6371
 Part-time Enrollment: 580.250.5500
 Full-time Enrollment: 580.250.5605
www.greatplains.edu



Frederick Campus

2001 East Gladstone
 Frederick, OK 73542
 580.335.5525
<http://greatplains.edu/tillman-kiowa-campus/>

Saturday & Evening Course List—Lawton Campus

Course Name	Dates	Days/Times	# Hours	Tuition	Code/Section
Business & Office Classes					
QuickBooks Level I*	11/8-12/13	M/W 6-9pm	30hr	\$129	BIZ11 1
Child Care					
Unit 9-Developing as an Early Education Professional	9/12-9/21	T/Th 5:30-8pm	10hr	\$44	CCC09 1
Unit 10-Putting It All Together	10/3-10/24	T/Th 5:30-8pm	15hr	\$66	CCC10 1
Unit 1-Providing for Children's Safety	10/26-11/7	T/Th 5:30-8pm	10hr	\$44	CCC01 1
Unit 2-Providing for Children's Health	11/14-11/30	T/Th 5:30-8pm	10hr	\$44	CCC02 1
Computer					
A+ Certification Prep Course	9/13-12/11	M/W 6-10pm	96hr	\$315	CMP47 1
Hardware Level I*	9/19-10/31	T/Th 6:30-9:30pm	36hr	\$125	CMP11 1
Introduction To Computers	11/14-11/16	T/Th 6:30-9:30pm	6hr	\$29	CMP01 1
Microsoft Excel 2016 Level I*	10/9-11/6	M/W 6-9pm	24hr	\$85	CMP16 1
Microsoft Word 2016 Basics	10/10-10/24	T/Th 6-8:30pm	10hr	\$49	CMP14 1
Network + Certification Prep Course*	10/10-12/14	T/Th 6-9pm	54hr	\$225	CMP37 1
Windows 10	9/6-9/25	M/W 6-9pm	18hr	\$79	CMP10 1
Windows 10	11/28-12/14	T/Th 6:30-9:30pm	18hr	\$79	CMP10 2
General Interest					
Cooking: Hot Rolls Plus	9/30-9/30	Sat 8am-12pm	4hr	\$25	GNL11 1
Cooking: Holiday Cakes	11/4-11/4	Sat 8am-12pm	4hr	\$25	GNL16 1
Cooking: Homemade Pies	9/16-9/16	Sat 8am-12pm	4hr	\$25	GNL19 2
Cooking: Holiday Cookies	12/5-12/5	Tu 6-10pm	4hr	\$25	GNL22 1
Dance: Couples Two Step and Shuffle	9/19-10/12	T/Th 7:15-8:45pm	12hr	\$49	GNL53 1
Dance: Couples Waltz	10/7-10/14	Sat 10am-12pm	4hr	\$25	GNL52 1
Dance: Line Dancing	9/19-10/12	T/Th 6-7pm	8hr	\$39	GNL42 1
Dance: West Coast Swing	9/9-9/16	Sat 10am-12pm	4hr	\$25	GNL50 1
Digital Cameras-Understanding It All	10/7-10/7	Sat 9am-12pm	3hr	\$25	GNL36 1
Digital Photography*	10/10-11/14	T/Th 6-9pm	30hr	\$129	GNL10 1
Fresh Flower Design for Beginners	9/19-10/5	T/Th 6-9pm	18hr	\$115	GNL05 1
Refuse To Be A Victim	10/28-10/28	Sat 8am-12pm	4hr	\$25	GNL01 1
Sign Language Level I	9/26-11/14	T/Th 6-8:30pm	35hr	\$95	GNL08 1
Stained Glass for All Levels	9/19-10/5	T/Th 6-9pm	18hr	\$65	GNL68 1
Health & Medical					
Certified Medication Aide*	10/10-11/9	Tu 8:30am-3:30pm	76hr	\$275	MED24 1
Long Term Care Nurses Aide*	9/19-10/12	M-F 8:15am-2:50pm	117hr	\$355	MED20 1
Long Term Care Nurses Aide*	10/13-11/14	M-F 8:15am-2:50pm	117hr	\$355	MED20 2
Long Term Care Nurses Aide*	11/16-12/15	M-F 8:15am-2:50pm	117hr	\$355	MED20 3
Math For Health Occupations	9/5-10/10	T/Th 6-9pm	36hr	\$105	MED05 1
Math For Health Occupations	10/30-12/11	M/W 6-9pm	36hr	\$105	MED05 2
Medical Office Professional	10/24-12/5	T/Th 5:30-8:30pm	36hr	\$155	MED54 1
Medical Terminology	10/11-12/13	M/W 6-9pm	51hr	\$175	MED04 1
Medical Terminology	9/12-11/9	T/Th 6-9pm	51hr	\$175	MED04 2
Pharmacy Technician	11/6-4/25	M/W 6-9pm	120	\$504	MED32 1
Phlebotomy	10/16-12/13	M/W 6-9pm	48hr	\$205	MED08 2
Phlebotomy	10/17-12/14	T/Th 6-9pm	48hr	\$205	MED08 1
Motorcycle Rider					
Advanced RiderCourse	10/7-10/7	Sat 8am-4:30pm	8hr	\$95	PUB34 2
Advanced RiderCourse	11/4-11/4	Sat 8am-4:30pm	8hr	\$95	PUB34 1
<i>The Basic Rider Course classes meet Friday 6-9pm, Saturday and Sunday 8am-4:30pm</i>					
Basic RiderCourse	9/8-9/10		19hr	\$175	PUB04 1
Basic RiderCourse	9/15-9/17		19hr	\$175	PUB04 2
Basic RiderCourse	9/22-9/24		19hr	\$175	PUB04 3
Basic RiderCourse	9/29-10/1		19hr	\$175	PUB04 4

Saturday & Evening Course List—Lawton Campus

Course Name	Dates	Days/Times	# Hours	Tuition	Code/Section
Motorcycle Rider					
Basic RiderCourse	10/27-10/29		19hr	\$175	PUB04 5
Basic RiderCourse	10/13-10/15		19hr	\$175	PUB04 6
Professional Development					
Assessment Remediation			20hr	\$25	PRD76 1
Prerequisite Testing			2hr	\$9	PRD75 1
Special Educ. Paraprofessional Annual Update Trng	11/7-11/9	T/Th 6-9pm	6hr	\$34	PRD05 1
Special Education Paraprofessional Trng	9/26-10/31	T/TH 6-9pm	24hr	\$132	PRD06 1
Public Safety					
CPR For HCP (BLS) Renewal	9/21-9/21	Th 8:30am-12:30pm	4hr	\$35	PUB26 1
CPR For HCP (BLS) Renewal	10/26-10/26	Th 8:30am-12:30pm	4hr	\$35	PUB26 2
CPR For HCP (BLS) Renewal	11/30-11/30	Th 8:30am-12:30pm	4hr	\$35	PUB26 3
CPR For HCP (BLS) Renewal	12/14-12/14	Th 8:30am-12:30pm	4hr	\$35	PUB26 4
CPR For Health Care Providers (BLS)	9/7-9/7	Th 5-10pm	5hr	\$35	PUB07 1
CPR For Health Care Providers (BLS)	9/18-9/18	Mon 5-10pm	5hr	\$35	PUB07 2
CPR For Health Care Providers (BLS)	9/20-9/20	Wed 8:30am-2:30pm	5hr	\$35	PUB07 3
CPR For Health Care Providers (BLS)	9/30-9/30	Sat 8am-1pm	5hr	\$35	PUB07 4
CPR For Health Care Providers (BLS)	10/3-10/3	Tu 5-10pm	5hr	\$35	PUB07 5
CPR For Health Care Providers (BLS)	10/11-10/11	Wed 5-10pm	5hr	\$35	PUB07 6
CPR For Health Care Providers (BLS)	10/17-10/17	Tu 5-10pm	5hr	\$35	PUB07 7
CPR For Health Care Providers (BLS)	10/25-10/25	Wed 5-10pm	5hr	\$35	PUB07 8
CPR For Health Care Providers (BLS)	11/1-11/1	Wed 5-10pm	5hr	\$35	PUB07 9
CPR For Health Care Providers (BLS)	11/4-11/4	Sat 8am-1pm	5hr	\$35	PUB07 10
CPR For Health Care Providers (BLS)	11/7-11/7	Tu 5-10pm	5hr	\$35	PUB07 11
CPR For Health Care Providers (BLS)	11/16-11/16	Th 5-10pm	5hr	\$35	PUB07 12
CPR For Health Care Providers (BLS)	11/29-11/29	Wed 8:30am-2:30pm	5hr	\$35	PUB07 13
CPR For Health Care Providers (BLS)	12/5-12/5	Tu 5-10pm	5hr	\$35	PUB07 14
CPR For Health Care Providers (BLS)	12/13-12/13	Wed 8:30am-2:30pm	5hr	\$35	PUB07 15
Defensive Driving Course	9/16-9/16	Sat 8:30am-3pm	6hr	\$50	PUB01 1
Defensive Driving Course	11/18-11/18	Sat 8:30am-3pm	6hr	\$50	PUB01 2
Driver Improvement Program	9/12-9/12	Tu 8am-3pm	6hr	\$50	PUB19 1
EMT-Basic	9/5-3/8	T/TH 6-10 & Sat 8am-12pm (one Sat Month)	216hr	\$625	PUB08 2
EMT-Basic	9/11-1/17	M/W 9am-5pm	216hr	\$625	PUB08 1
Fire Fighter I Academy, 02	9/5-1/4	T/Th 6-10pm	112hr	\$475	PUB31 1
First Aid	11/20-11/20	Mon 6-9:30pm	3.5hr	\$25	PUB06 3
First Aid	9/27-9/27	Wed 6-9:30pm	3.5hr	\$25	PUB06 1
First Aid	10/24-10/24	Tu 6-9:30pm	3.5hr	\$25	PUB06 2
First Aid	12/14-12/14	Th 6-9:30pm	3.5hr	\$25	PUB06 4
Refuse To Be A Victim	10/28-10/28	Sat 8am-12pm	4hr	\$25	GNL01 1
Traffic Incident Management (TIM) Operations	9/20-9/20	Wed 6-10pm	4hr	\$35	PUB30 1
Traffic Incident Management (TIM) Operations	11/2-11/2	Th 6-10pm	4hr	\$35	PUB30 2
Security Guard					
Phase II Security Guard	9/19-10/5	T/Th 6-10pm	24hr	\$95	SGT02 1
Phase III Private Investigator	10/24-11/28	T/Th 6-10pm	40hr	\$169	SGT03 1
Trade & Technical					
Electrical Residential Wiring II*	10/10-11/30	T/Th 5:30-8:30pm	42hr	\$169	TAT08 1
Forklift Operator Training	9/29-9/29	Fri 8am-2pm	6hr	\$49	TAT06 1
Forklift Operator Training	10/27-10/27	Fri 8am-2pm	6hr	\$49	TAT06 2
Forklift Operator Training	11/30-11/30	Th 8am-2pm	6hr	\$49	TAT06 3
Load Calculation and Duct Design*	11/7-12/7	T/Th 6-10pm	36hr	\$145	TAT05 1
Welding Beginning To Advanced	9/11-12/6	M/W 5-9pm	96hr	\$425	TAT10 1

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

Saturday & Evening Course List—Frederick Campus

Course Name	Dates	Days/Times	# Hours	Tuition	Code/Section
Computer					
Internet for Seniors	9/19-9/20	Tu/W 2-4pm	4	\$35	F-CMP06 1
Introduction to Computers	10/10-10/11	Tu/W 2-4pm	4	\$35	F-CMP05 1
General Interest					
Homemade Tamales	9/19-9/19	Tu 6-9pm	3	\$29	F-GNL06 1
Homemade Tortillas	10/10-10/10	Tu 6-9pm	3	\$29	F-GNL56 1
Refuse to be a Victim	11/04-11/04	Sat 8am-4pm	4	\$25	F-GNL57 1
Mexican Desserts	12/05-12/05	Tu 6-9pm	3	\$29	F-GNL58 1
Health & Medical					
Long Term Care Nurse Aide	8/21-12/04	M 5pm-9:30pm	120	\$355	F-MED01 1
Public Service					
AHA CPR for Health Care Providers (BLS)	09/19-09/19	Tu 5-10pm	5	\$35	F-PUB07 1
AHA CPR for Health Care Providers (BLS)	11/07-11/07	Tu 5-10pm	5	\$35	F-PUB07 2
First Aid	10/10-10-10	Tu 6-9pm	4	\$25	F-PUB06 1
First Aid	12/05-12/05	Tu 6-9pm	4	\$25	F-PUB06 2

Enroll prior to the first day of class so your class won't be cancelled due to low enrollment.

Tuition is due at the time of enrollment.

To enroll and pay with credit card, call 580.250.5500. to enroll and pay with cash or check, stop by the Lawton or Frederick campuses.

Online Courses

Great Plains offers a great resource for online learning.

ed2go offers more than 250 courses in the following areas:

- Accounting & Finance
- Business
- College Readiness
- Drawing for the Absolute Beginner
- Discover Sign Language
- Handling Medical Emergencies
- Healthcare & Medical
- Helping Elderly Patients
- Introduction to MS PowerPoint 2016
- Keys to Effective Communication
- Law & Legal
- Leadership
- MS Excel—Pivot Tables
- Technology
- Secrets to Better Photography
- Spanish for Medical Professionals



For more information call the Adult Career Development Center at 580.250.5500 or visit the online instruction centers at: www.ed2go.com/gplawton



Business & Office

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.



QuickBooks Level I

QuickBooks is the most well-known bookkeeping software on the market. It's not surprising that QuickBooks users are highly sought after by employers. Give yourself the edge by enrolling today, as this class fills quickly. Accounting Level I is a good companion to this class for a more in-depth understanding of business accounting.

Text and flash drive required.

30 hours \$129

11/8-12/13

M/W 6-9pm

BIZ111



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 3-18

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 (typewritten) 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 9	10 hours	\$44
9/12-9/21	T/Th 5:30-8pm	CCC09 2
Unit 10	15 hours	\$66
10/3-10/24	T/Th 5:30-8pm	CCC10 1
Unit 1	10 hours	\$44
10/26-11/7	T/Th 5:30-8pm	CCC01 1
Unit 2	10 hours	\$44
11/14-11/30	T/Th 5:30-8pm	CCC02 1



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. Call us at 580.250.5684.

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, tool kit, and wrist strap required.*

96 hours	\$315	
9/13-12/11	M/W 6-10pm	CMP47 I

Hardware, Level I

This class is just what you need you need to know to assemble a PC compatible computer from the motherboard up. You will install components such as hard drives, memory, and learn how hardware and software work together. You can also save money by upgrading what you own. *Text and tools required.*

36 hours	\$125	
9/19-10/31	Th 6:30-9:30pm	CMP11 I

Introduction to Computers

First-time computer users will become acquainted with the components of the computer, terminology and learn to navigate around.

6 hours	\$29	
11/14-11/16	T/Th 6:30-9:30pm	CMP01 I

Microsoft Excel 2016 Level I*

Prerequisite: Basic Windows navigation.

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. *Text and flash drive required.*

24 hours	\$85	
10/9-11/6	M/W 6-9pm	CMP16 I

Microsoft Word 2016 Basics*

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. *Text required.*

10 hours	\$49	
10/10-10/24	T/Th 6:30-9:30pm	CMP14 I

Network + Certification Prep Course

Prerequisite: Basic Windows navigation

Certification is everything! Prepare for the CompTIA's Network + Certification Exam. Using a self-paced computer-based program, you will install networking hardware, configure a small office/home office (SOHO) network, and connect mobile and desktop devices to a network. Hardware devices provide real-to-life experiences with lights, switches, cables, adapters, and devices. *Text and flash drive required.*

54 hours	\$225	
10/10-12/14	T/TH 6-9pm	CMP37 I

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.*

18 hours	\$79	
9/6-9/25	M/W 6-9pm	CMP10 I
11/28-12/14	T/Th 6:30-9:30pm	CMP10 2

General Interest



Cooking: Homemade Pies

Become a pie crust master in this hands-on class. You will make a custard pie as well as a fruit double-crust pie. Prepare to take home what you've made!

4 hours	\$25		
9/16	Sat	8am-12pm	GNL19 2

Cooking: Holiday Cookies

Cookies are made from scratch and include cut and dipped cookie types. Cut cookies will include homemade frosting. Bring a container to take home your delicious cookies!

4 hours	\$25		
12/5	Sat	8am-12pm	GNL22 1

Dance: Couples Two-Step and Shuffle

The two-step and shuffle are the most popular dances done to country music in this area. Students will learn the skills necessary to do beginner level patterns and moves in both dances. Each of the moves taught in the two-step can be done in the shuffle and vice-versa.

12 hours	\$49		
9/19-10/12	T/Th	7:15-8:45pm	GNL53 1

Dance: Couples Waltz

Learn the basic patterns and turns in this graceful dance which you and your partner can dance to both ballroom and country music.

4 hours	\$25		
10/7-10/14	Sat	10am-12pm	GNL52 1

Dance: Line Dancing

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.

8 hours	\$39		
9/19-10/12	T/Th	6-7pm	GNL42 1

Dance: West Coast Swing

West Coast Swing is a form of swing dance that is danced in a slot usually to a moderate tempo. It is considered the smoother, sexier swing dance and is normally danced to Blues, R&B and even contemporary music.

4 hours	\$25		
9/9-9/16	Sat	10am-12pm	GNL50 1

Cooking: Hot Rolls Plus

This hands-on class will have you creating yeast rolls and more. You will learn the basic yeast roll, then turn it into pizza, monkey bread, and bread sticks. Recipes are provided. Bring a container for your leftovers to take home the goods!

4 hours	\$25		
9/30	Sat	8am-12pm	GNL11 1

Cooking: Holiday Cakes

Make your holiday cake from scratch utilizing easy recipes. Depending upon the cake type selected, frosting will be included. Bring a container to take home your delicious creation.

4 hours	\$25		
11/4	Sat	8am-12pm	GNL16 1



General Interest

Digital Camera 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.

4 hours	\$25	
10/7	Sat 10am-12pm	GNL36 I

Digital Photography*

Prerequisite: Basic Windows navigation

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. *Text and flash drive required.*

30 hours	\$129	
10/10-11/14	T/Th 6-9pm	GNL10 I

Fresh Flower Design for Beginners

Utilize fresh flowers to create stunning arrangements in this fun class. A variety of design styles, methods, and techniques will be introduced. There is a \$45 fee for the fresh flowers and supplies used during the class; and you get to take your creations home! Any discounts may only be applied toward the \$70 tuition portion of the class.

18 hours	\$115	
9/19-10/5	T/Th 6-9pm	GNL05 I

Refuse to be a Victim

Protect yourself and your family. Develop a personal safety strategy before you need it. Learn about the psychology of criminal predators and mental preparedness. Elevate your awareness on home, physical, automobile, and travel security. Don't forget technological security to include phone, identity theft, banking scams, cyber fraud, and cyber-bullying. It's all found here in this professionally developed program, from parents protecting children, to senior citizens and those with physical disabilities. The book included with this program is yours to keep. Program is recommended for ages 14 and up.

4 hours	\$25	
10/28	Sat 8am-12pm	GNL01 I

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.

35 hours	\$95	
9/26-11/14	T/Th 6-8:30 pm	GNL08 I



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. Learn tips and tricks to get that project moving a little quicker. All are welcome!

Purchase of supplies totaling \$60 required, unless you have your own.

18 hours	\$65	
9/19-10/05	T/Th 6-9pm	GNL68 I



Like us on Facebook.

www.facebook.com/greatplains technologycenter

Health & Medical



Long Term Care Nurse Aide*

Prerequisite: CPR for Health Care Provider/BLS

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.*

117 hours	\$355		
9/19-10/12	M-F 8:15am-2:50pm	MED20	1
10/13-11/14	M-F 8:15am-2:50pm	MED20	2
11/16-12/15	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.*

36 hours	\$105		
9/5-10/10	T/Th 6-9pm	MED05	1
10/30-12/11	M/W 6-9pm	MED05	2

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.*

36 hours	\$155		
10/24-12/5	T/Th 5:30-8:30pm	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. *It is strongly recommended that you take this class prior to taking Anatomy and Physiology. Text required.*

51 hours	\$175		
9/12-11/9	T/Th 6-9pm	MED04	2
10/11-12/13	M/W 6-9pm	MED04	1

Certified Medication Aide*

Prerequisite: Must have a current Oklahoma Nurse Aide Certification with no abuse notations and worked as a CNA for six months, and have a high school diploma or GED.

Jump from a Certified Nurse Assistant to a Certified Medication Aide (CMA). You will learn about medication classifications, orders, storage, documentation, routes of administration, and medications used for every major body system. In addition to classroom instruction, students must complete 16 clinical hours. *Must have physical and mental capability to safely perform duties. Text required.*

76 hours	\$275		
10/10-1/9	T 8:30am-3:30pm	MED27	1

Enroll early to avoid cancellations.



Health & Medical

Pharmacy Technician*

Prerequisite: Math for Health Occupations

The Pharmacy Technician 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. *Text and calculator required.*

120 hours	\$504	
11/6-4/25	M/W 6-9pm	MED32 1

Phlebotomy

Prerequisite: Medical Terminology helpful

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

48 hours	\$205	
10/16-12/13	M/W 6-9pm	MED08 2
10/17-12/14	T/Th 6-9pm	MED08 1



Enroll early to avoid cancellations.

Are you a subject matter expert?

Consider teaching a part-time Adult Career Development class at Great Plains Technology Center. Tell us about a class you'd like to teach and we may include it in the future.

Email: ljamison@greatplains.edu or call 580-250-5606.



Motorcycle Rider



Advanced Rider Course

Learn Sport Bike techniques for High Speed Maneuvering, Quick Swerving/Avoidance Techniques, Emergency Braking for Curves and Traction Control while in a curve. Originally, designed for sport bike riders, this Motorcycle Safety Foundation (MSF) sponsored course is beneficial for riders on any type of street motorcycle. The classroom portion includes a fast-paced segment with several interactive activities to improve perception and hazard awareness. Range exercises teach advanced skills used in curves and crash avoidance.

*Minimum age is 14. (If less than 18, a parent or guardian must be present on the first day to sign a waiver. Riders must bring a safe, street-ready motorcycle. Proof of insurance required. *Protective Gear Required**

8 hours		\$95		
10/7	Sat	8am-4:30pm	PUB34	2
11/4	Sat	8am-4:30pm	PUB34	1

Basic Rider Course

This Motorcycle Safety Foundation (MSF) sponsored course covers the basic fundamentals of motorcycling. You will receive step-by-step instructions on how to safely ride a motorcycle. Successful completion of this course satisfies the DOD MSF card requirement. It waives the Oklahoma written and driving test to obtain your motorcycle "M" endorsement on your license. Students 14-17 must have their legal guardian attend the first session to sign a consent form. Anyone under the age of 18, by law, has to complete a MSF course to get their "M" endorsement on their license. Training motorcycles are provided. Students must wear long sleeve shirt, long pants, over the ankle footwear, full-fingered gloves and an approved helmet (which we provide if you don't have one).

The Basic Rider Course meets Fridays 6-9pm and Saturday and Sunday 7 am-3:30pm.

19 hours		\$175		
9/8-9/10			PUB04	1
9/15-9/17			PUB04	2
9/22-9/24			PUB04	3
9/29-10/1			PUB04	4
10/13-10/15			PUB04	6
10/27-10/29			PUB04	5

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



Professional Development

Assessment Remediation

Want to improve your assessment test scores? Gain referral from the counselor for this training. This service is free to current Great Plains students! *Text Required.*

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.

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.*

24 hours

\$132

9/26-10/31

T/Th 6-9pm

PRD06 I



Got a brilliant idea for a class?

If so, contact us and tell us about it.

580.250.5606

We Welcome Your Ideas!

Special Education Paraprofessional Annual Update

Are you a Special Education Paraprofessional (SEP) who wants to keep learning how to work with the special education students that you serve? Do you want to obtain the annual six-hours of on-going training required of SEPs in Oklahoma? Are you a Special Education Teacher Assistant or Personal Care Assistant who just wants to learn more and improve your skills? If so, this class is for you! Join others to learn more about various disabilities, strategies for working with students with special needs, as well as to find out more regarding your roles and responsibilities as a SEP, Teacher Assistant, or Personal Care Assistant.

6 hours

\$34

11/7-11/9

T/Th 6-9pm

PRD05 I

Public Safety



CPR for Health Care Providers (BLS)

This Basic Life Support (BLS) class teaches you to perform rescue breathing on an adult, child, and infant. You will also be prepared to use an Automatic External Defibrillator (AED). Gain your certification from the American Heart Association today!

5 hours	\$35		
9/7	Th	5-10pm	PUB07 1
9/18	M	5-10pm	PUB07 2
9/20	W	5-10pm	PUB07 3
9/30	Sat	8:30am-2:30pm	PUB07 4
10/3	Tu	5-10pm	PUB07 5
10/11	W	5-10pm	PUB07 6
10/17	Tu	5-10pm	PUB07 7
10/25	W	5-10pm	PUB07 8
11/1	Th	5-10pm	PUB07 9
11/4	Sat	8:30am-2:30pm	PUB07 10
11/7	Tu	5-10pm	PUB07 11
11/16	Th	5-10pm	PUB07 12
11/29	W	8:30am-2:30pm	PUB07 13
12/5	Tu	5-10pm	PUB07 14
12/13	W	8:30am-2:30pm	PUB07 15



Defensive Driving Course

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.*

6 hours	\$50		
9/16	Sat	8:30am-3pm	PUB01 1
11/18	Sat	8:30am-3pm	PUB01 2

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. Students must attend class by the end of the month of the expiration date. Prerequisite: Current CPR for Healthcare Providers or BLS card.

4 hours	\$35		
9/21	Th	8:30am-12:30pm	PUB26 1
10/26	Th	8:30am-12:30pm	PUB26 2
11/30	Th	8:30am-12:30pm	PUB26 3
12/14	Th	8:30am-12:30pm	PUB26 4

Driver Improvement Program

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.

6 hours	\$50		
9/12	Tu	8am-3pm	PUB19 1

Does your company have a job opening?

One of our graduates may meet your needs. Call us at 580.250.5684 from 7:45 a.m. to 4:15 p.m. Monday-Friday. Our employment advisor can help you meet your staffing needs.



Public Safety

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.*

216 hours	\$625		
9/5-3/8	T/Th 6-10pm & Sat 8am-12pm (one Saturday a month)	PUB08	2
9/11-1/17	M/W 9am-5pm	PUB08	1

Firefighter I Academy, 02

Prerequisite: Hazardous Materials Awareness and Hazardous Materials Operations, CPR, and basic First Aid or higher

This course provides basic knowledge and skills to successfully complete the Fire Fighter I certification exam. This challenging "hands-on" course is designed for a candidate to be physically fit. *Text required.*

112hr	\$475		
9/5-1/4	T/Th 6-10pm	PUB31/1	

First Aid

Feel confident in an emergency! Get certified through American Heart Association in this short class.

3.5 hours	\$25		
9/27	W 6-9:30pm	PUB06	1
10/24	Tu 6-9:30pm	PUB06	2
11/20	M 6-9:30pm	PUB06	3
12/14	Th 6-9:30pm	PUB06	4



Refuse to be a Victim

Protect yourself and your family. Develop a personal safety strategy before you need it. Learn about the psychology of criminal predators and mental preparedness. Elevate your awareness on home, physical, automobile, and travel security. Don't forget technological security to include phone, identity theft, banking scams, cyberfraud, and cyberbullying. It's all found here in this professionally developed program, from parents protecting children, to senior citizens and those with physical disabilities. The book included with this program is yours to keep. Program is recommended for ages 14 and up.

4 hours	\$25		
10/28	Sat 8am-12pm	GNL01	1

Traffic Incident Management (TIM)

This four-hour class is available to all disciplines of emergency responders to include law enforcement, fire, transportation, emergency medical services, towing, public works, and haz-mat disciplines. You will learn to build teams who can work together in a coordinated manner, from the moment the first emergency call is received. Topics include: the correct deployment of response vehicles and equipment, how to create a safe work area using traffic control devices, and techniques to speed up accident clearance. There is an emphasis on reducing the number of struck-by and deaths of roadway workers and responders, reducing secondary crashes, reducing on-scene times of responders of roadway incidents and continuing public education with regard to Oklahoma traffic laws pertaining to this issue.

4 hours	\$35		
9/20	Wed 6-10pm	PUB30	1
11/2	Th 6-10pm	PUB30	2

Enroll early to avoid cancellations.

Security Guard



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.*

40 hours **\$169**

10/24-11/28 T/Th 6-10pm SGT03 I

Phase II Security Guard

The BLS indicates that 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.*

24 hours **\$95**

9/19-10/5 T/Th 6-10pm SGT02 I



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.

Enroll early to avoid cancellations.



Trade and Industrial Classes



Electrical Residential Wiring Level II

Prerequisite: Electrical Residential Wiring I

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

42 hours **\$169**

10/10-11/30 T/Th 5:30-8:30pm 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.

6 hours **\$49**

9/29 F 8am-2pm TAT06 1

10/27 F 8am-2pm TAT06 2

11/30 Th 8am-2pm TAT06 3

Load Calculation and Duct Design*

Prerequisite: Heating, Ventilation and Air Conditioning, Levels I & II

Duct design and load calculations are what this class is all about. *Text required, same as used for previous levels.*

36 hours **\$145**

11/7-12/7 T/Th 6-10pm TAT05/1

Tooling University

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

Welding Beginning to Advanced

You will have an opportunity to learn at your own level using required welding processes such as: welding and cutting operations with oxy-acetylene welding equipment, shielded metal arc welding (SMAW) operations on steel, perform gas metal arc welding (GMAW) operations on a variety of metals, and operate welding related equipment commonly found in the welding industry. *The second night of class you will need to provide your own safety equipment to include: Leather boots, pliers and cutters, safety welding glasses, leather gloves, welding helmet shade #10, leather welding sleeve, and welding cap.*

96 hours **\$425**

9/11-12/6 M/W 5-9pm TAT10/1

Enroll early to avoid cancellations.



Subscribe. Watch. Like/Share.

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



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.

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 Joelle Jolly, 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.



@GreatPlainsTech

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, pages 3-18.

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.



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
Carpentry, Level I
Carpentry, Level II
Electrical, Level I

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
Surgical Technology

Radiologic Technology and Respiratory Care Therapy are offered in association with Cameron University.

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 Career Education 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 & Computer Systems Administrator – *Adult students only may apply.*
Video Producer

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

Manufacturing

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

Career Major:

Combination Welder

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

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

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

Adult students, call 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.

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

COSMETOLOGY

COMING 2018!!

Interested in a Career in a Radiology or Respiratory Care Therapy?



Respiratory Care Therapy and Radiologic Technology career training programs are offered in association with Cameron University.

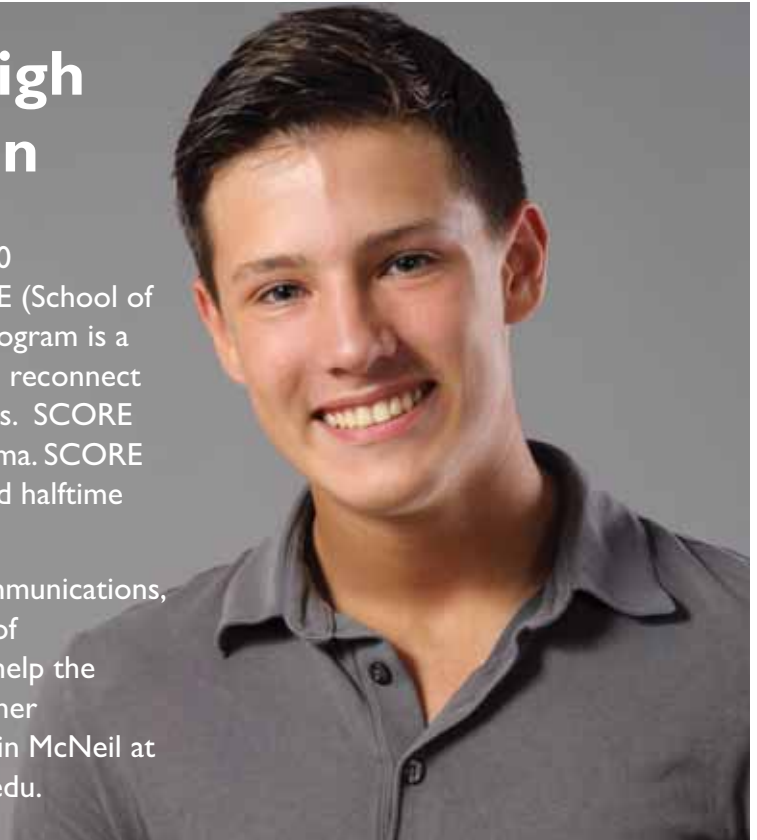
For Respiratory Care information, contact Jennifer Schoolfield at 580.250.5641 or email jschoolfield@greatplains.edu.

For Radiologic Technology information, contact Carrie Baxter at 580.250.5577 or email cbaxter@greatplains.edu

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.



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

GPTC Education Plans Eligible for VA Education Funding

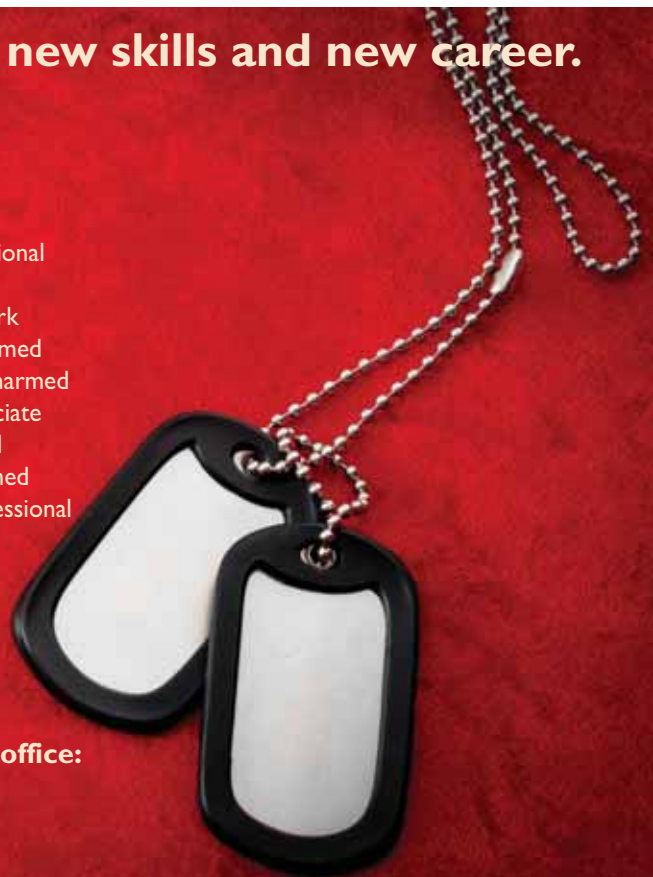
Air Conditioning /Refrigeration
Auto Body Repair
Automotive Technician
Certified Medication Aide
CISCO Networking Academy
Computer Support Specialist
EMT Basic
EMT Advanced
EMT Paramedic
General Maintenance Workers
Long Term Care Nurse Aide

Medical Coder
Medical Office Professional
Network Technician
Office/Accounting Clerk
Private Investigator, Armed
Private Investigator, Unarmed
Real Estate Sales Associate
Security Guard, Armed
Security Guard, Unarmed
Special Educ. Paraprofessional
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**





Earn a High School Equivalency Diploma at Great Plains Technology Center

(formerly GED)

For information, call Adult
Basic Education (ABE) at:

580.250.5685 or
580.250.5656 or email
abe@greatplains.edu

FREE Classes!

ADULT BASIC EDUCATION

Persons interested in working toward High School Equivalency (HSE) should come 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.

HSE classes are offered at no cost.

HSE TESTING

For dates and information, contact the ABE office at 580.250.5585.

Great Plains Technology Center offers 3 HSE Testing choices:

• GED • HiSET • TASC

All are acceptable for High School Equivalency

Cost varies by test, from \$70-\$136

All tests contain four basic parts:

• Math • Language Arts • Science • Social Studies

Business Development Center

at Great Plains Technology Center



A certified business incubator, Great Plains Technology Center's new Business Development Center, is a 28,000 square foot facility which supports the entrepreneurial spirit of business success in Southwest Oklahoma.

Features: lecture hall and conference rooms for meetings, commercial kitchen, light industrial bays, private and co-working office spaces, commercial arts studios.

Apply for tenancy or time rental today!

Contact: Cody Holt, Business Center Coordinator
580-250-5519 or cholt@greatplains.edu

www.bdc.greatplains.edu
1601 SW Park Ridge Blvd.

**Start or Grow a Business.
We can help.**

**Attend One of Our Business
Seminars and Special Events.**

**Oklahoma Tax Commission, 9am-12pm
Room 655**

Join us as we welcome a representative from the Oklahoma Tax Commission to go over the basics of business taxes and changes in the law. This course is beneficial for both new and existing business owners. No charge.

August 3; October 5; December 7

EDC Business Express, 9:30-11am

This monthly seminar series will cover pertinent business topics necessary to grow your business. Free for EDC members, \$25 for non-members.

August 8—Room 656	November 14—Room 656
September 12—Room 656	December 12—Room 656
October 10—Room 701	

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

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

**Going into Business, 9am-12pm,
BDC-Buddy Green Conference Room**

These workshops will go over the basics of every business owner needs to be aware of before taking the first steps for their business. From business idea, legal structure, how to get started and lots of information in between. No charge for EDC members, \$15 for non-members

September 7; November 2

**Become a member. Call us at
580.250.5550 for pricing and info.**

Membership benefits include:

- EDC Seminars
- Access to GrowthWheel certified products & training at 50% off.
- Up to 5 hours of monthly professional consulting
- 5% off customized training
- Monthly Newsletter
- Early access to Business Trade Show
- Special member's only event



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. in Lawton

Or visit 2001 E. Gladstone, Frederick, OK 73542

Phone: Lawton—580.250.5500 • Frederick—580.335.5525

Fax: Lawton—580.250.5549 • Frederick—580.335-2209

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 decide 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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To schedule a free consultation, or to schedule training, contact:

Shawn Johnson

Phone: 580-250-5552

Email: sjohnson@greatplains.edu

