Arts, Crafts, Music & Photography ........................................ 3-5
Construction ................................................................. 5-6
Health Science .............................................................. 6-8
Hospitality (Food) ......................................................... 8-9
Hunter Safety ............................................................... 9
Information Technology (Computers) ......................... 9-12
Insurance ................................................................. 12
Machining & Welding Processes .................................. 12
Private Security & Firefighter ...................................... 12-13
Small Business Classes .............................................. 13
Transportation ............................................................ 14
Mid-America Business and Industry Council ............ 15
Online Courses ............................................................. 15
Full Time Day Programs ............................................. 16-17
Adult Education Short-Term Programs Enrollment Information . . 18
Enrollment Form ........................................................... 19
Arts, Crafts, Music, & Photography

Banjo Basics
Banjo Basics is designed for the student who has no prior experience playing banjo. This course is not theory based or a music reading class. Students will learn chording, strumming and finger picking. Along with these skills they will learn correct hand position and tuning techniques. Practice is essential and students will need their own 5 string banjo.

Aug 19 – Oct 14
Monday – 6:00 PM – 9:00 PM
24 Hours - $80 Tuition

Banjo (Intermediate)
Banjo intermediate is designed for the student who has prior experience playing banjo. This course is not theory based or a music reading class. Students will pick up where the banjo basics class left off. Practice is essential and students will need their own 5 string banjo. Prerequisite - Banjo Basics.

Oct 21 – Dec 9
Monday – 6:00 PM – 9:00 PM
24 Hours - $80 Tuition

Creative Sewing - Heirloom
Learn how to make a great gift for the holidays with Heirloom sewing techniques. Sewing Machine Required.

Oct 30 – Dec 11
Wednesday – 1:00 PM – 5:00 PM
24 hours – $80 tuition

Creative Sewing – Purse and Bag Class
Learn how to make a great gift for the holidays with Heirloom sewing techniques. Sewing Machine Required.

Sep 11 – Oct 23
Wednesday – 1:00 PM – 5:00 PM
24 hours – $80 tuition

Handmade Christmas Gift Cards/Tags
Nothing complements that special gift than a handmade gift card or tag. In this fun, fast-paced workshop students will be guided step-by-step through the gift card/tag-making process. Come join us for a day filled with fun and excitement! No experience required, $20 supply fee payable to the instructor the first day of class.

Dec 7
Saturday – 8:00 AM – 4:00 PM
7 hours – $35

Crochet (Beginning)
This class will focus on materials, terms, stitches, and pattern reading. Crochet is a fun stress relieving timeless tradition craft which allows you to make valued handmade gifts and/or become an entrepreneur and sell your crafts.

Aug 19 – Oct 14
Monday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Crochet (Intermediate)
This is a continuation of the beginning class. This course will start to explore basic projects. You need to have previously had the crochet basic class or be proficient in basic crochet. Crochet is a fun stress relieving timeless tradition craft which allows you to make valued handmade gifts and/or become an entrepreneur and sell your crafts.

Oct 21 – Dec 9
Monday - 6:00 PM – 9:00 PM
24 Hours - $80 Tuition

Digital Photography (DSLR Basics)
If you have a DSLR camera with changeable lenses and exposure settings and have working knowledge of your camera, this class will help you understand shutter speed, aperture, and ISO settings, plus composition skills used to create better looking images. Students must have a DSLR camera, manual and know how to change settings on your camera. A tripod and your camera manual are required for the class.

Sep 5 – Oct 31
Thursday – 6:00 PM - 9:00 PM
24 hours - $80 tuition $30 book

Drawing Basics
Students will learn to draw basic forms. The class will introduce key elements of drawing, composition, proportion, perspective and value. Along with demonstrations and individual instruction, students will practice drawing still life, portraits and other types of drawings. Students will be shown a variety of warm up exercises, and long term drawing will follow.

Aug 22 – Nov 14
Thursday – 6:00 PM – 9:00 PM
36 Hours - $120 Tuition

Embroidery Course (Basic)
Learn how to use your embroidery machine on towels, shirts, and denim. Embroidery Machine required.

Sep 5 – Oct 10
Thursday – 6:00 PM – 9:00 PM
18 hours – $60 tuition

Taking classes at Mid-America is enjoyable and I have found them to be very helpful for me.

- P. Kelley
Fused Glass - Beginning
Learn how to make 3 cabochons. The class will cut, run and knip art glass. After taking and gluing the instructor will take your glass work and fire it in a kiln. The second class you will be Amazed and dazzled when you grind a groove and wire wrap your cabochon, or score and glue a bail to them. You will leave with three treasures to wear for many years. **Class limited to 5 students, supply fee payable to the instructor the first night of class.**

**Sep 23 & Sep 30**
Monday – 6:00 PM – 9:00 PM
6 hours – $30 tuition

**Oct 21 & Oct 28**
Monday – 6:00 PM – 9:00 PM
6 hours – $30 tuition

**Nov 18 & Nov 25**
Monday – 6:00 PM – 9:00 PM
6 hours – $30 tuition

Greeting Card Crafting & Embossing
In this course the students will craft and create greeting cards of their choosing. Learn embossing techniques and rubber stamps to create unique one of kind cards. You do not have to have any previous knowledge to enroll in this course. These cards can be used for personal use or create an income by selling these handmade cards.

**Aug 20 – Oct 8**
Tuesday – 9:00 AM – 12:00 PM
24 Hours - $80 Tuition

**Guitar Basics**
Guitar Basics is designed for the student who has no prior experience playing guitar. This course is not theory based or a music reading class. Students will learn chording, strumming and finger picking. Along with these skills they will learn correct hand position and tuning techniques. Practice is essential and students will need their own guitar.

**Aug 19 – Oct 14**
Monday – 6:00 PM – 9:00 PM
24 Hours - $80 Tuition

**Oct 22 – Dec 10**
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Guitar Basics (Advanced)
This course will continue to build on the chords and music notation from the basic course. This class will teach you more in-depth instruction on finger picking and strumming. **Prerequisite - Guitar Basics.**

**Aug 20 – Oct 8**
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

**Oct 21 – Dec 9**
Monday – 6:00 PM – 9:00 PM
24 Hours - $80 Tuition

Handmade Christmas Cards
How many handmade greeting cards can you create in one day? No less than 8! In this fast-paced workshop students will be guided step-by-step through the card-making process. All cards can be personalized and made to fit any special occasion. The cards featured in each class will be tailored around upcoming holidays, but will always include ‘Birthday’ and ‘Just Because’ cards as well. Come join us for a day filled with card-creating excitement! No experience required, $20 supply fee payable to the instructor the first day of class.

**Dec 14**
Saturday – 8:00 AM – 4:00 PM
7 Hours - $35 Tuition

Jewelry Making (Beadig)
No experience required. Students will learn beading and jewelry making basics along with proper tool techniques. Simple projects such as earrings, necklaces, bracelets and bookmarks will be made.

**Aug 20 – Oct 8**
Tuesday – 6:00 PM – 9:00 PM
18 hours – $60 tuition

**Jewelry Making (Adv Beading)**
Experience required. In this class students will build on the basics and begin working with wire, leather and other fibers. More intricate designs and wire linking, wire wrapping and some bead weaving will be taught. **Prerequisite - Jewelry Making Beading.**

**Oct 22 – Dec 10**
Tuesday – 6:00 PM – 9:00 PM
18 hours – $60 tuition

Oil Painting
Learn to mix colors, use brush and knife techniques and procedures to care for brushes in this informal class. Students are asked to bring a picture they would like to paint. Instruction for group and individual learning will be given. Students furnish supplies. No previous painting required. Supply list will be mailed prior to class or posted on web page.

**Aug 22 – Nov 14**
Thursday – 6:30 PM – 9:30 PM
36 hours – $120 tuition

Oil Painting (Advanced)
If you are a serious painter and like to have a good time, this class is for you. Advanced techniques, plus practice on difficult projects will be taught. All supplies and equipment furnished by students.

**Aug 19 – Nov 11**
Monday – 6:30 PM – 9:30 PM
36 hours – $120 tuition

Portrait Painting Made Easy
Learn to paint a simple portrait by using a 3” by 5” photo. The photo is projected on to a painting surface by an opaque projector then the photo is traced. When you finish you have a detailed outline of your photo. Pictures of family members or movie stars could be used. Students will learn to paint by using acrylic paint. Students will also learn painting techniques as they go through the class. Students who have oil paint experience can use it instead of acrylic paint, the process is slower to dry and the work has to be transported wet. All supplies and equipment furnished by students.

**Aug 20 – Nov 5**
Tuesday – 9:00 AM – 12:00 PM
36 hours – $120 tuition
Quilt Class, Quilt As You Go!
Learn techniques to quilt your quilts and how to piece them. Sewing machine required.
Sep 9 – Oct 14
Monday – 10:00 AM – 5:00 PM
36 hours – $120 tuition

Quilt Class, Pinwheel Quilts
Learn how to make a fun quilt with pinwheel blocks. Sewing machine required.
Nov 4 – Dec 9
Monday – 10:00 AM – 5:00 PM
36 hours – $120 tuition

Quilt Class, Sampler Class
Learn to quilt with a nine block quilt sampler. This is a great class for beginners and a fun class if you just want to learn more. Sewing machine required. No Class Oct 21 & 28
Sep 9 – Dec 9
Monday – 6:00 PM – 9:00 PM
36 hours – $120 tuition

Serger (Basic)
Have a serger and want to know more on how to use it. Learn how to use your serger to enhance your sewing. Serger Required.
Oct 30 – Dec 11
Wednesday – 9:00 AM – 12:00 PM
18 hours – $60 tuition

Stained Glass
Stained glass is a beautiful artwork completed by people who enjoy making unique items. Some of the items taught in this class include sun catchers, window hangings, and lamp designs. Students will furnish supplies.
Aug 19 – Oct 14
Monday – 6:00 PM – 9:00 PM
24 hours – $80 tuition
Aug 20 – Oct 8
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition
Oct 21 – Dec 9
Monday – 6:00 PM – 9:00 PM
24 hours – $80 tuition
Oct 22 – Dec 10
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Trendy Jewelry
Students will learn how to create trendy jewelry styles that are all the rage, and oh so fun to make! We will be hand-crafting personalized gifts and showing our team spirit with marble, glass, and bottle cap pendants and hair accessories. We will also hand-craft beautiful rosette focal necklaces that are great for dressing up any outfit. No experience required, supply fee $25 payable to the instructor the day of the class.
Sep 21
Saturday – 8:00 AM – 4:00 PM
7 hours – $35 tuition

Watercolor/Mixed Media Painting
This class will enable you to paint for pleasure or profit. Students will become familiar with water color supplies and basic techniques as well as learning to overcome common problems associated with watercolors. This class will cover how to mix ink, colored pencil, and other media with your water colors. You will learn techniques such as dry brushing, glazing, lifting, wet in wet, and splattering.
Aug 20 – Nov 5
Tuesday– 6:30 PM – 9:30 PM
36 hours – $120 tuition

Construction
Air Conditioning & Heating
This course will focus on the basic electrical circuits and cooling systems, including control wiring, maintenance, and trouble shooting.
Aug 19 – Nov 11
Monday – 6:30 PM – 9:30 PM
36 hours – $120 tuition

Cabinet Making
For the entry level student, this course teaches a student the intricacies of wood working, from project planning and layout, to the finished product. Develop your skills and learn to safely operate equipment in a cabinet shop. Students furnish supplies.
Aug 22 – Nov 14
Thursday – 6:30 PM – 10:00 PM
42 hours – $140 tuition

Heavy Equipment (Dozer)
In this course the student will learn basic dozer operation from slopes and grades to proper maintenance and pre-inspections. Upon completion of the course students will receive a certificate of training. Limit of 5 students. No discounts.
Aug 22 – Sep 14
Thursday – 6:00 PM -10:00 PM
48 hours – $300 tuition
Saturday – 8:00 AM – 5:00 PM (TBA)

NEC Code Update
This 6 hour course will meet the CEU requirements for electrical contractor and journeyman license renewal. You must bring photo identification and your electrical license the day of the class. Please bring your National Electrical Code book. No discount.
Sept 21
Saturday – 8:00 AM – 2:30 PM
6 hours – $75 tuition

Residential Wiring
This course will cover the fundamentals of residential wiring. The objectives will include wire gauges and AMperage, basic wiring, breaker boxes and electrical codes.
Aug 22 – Nov 14
Thursday – 6:30 PM – 9:30 PM
36 hours - $120 tuition

Tile Laying
Learn to lay tile! This short course will teach you to layout, cut, cement and grout your own tile. Replace that aging flooring with something that will give you years of service... take pride in having done it yourself.
Sep 16 & Sep 23
Monday – 6:00 PM – 9:00 PM
6 hours – $30 tuition
Upholstery (Intermediate)
Now is the time for you to master the art of upholstery. Bring your project the first night, get measurements and fabric requirements plus tips on purchasing and be ready to turn your worn down furniture into a family heirloom. Students furnish all supplies. No recliners or Automotive/Marine Interiors.  
**Sep 9 – Nov 25**
Monday – 6:00 PM– 9:00 PM
36 hours – $120 tuition

Wood Crafts
Create custom wood crafts for fun or sale. This class will explore cutting, painting and attaching various elements to create different wood crafts.

**Aug 20 – Oct 8**
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Health Science

BLS for Healthcare Providers (CPR)
This class is for current health care providers as well as those who would like to begin their training as an EMT, LPN, First Responder or other health care provider. This class meets the 2010 standards set by the American Heart Association for health care providers and other professional rescuers. (Book and pocket mask provided). **No discounts.**

**Aug 6**
Tuesday – 8:30 AM – 12:30 PM
4 Hours - $50 tuition

**Sep 19**
Thursday – 6:00 PM – 10:00 PM
4 Hours - $50 tuition

**Oct 28**
Monday – 6:00 PM – 10:00 PM
4 Hours - $50 tuition

**Nov 19**
Tuesday – 6:00 PM – 10:00 PM
4 Hours - $50 tuition

Certified Medication Aide (Update)
Each year CMA’s must meet the Oklahoma State Department of Health’s continuing education requirements. This 8-hour program will allow you to renew your license and continue working as a CMA. This class fills quickly and enrollment is limited. **Need Copy of CMA card and current LTC, HHC, or DDC card. No discounts.**

**Aug 22**
Thursday – 8:30 AM – 5:00 PM
8 hours – $40 tuition

**Sep 26**
Thursday – 8:30 AM – 5:00 PM
8 hours – $40 tuition

**Oct 24**
Thursday – 8:30 AM – 5:00 PM
8 hours – $40 tuition

**Dec 12**
Thursday – 8:30 AM – 5:00 PM
8 hours – $40 tuition

Certified Medication Aide Advanced Nasogastric
This course provides advanced training in the administration of medications and nutrition via nasogastric and gastrostomy tubes, along with administration of oral inhalers and nebulizers. This class will include class time, skill lab, and practical experience. **No discounts.**

**Aug 21**
Wednesday – 8:30 AM – 5:00 PM
8 hours – $50 tuition

**Oct 2**
Wednesday – 8:30 AM – 5:00 PM
8 hours – $50 tuition

**Nov 20**
Wednesday – 8:30 AM – 5:00 PM
8 hours – $50 tuition

Certified Medication Aide Glucose Monitoring
This advanced training provides instruction in the care of diabetic residents, including blood glucose testing and diabetic medications. This class consists of class time, laboratory skills, and practical experience. This course requires a state skill and written examination. **Prerequisites: CMA Glucose Monitoring Course, Current CMA certification and Home Health Care Aide, Long Term Care Aide, or Developmentally Disabled Care with no abuse notation.**

**Aug 27 & Aug 29**
Tues & Thurs – 8:30 AM – 12:30 PM
8 hours – $50 tuition

**Oct 8 & Oct 10**
Tues & Thurs – 8:30 AM – 12:30 PM
8 hours – $50 tuition

**Nov 19 & Nov 26**
Tues – 6:00 PM – 10:00 PM
8 hours – $50 tuition

Certified Medication Aide Insulin Administration
This advanced training provides instruction in the care of diabetic residents, diabetic medications, insulin preparation and insulin administration. This class consists of class time, laboratory skills, and practical experience. This course requires a state skill and written examination. **Prerequisites: CMA Glucose Monitoring Course, Current CMA certification or Developmentally Disabled Care with no abuse notation, at least 18 years of age, high school diploma or GED, 6 months experience as a CNA, physically & mentally able to perform duties. Need copy of current U.S. Government Photo ID. Need copy of CNA card and original Social Security card before testing. No discounts. Written Test Fee $40**

**Sep 24 – Oct 3**
Tues & Thurs – 8:30 AM – 12:30 PM
16 hours – $90 tuition

**Dec 3 – Dec 12**
Thurs – 6:00 PM – 10:00 PM
16 hours – $90 tuition

Everyone should come out to Mid-America and take classes – great variety, great facility, and teachers. - D. Love
Certified Medication Aide
If you are a practicing Certified Nurse Assistant, this class will help you expand your qualifications. Certified Medication Aides can administer certain medications in nursing facilities, specialized facilities, residential care homes, and assisted living centers. After you complete the course you will test for your certification. Student must complete 40 hours of training as per state rules. **Prerequisites:** Current Home Health Care Aide, Long Term Care Aide, or Developmentally Disabled Care Aide with no abuse notation, at least 18 years of age, high school diploma or GED, 6 months experience as a CNA, physically & mentally able to perform duties. Need copy of current U.S. Government Photo ID and original Social Security card before testing. Need copy of CNA card. Test Fee $40. No discounts.

Aug 12 – Aug 22
M, T, W & Th – 9 AM – 3:30 PM
48 hours – $240 tuition $100 book

Sep 9 – 19
M, T, W & Th – 9:00 AM – 3:30 PM
48 hours – $240 tuition $100 book

Nov 4 – Nov 14
M, T, W & Th – 9:00 AM – 3:30 PM
48 hours – $240 tuition $100 book

Dec 2 – Dec 12
M, T, W & Th – 9:00 AM – 3:30 PM
48 hours – $240 tuition $100 book

Certified Nurse Aide (CNA) - Long Term Care
Upon successful completion of this program, you will be eligible for certification as a Long Term Care Aide. The course includes care of the elderly, infection prevention, body mechanics, bed-making, bathing, fluid management, vital signs and basic emergency care. CPR is included. Need copy of current U.S. Government Photo ID and original Social Security card before testing. Student must have a current TB screen test before attending clinicals. **Additional testing fees:** Clinical Test Fee - $60 - Written Test Fee - $40 No discounts.

Aug 5 – Aug 29
Mon – Thurs – 9:00 AM – 4:00 PM
100 Hours $350 – Book Included

Aug 19 – Oct 8
M, T & Th – 6:00 PM – 9:30 PM
100 Hours $350 – Book Included

Sep 23 – Oct 21
Mon – Thurs – 9:00 AM – 4:00 PM
100 Hours $350 – Book Included

Oct 21 – Dec 10
M, T & Th – 6:00 PM – 9:30 PM
100 Hours $350 – Book Included

Oct 28 – Nov 21
Mon – Thurs – 9:00 AM – 4:00 PM
100 Hours $350 – Book Included

CPR Instructor Course
At enrollment we must have a copy of current CPR card. Core instructor course (online) must be completed before class starts & within the previous 60 days. You must observe one CPR class & teach an observed CPR class before certification is complete. Manual, mask, and card will be provided. **PREREQUISITES:** Current CPR certification for at least 12 months (must have proof). No Discounts.

Sep 20
Friday – 9:00 AM – 5:30 PM
8 Hours – $300 Tuition

Dental Assistant
If you are interested in a career in the dental field, consider entry level training as a dental assistant. You will learn to prep patients for an exam and assist the doctor with procedures such as extractions, fillings and root canals. Instruction for the program includes dental terminology, anatomy, charting, x-ray techniques, taking impressions, instruments and instrument transfer, and aseptic techniques. This class provides state required radiation safety training. No Class Sep 12 & 13. No discounts.

Aug 19 – Nov 18
Mon & Thurs – 6:30 PM – 9:30 PM
72 hours – $200 tuition $125 book

Aug 23 – Nov 22
Friday – 9:00 AM – 4:00 PM
72 hours – $200 tuition $125 book

EMT
Join the exciting career field of the Emergency Medical Technician, a health care professional who is at the front lines of pre-hospital medical care. This entry level course consists of classroom training and hours in a clinical setting. Course work includes anatomy, physiology, assessment and trauma care. Successful completion prepares you for the State Licensure and National Registry examinations. Students must have inoculation record, first hepatitis B shot, Flu Shot, and be at least 18 years of age or older. Students must submit to a current drug screen and background check. *Minimum clinical competencies must be met. No discounts.

Aug 19 – Dec 12
216 hrs classroom/36 hrs clinical*
M, T & Th – 6:00 PM – 10:00 PM
$700 tuition $125 book

Saturday – 8:30AM – 5:00 PM
Sep 21, Nov 9 & Dec 7

The instructor is one of the most knowledgeable instructors I’ve had. I have learned so much from her. She is extremely talented and an excellent teacher.

- M. Lloyd
Hospitality (Food)

Cake Decorating
Your family and friends will envy your skill in creating beautiful cakes that are as good to look at as they are to eat. You will learn to decorate cakes for all occasions such as holidays, birthdays, showers, for your own use or to sell. **Students will furnish their own weekly supplies.**

- **Aug 20 – Oct 8**
  - **Tuesday** – 6:00 PM – 9:00 PM
  - 24 hours – $80 tuition

She was a great teacher. She made everything easy the way she taught it. She is the best teacher I have ever had.

- J. Caldwell

Heartsaver CPR/First Aid
Enroll in this course to learn the Heimlich technique, and how to help the near drowning victim. Adult, child and infant CPR plus AED training are included. This class meets the 2010 standards set by the American Heart Association. This course can be taught on an arranged basis for required safety certification classes. (Book and pocket mask provided). **No discounts.**

- **Aug 27 & Aug 29**
  - **Tues & Thurs** – 6:00 PM to 9:00 PM
  - 6 Hours - $50 tuition

- **Oct 8 & Oct 10**
  - **Tues & Thurs** – 6:00 PM to 9:00 PM
  - 6 Hours - $50 tuition

- **Dec 10 & Dec 12**
  - **Tues & Thurs** – 6:00 PM to 9:00 PM
  - 6 Hours - $50 tuition

Medication Administration (MAT)
Training for certification required for all group homes and residential care employees who administer or monitor medicines. This course includes administration of medication, measuring and charting, vital signs and legal aspects. **No discounts.**

- **Aug 19 & 20**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 hours – $55 tuition

- **Sep 16 & 17**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 hours – $55 tuition

- **Oct 14 & 15**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 hours – $55 tuition

- **Nov 18 & 19**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 hours – $55 tuition

- **Dec 16 & 17**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 hours – $55 tuition

Phlebotomy
In this course students will cover the basic mechanics of collecting specimens, complications of collections, special collection procedures and learn how to safely do the areas of venipuncture. The course is designed to prepare students for entry level employment as a phlebotomist. **No discounts.**

- **Aug 20 – Oct 10**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Sep 3 – Sep 26**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

- **Oct 22 – Dec 17**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Oct 29 – Nov 21**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

Home Health Aide/Long Term Care Nurse Aide Deeming
This course prepares the CNA Long Term Care Aide to work in a home health setting. With this course you can add home health aide to your current long-term care aide certification. **Written Test Fee:** $20 **Prerequisites:** LTC/CNA Certification. **No discounts.**

- **Sep 9 & Sep 10**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 Hours – $85 – Tuition

- **Oct 14 – Oct 15**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 Hours – $85 – Tuition

- **Oct 22 – Oct 31**
  - **Tues & Thurs** – 6:00 PM – 10:00 PM
  - 16 Hours – $85 – Tuition

- **Nov 18 & 19**
  - **Mon & Tues** – 8:30 AM – 5:00 PM
  - 16 Hours – $85 – Tuition

MAT (Update)
Every year Medication Administration Technicians must renew their license with an 8-hour update. This class will review legal and ethical issues, medication administration and how to avoid medication errors. **No discounts.**

- **Aug 21**
  - **Wednesday** – 8:30 AM – 5:00 PM
  - 8 hours – $40 tuition

- **Sep 18**
  - **Wednesday** – 8:30 AM – 5:00 PM
  - 8 hours – $40 tuition

- **Oct 16**
  - **Wednesday** – 8:30 AM – 5:00 PM
  - 8 hours – $40 tuition

- **Nov 20**
  - **Wednesday** – 8:30 AM – 5:00 PM
  - 8 hours – $40 tuition

- **Dec 18**
  - **Wednesday** – 8:30 AM – 5:00 PM
  - 8 hours – $40 tuition

Phlebotomy
In this course students will cover the basic mechanics of collecting specimens, complications of collections, special collection procedures and learn how to safely do the areas of venipuncture. The course is designed to prepare students for entry level employment as a phlebotomist. **No discounts.**

- **Aug 20 – Oct 10**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Sep 3 – Sep 26**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

- **Oct 22 – Dec 17**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Oct 29 – Nov 21**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

Phlebotomy
In this course students will cover the basic mechanics of collecting specimens, complications of collections, special collection procedures and learn how to safely do the areas of venipuncture. The course is designed to prepare students for entry level employment as a phlebotomist. **No discounts.**

- **Aug 20 – Oct 10**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Sep 3 – Sep 26**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

- **Oct 22 – Dec 17**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Oct 29 – Nov 21**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

Phlebotomy
In this course students will cover the basic mechanics of collecting specimens, complications of collections, special collection procedures and learn how to safely do the areas of venipuncture. The course is designed to prepare students for entry level employment as a phlebotomist. **No discounts.**

- **Aug 20 – Oct 10**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Sep 3 – Sep 26**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book

- **Oct 22 – Dec 17**
  - **Tues & Thurs** – 6:30 PM – 9:30 PM
  - 48 hours – $150 tuition $50 book

- **Oct 29 – Nov 21**
  - **T, W, & Th** – 8:00 AM – 12:00 PM
  - 48 hours – $150 tuition $50 book
Cake Decorating (Advanced)
Build on the skills that you have acquired and take your abilities to the next level in this fun filled class. Learn to create and design an edible masterpiece! **Students will furnish their own weekly supplies.**
**Prerequisite – Cake Decorating Basic**
Oct 22 – Dec 10
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Mexican Cuisine
Would you like to learn to make authentic Mexican cuisine? This class will teach you how to plan and prepare a wonderful Mexican feast for family and friends or catering.
**Aug 19 – Oct 14**
Monday – 6:00 PM – 9:00 PM
24 hours – $80 tuition $25 supply fee
**Oct 21 – Dec 9**
Monday – 6:00 PM – 9:00 PM
24 hours – $80 tuition $25 supply fee

**Information Technology**
(Computers)

Blogging (Basics)
You might ask “What is a blog?” Simply put, a blog is a type of website which has posts/entries appearing in reverse chronological order. A blogger is the author of those posts. You don’t need any previous experience in blogging to take this class. In this course you will learn how to create your own blog. Students will be encouraged to build unique layouts while studying several finished examples. Some people will pursue blogging for their own enjoyment, while others might use their finished blogs for marketing their craft or business.
**Aug 20 – Sep 24**
Tuesday – 6:00 PM – 9:00 PM
18 hours – $60 tuition
**Oct 22 – Nov 26**
Tuesday – 6:00 PM – 9:00 PM
18 hours – $60 tuition

Buying and Selling on E-Bay
If you are ready to buy and sell on E-Bay, this class will get you started. You will learn about bidding, posting, paying and how to collect money for selling. Student must have a credit card to set up an online account.
**Oct 31 – Dec 12**
Thurs – 6:00 PM – 9:00 PM
18 hours – $60 tuition

Excel 2010 (Beginning)
Enroll in this class and find how quickly you can become proficient in this spreadsheet from Microsoft. Topics covered: Common Office Features, Using Excel Worksheets and Workbooks, Entering and Editing Worksheet Data, & Essential Worksheet and Cell Range Operations. **Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.**
**Aug 29**
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book
**Oct 22 & Oct 24**
Tues & Thursday – 6:00 PM – 10 PM
8 hours – $35 tuition $50 book

Excel 2010 (Intermediate)
Continue to hone those organizational skills. Topics covered: Introducing Formulas and Functions, Working with Dates and Times, & Creating Formulas That Count and Sum. **Prerequisite –Excel basic or instructor’s permission.** Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.
**Sep 12**
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

Computer Virus’s (Basic)
This class covers information related to computer virus’s such as spyware, Trojans, and tracking cookies. We will cover basic virus removal techniques and how to protect computers from becoming infected. **Prerequisite –Basic computer class or computer experience required.**
**Sep 3 & Sep 5**
Tues & Thurs – 6:00 PM – 9:00 PM
6 hours – $30 tuition

**Bad patient teacher; learned bunches; enjoyed it.**
- J. Moore

Hunter Safety
Hunter education covers a variety of topics including firearms safety, wildlife identification, wildlife conservation and management, survival, archery, muzzle loading and hunter responsibility. It is available as a standard eight-hour course, the internet home study course and the workbook home study course. **Class is Free, first come first serve, for more information contact the Oklahoma Department of Wildlife Conservation - Hunter Education (405) 521 -3855**
Nov 9
Saturday – 8:00 AM – 5:00 PM
8 Hours – Free

Email for the Beginner
Learn how to use e-mail. In this workshop you will learn to setup, send, receive and manage e-mails.
**Oct 1 & Oct 3**
Tues & Thurs – 6:00 PM – 9:00 PM
6 hours – $30 tuition

Excel 2010 (Intermediate)
Enroll in this class and find how quickly you can become proficient in this spreadsheet from Microsoft. Topics covered: Common Office Features, Using Excel Worksheets and Workbooks, Entering and Editing Worksheet Data, & Essential Worksheet and Cell Range Operations. **Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.**
**Aug 29**
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book
**Oct 22 & Oct 24**
Tues & Thursday – 6:00 PM – 10 PM
8 hours – $35 tuition $50 book

Excel 2010 (Intermediate)
Continue to hone those organizational skills. Topics covered: Introducing Formulas and Functions, Working with Dates and Times, & Creating Formulas That Count and Sum. **Prerequisite –Excel basic or instructor’s permission.** Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.
**Sep 12**
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

Excel 2010 (Intermediate)
Continue to hone those organizational skills. Topics covered: Introducing Formulas and Functions, Working with Dates and Times, & Creating Formulas That Count and Sum. **Prerequisite –Excel basic or instructor’s permission.** Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.
Excel 2010 (Advanced)
Continue to hone those organizational skills. Topics covered: Getting Started Making Charts & Communicating Data Visually. Prerequisite – Excel basic and intermediate or instructor’s permission. Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.

Sep 26
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

Nov 19 & Nov 21
Tues & Thursday – 6:00 PM – 10 PM
8 hours – $35 tuition $50 book

Google Drive and Docs
Google Drive is a cloud storage service that allows you to store your documents, photos, videos and more online. Google Docs allows you to create, share and collaborate on documents, spreadsheets & presentations from anywhere online. Learn about this great tool!

Oct 1 & Oct 8
Tuesday – 6:00 PM - 9:00 PM
6 hours – $30 tuition

Personal Computer (Beginning)
This is an introductory course that is a little slower paced and this fun course will introduce you to basic computers and software. This is a great basic course for people wanting to learn about computers but aren’t sure where to start.

Aug 19 – Sep 30
Monday – 6:00 PM – 9:00 PM
18 hours – $60 tuition $25 book

Sep 10 – Sep 26
Tues & Thurs – 9:00 AM – 12:00 PM
18 hours – $60 tuition $25 book

Facebook
A beginners class on Facebook “the social networking site”. It’s very simple to use and is actually quite handy. Keep in touch with family and friends. Learn how easy it is to share pictures, send messages and more. Organizations like cities, companies and schools have found it to be a valuable tool to connect and interact with other organizations as well. If you have an email address you can use Facebook!

Oct 1 & Oct 3
Tues & Thurs – 6:00 PM – 9:00 PM
6 hours – $30 tuition

Dec 17 & Dec 19
Tues & Thurs – 6:00 PM – 9:00 PM
6 hours – $30 tuition

iCloud and iTunes Setup
iCloud & iTunes setup is required to get the best experience out of your iPhone. This class is a must if you want to take the iPhone class.

Aug 27
Tuesday – 6:00 PM - 9:00 PM
3 hours – $15 tuition

Oct 22
Tuesday – 6:00 PM - 9:00 PM
3 hours – $15 tuition

iPhone Usage + Tips and Tricks (Basic)
In this fun course students will explore basic iPhone usage and tips and tricks to make using the iPhone fun and easy. This class is designed for the new iPhone user or ones that just never had the time to figure it all out. This class only covers iPhone usage and not iTunes, please look for the iTunes class separately. Be sure to bring your iPhone to class with you. Prerequisite: iCloud and iTunes setup class or have an iTunes account.

Sep 10 & Sep 17
Tuesday – 6:00 PM - 9:00 PM
6 hours – $30 tuition

Nov 5 & Nov 12
Tuesday – 6:00 PM - 9:00 PM
6 hours – $30 tuition

Photoshop Elements (Basic)
Learn the basic tools to create, modify, combine and manipulate images. Some of the tools include; Cropping, straightening, image size and resolution, selections and masking, layer masks, retouching and recomposing, remove red eye and blemishes, photo projects, saving, sharing, and printing. Students must have a firm knowledge of computer skills, such as copying files from a flash drive to the computer, re-naming files and saving under different formats. Students need to bring a flash drive to class for homework and assignments.

Aug 19 – Oct 14
Monday – 6:00 PM - 9:00 PM
24 hours - $80 tuition $40 Book

Oct 21 – Dec 9
Monday – 6:00 PM - 9:00 PM
24 hours - $80 tuition $40 Book
PowerPoint 2010 (Beginning)
Learn to create graphic presentations with this powerful program. Topics Covered: Welcome to Microsoft Office 2010, A First Look at PowerPoint 2010, Creating a Presentation, Slides, and Text, & Working with Layouts, Themes, and Masters. Ideal for speakers, trainers, and teachers. Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.

Nov 21
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

Dec 3 & Dec 5
Thursday – 6:00 PM – 10:00 PM
8 hours – $35 tuition $50 book

PowerPoint 2010 (Intermediate)
Learn to create graphic presentations with this powerful program. Topics Covered: Working with Tables and Charts & Using SmartArt Diagrams, Clip Art, and Pictures. Ideal for speakers, trainers, and teachers. Prerequisite –PowerPoint basic or instructor’s permission. Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.

Dec 5
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

Dec 19
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

QuickBooks (Introduction)
This course is designed as an orientation or first time user of QuickBooks. We will focus on the basic concepts from QuickBooks. We will cover the various features this accounting software has to offer. Work through examples of entering data and setting up accounts. Prerequisite: Basic computer skills.

Aug 20 – Aug 27
Tuesday – 6:00 PM – 9:00 PM
6 hours – $30 tuition

QuickBooks 2010 Payroll
Using QuickBooks you will learn about payroll taxes, preparing payroll reports, and processing. This class will use the same book as the QuickBooks 2010 class above.

Nov 5 – Nov 12
Tuesday – 6:00 PM – 9:00 PM
6 hours – $30 tuition

Windows 8
Windows 8 is the latest in Microsoft’s line of operating systems preloaded on most new computers. Windows 8 operates significantly different than previous version of windows, with apps and charms don’t get left behind.

Sept 21
Sat – 8:00 PM – 4:00 PM
7 hours – $40 tuition

Nov 9
Sat – 8:00 PM – 4:00 PM
7 hours – $40 tuition

Dec 7
Sat – 8:00 PM – 4:00 PM
7 hours – $40 tuition

Word 2010 (Beginning)
Word is the world’s most popular word processing program. You will love the ease of use and adaptability. Operated through the Windows environment, this program can be learned quickly. Topics covered: Welcome to Microsoft Office 2010, Creating Documents with Word, Making a Document, Font/Character Formatting, & Paragraph Formatting. Note the same book is used for all the Word, Excel, PowerPoint & Publisher classes, so you only have to purchase the book one time.

Aug 20 & Aug 22
Tues & Thurs – 6:00 PM - 10:00 PM
8 hours – $35 tuition $50 book

Oct 10
Thursday – 8:30 AM – 5:00 PM
8 hours – $35 tuition $50 book

The teacher was always ahead of schedule and very prepared for each days lessons. She would go above and beyond to help each individual student and I was always confident in her answers.

- A. McCune
Insurance

Oklahoma Life, Accident, & Health Insurance Exam Prep
Want to become a Health, Life and Accident Insurance agent? Then this class is for you. You will be given the crucial information to prepare yourself for the Oklahoma Life, Accident, & Health Insurance Examination. The topics of Life policies and riders, markets, annuities, health insurance basics, disability and Oklahoma state insurance law are central to this course.

**Sep 3 – Sep 12**
Tues & Thurs – 6:00 PM – 10:00 PM
16 hours – $175 tuition - Book $40

**Oct 1 – Oct 10**
Tues & Thurs – 6:00 PM – 10:00 PM
16 hours – $175 tuition - Book $40

Oklahoma Property & Casualty Insurance Exam Prep
Want to become a Property & Casualty Insurance agent? Then this class is for you. You will be given the crucial information to prepare yourself for the Oklahoma Property & Casualty Insurance Examination. The topics of the basics of property and liability are central to this course.

**Sep 17 – Sep 26**
Tues & Thurs – 6:00 PM – 10:00 PM
16 hours – $175 tuition - Book $40

**Nov 5 – Nov 14**
Tues & Thurs – 6:00 PM – 10:00 PM
16 hours – $175 tuition - Book $40

Machining & Welding Processes

Machine Tooling (Introduction)
Explore opportunities and basic training for machine shop employment. This course will introduce the student to the lathe, mill, grinders, and presses.

**Aug 19 – Nov 11**
Monday – 6:00 PM – 10:00 PM
48 hours – $150 tuition

Welding (Basic)
Beginning students will gain basic welding skills with stick electrode and oxyacetylene flame cutting. Students will be working with steel in this class. Student’s individual interest and employment goals help determine the curriculum. Personal protective equipment must be used.

**Aug 19 – Oct 14**
Monday – 6:00 PM – 9:00 PM
24 Hours - $80 tuition

Private Security & Firefighter

Fire Fighter I
This intensive course covers basic knowledge and skills needed to function as a fire fighter. Participants must be a volunteer with a local fire department and be physically fit. Students must complete Hazmat Awareness and CPR certification before the completion of the course. Includes: 40-Hour HazMat Ops & 8-Hour HazMat Awareness. No discounts.

**Aug 19 – Oct 10**
Mon, Tues, Thurs – 6:00 PM – 10 PM
152 hours – $499 tuition $125 book
Sat – 8:00 AM– 5:00 PM
Private Security Phase I & II (Unarmed Guard)
The basic security guard class provides students with the knowledge and skills needed to function as a security guard. This course meets all CLEET requirements for training in Oklahoma. All 40 hours must be attended with passing grades. Topics covered include the Oklahoma Security and Private Investigator Act, Responding to accidents, emergencies, and fires. Class covers writing field notes and report writing, plus legal powers and limitations. Phase I and II are needed for unarmed security guard only. Phase IV is for working adding armed to your license. Must be 18 years of age. No discounts. Additional $25 Testing Fee required (at the end of training)
Sep 10 – Oct 10
Tues & Thurs – 6:00 PM – 10 PM
40 hours – $120 tuition

Private Security Phase III (Private Investigator)
This course is designed to prepare you for the CLEET examination for private investigator; students learn the basic duties of private investigators. Objectives include federal and state statutes, contracts, disclosures, locating and communicating information, conduct investigations, surveillance, and appearing in court. Prerequisite: Phase I and II. No discounts.
Oct 22 – Nov 21
Mon & Thurs – 6:00 PM – 9:30 PM
35 hours – $140 tuition

Security Guard Phase IV (Armed)
Study safety, nomenclature, legal, and civil issues concerning the use of deadly force, weapon care, and maintenance. Instruction includes classroom training, range procedures, and the firing of revolvers or semi-automatics (Instructor will approve the firearm). The student can take the course with either a revolver or semi-auto but not both. Students will fire a total of 400 rounds of Ammunition during the 20 hours on the range from the one-hand position at one yard to up to 25 yards in the two-hand position. Minimum age is 21 years old. The range date will be determined by the instructor and will be during the weekend. Attendance at all class sessions is required. CPI/MMPI test is required before class begins. Prerequisite: Phase I & II or Phase I & III. Must be 21 years of age. No Discounts.
Dec 3 – Dec 10
Tues & Thurs – 6:00 PM – 10 PM
32 Hours - $159 Tuition
Saturday Range - TBA

Small Business Classes

Small Businesses

Accounting Basics
Small business owner or thinking about starting a small business? This must have course is needed if you want to learn the basics of bookkeeping for small businesses. Topics include: double entry accounting systems, basic transactions, basic financial statements, required record keeping, taxes and the advantages to using a computerized bookkeeping system such as QuickBooks. Prerequisite: Basic math skills.
Sep 21
Saturday – 8:00 AM – 5:30 PM
8 hours – $35 tuition

Business Startup Class
This class will take you through many steps of starting your own business, as well as, topics for current business owners. Topics will include business planning, legal structures, business requirements, marketing, record keeping, obtaining financing, and more. Contact Colby Christian at (405) 449-3391 for more information.
Sep 26
Thursday – 6:00 PM – 9:00 PM
3 hours – Free tuition
Nov 21
Thursday – 6:00 PM – 9:00 PM
3 hours – Free tuition

Worker Compensation
Workers Compensation reform has been passed in Oklahoma. We will have a seminar with representatives from the Oklahoma Insurance Commission on hand, to explain the changes and how they will affect your business. Call Colby Christian for a date and time 405-449-3391.

Marketing Plan
Marketing can make or break your business. This class will help you define who your market is, as well as, new marketing tools available for your business. Call Colby Christian for a date and time 405-449-3391.

Great class; excellent instructor; Friendly atmosphere; Great Facility; Easy to get to, thanks.
E. Southard
Transportation & Aviation

Auto Body
All body work depends on basic surface preparation, correct methods of metal work and skillful use of primer, paints and buffing techniques. Practice will be done on projects provided by the student.

Aug 19 – Dec 2
Monday – 6:00 PM – 10:00 PM
60 hours – $150 tuition

Aug 22 – Dec 12
Thursday – 6:00 PM – 10:00 PM
60 hours – $150 tuition

Automotive Air-Conditioning
In this class the students will learn how to leak test and air-conditioning system using dye, evacuate and recover Freon from the air-conditioning system, diagnose causes of lack of air-conditioning and properly charge an air-conditioning system.

Aug 20 – Oct 8
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Automotive – Braking Systems
In this class the students will learn how to work on the brake hydraulic system, such as bleeding the brakes, removal and replace brake pads, removal and replacement of brake shoes. “Turn” rotors and drums on a lathe.

Oct 22 – Dec 10
Tuesday – 6:00 PM – 9:00 PM
24 hours – $80 tuition

Bus Driver Training
This course covers legal controls, emergency procedures, student behavior management, defensive driving, bus loading, and railroad crossing safety, vehicle inspection, emergency evacuation and skill maneuvers and over-the-road driving. Students must be 18 years of age and have passed the written CDL with passenger endorsement, S endorsement, pretrip and general knowledge, prior to the class. 100% attendance is required to complete this course. *Note: this class starts on a Saturday and the final test is the following Saturday. No Discounts.

Aug 3 – Aug 10
M, T, W & Th – 6:00 PM – 10 PM
32 hours – $150 tuition
Sat – 8:00 AM – 5:00 PM

Sep 28 – Oct 5
M, T, W & Th – 6:00 PM – 10 PM
32 hours – $150 tuition
Sat – 8:00 AM – 5:00 PM

Nov 2 – Nov 9
M, T, W & Th – 6:00 PM – 10 PM
32 hours – $150 tuition
Sat – 8:00 AM – 5:00 PM

Dec 2 – Dec 7
Note: Testing to be arranged
M, T, W & Th – 6:00 PM – 10 PM
32 hours – $150 tuition
Sat – 8:00 AM – 5:00 PM

Commercial Driver’s License (CDL) Prep Class
Take this class if you have doubts or fears about taking the CDL exam. You should be able to pass the test easily after learning General Safety, Hazardous Materials, Hauling Passengers, and other endorsements. You must be 18 years-old for CDL and 21 years-old for Hazmat endorsement. Birth certificate is required in order to take the written test. Test is given by DPS at the Driver’s License Bureau not at the school. No discounts.

Sep 16 – Sep 19
M, T, W & Th – 6:00 PM – 9:30 PM
14 hours – $45 tuition

Oct 21 – 24
M, T, W & Th – 6:00 PM – 9:30 PM
14 hours – $45 tuition

Private Pilot Ground School
The first step in flight training begins on the ground. The Private Pilot Ground School is designed to prepare the private pilot applicant for the FAA Private Pilot written exam and teaches the basic concepts of airplane flight. The course covers an introduction to the airplane & aerodynamics, aircraft, systems, airports, communications and Air traffic control, weight & balance, meteorology, Federal Aviation Regulations, aeronautical charts, radio navigation, flight publications, the flight computer, medical factors of flight and cross country flight. Must be at least 16 years of age or older. No Discounts.

Aug 20 – Oct 10
Tues & Thurs – 6:30 PM – 9:30 PM
48 hours – $260 tuition $80 Book

Oct 22 – Dec 17
Tues & Thurs – 6:30 PM – 9:30 PM
48 hours – $260 tuition $80 Book

Small Gas Engines (Basic)
You will receive instruction in small engines including fuels, lubrication, cooling and ignition systems, tune-up, reconditioning, and the use of special tools and equipment. This course covers theories of operation and troubleshooting techniques. You will love being able to save on repairs with your new abilities.

Aug 20 – Oct 8
Tuesday – 6:00 PM – 10:00 PM
32 hours – $100 tuition $25 book

Oct 24 – Dec 19
Thursday – 6:00 PM – 10:00 PM
32 hours – $100 tuition $25 book

Small Gas Engines (Advanced)
Build on your experience from the basic course and learn to disassemble clean and repair small gas engines. This class will teach you how to identify parts of the engine including the head, pistons, bearings and how to assemble them.

Aug 22 – Oct 10
Thursday – 6:00 PM – 10:00 PM
32 hours – $100 tuition $25 book

Oct 22 – Dec 10
Tuesday – 6:00 PM – 10:00 PM
32 hours – $100 tuition $25 book

Absolutely love adult education @ MATC. Good therapy for stress. Excellent instructors.
- J. Leadford
The mission of the Mid-America Business and Industry Council is to provide a forum where business, industry, educational and public service professionals can discuss relevant topics while having the opportunity to network. Founded in 1994 when a group of local business and industry leaders determined that there was a need to provide a forum for the dissemination of the most current information in education, business, industry and governmental affairs.

We meet the first Thursday of every month. Breakfast is served free of charge beginning at 6:45 A.M. The program begins at 7:00 and concludes promptly at 8:00. For those who are interested in becoming more involved, there is a meeting of the Planning Committee immediately following the council meeting. The meetings are held at Mid-America Technology Center, Health Services building, Seminar Center. There is ample parking in front of the Health Services building. The meetings are open to the public.

We meet to have a better informed community will bring strength to the Mid-America service area both economically and educationally.

Online Courses
Update your skills, discover a new talent, or chart a career path at your own convenience with ON-LINE COURSES. Each course runs for six weeks and consists of 12 lessons. Interactive quizzes, online tutorials, and online discussion areas are supplemented via the World Wide Web. Read your lessons and ask questions of your instructor at the times most convenient for you. All you need to get started is Internet access, an e-mail address, a web browser and software for your computer application classes. There are over 300 online classes to choose from. No discounts.
Experience the ease and flexibility of an online class!
Take advantage of this session’s offerings.

Courses are now available:
http://www.ed2go.com/midamerica

• A new section of these courses starts on the second Wednesday of each month.
• Courses run for six weeks, with a two-week grace period at the end.
• If enrolling in a series of courses, we recommend spacing the start date for each course two months apart.

Non-Discrimination Statement: Mid-America Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mike Eubank, (405) 449-3391, P.O. Box H, Wayne, OK 73095
Daytime Career Majors

Equine Production
Equine studies have many facets, such as marketing, production, evaluation, training, research, and communications. This course prepares the student for various equine related careers. Students will utilize modern, advanced facilities, hands-on training, contemporary curriculum, and knowledgeable instructors.

Horticulture/Floriculture Assistant
This career major introduces students to safe practices, use of tools and equipment, plant care, safe uses of chemicals and testing soil as related to the horticulture industry. Also, students will learn plant history, harmony, unity, color, balance, proportion, scale, focal point, rhythm line, form space, depth, texture and mechanics of floral design.

Audio Visual Integration
Students will learn to install, configure, troubleshoot and repair complex residential and light commercial systems. The systems they are responsible for include audio-visual storage, distribution and presentation; automation of lighting, applications, irrigation and environmental control systems; and monitoring of smoke, fire, and intruder systems.

Residential Carpenter
This career major will introduce students to the basic skills of a carpenter, safety practices and carpentry tools and equipment uses/operations. The student will also be introduced to materials used in cabinet making, blueprint reading, planning, measuring, cutting, and constructing cabinets and installing hardware. The students will further gain understanding and use of these skills by building a moveable house that is sold at a sealed-bid auction.

Residential Electricians Assistant
This career major will introduce students to the safety practices, use of hand and power tools/equipment and electrical theory related to the electrical industry.

Residential HVAC Technician
This career major is an introduction to air-conditioning and refrigeration, exploring career opportunities in the HVAC/R industry, personal safety and work practices, and personal protective equipment. Students will be instructed in the proper handling of pressurized fluids, handling hazardous substances, hand and power tools and equipment used to test and service air conditioning.

Service Careers Building & Grounds Maintenance
This career major introduces students to the safe practices, tools and equipment, chemical safety and uses and skills required to enter the building maintenance occupations. The student will also be provided the opportunity to acquire the necessary skills to safely operate tools associated within the landscaping maintenance industry.

Graphic Communications Technician
This career major introduces students to the graphic communications industry. Students study color theory, principles of design and layout, vector and raster images, and a variety of methods and styles graphics reproduction including digital photography; digital press; screen printing; vinyl; signage; and wide format printing.

Multimedia Assistant
This major prepares students to create and edit graphics for video, print and web publishing. Students gain fundamental web authoring skills and design strategies along with digital photography skills. They learn advanced nonlinear computer editing techniques as they complete video-based projects for broadcast production. Customer service, marketing, project management and professionalism are stressed. Students gain skills required for Adobe, CIW, WOW, and/or Apple industry certifications.

Medical Office Assistant
This major prepares students for entry-level employment in a variety of health care facilities. Students learn administrative routines and procedures followed in a medical office including correct medical terminology and advanced computer skills. Medical office accounting and procedures, electronic patient records, patient billing, and medical insurance claims are covered. Students learn about major insurance programs and federal health care legislation. Student gain skills required for numerous industry-related certifications.

Entrepreneur
This major prepares students to develop and manage their own businesses. Students discover what skills are needed to become an entrepreneur including developing a business plan, identifying market needs, marketing a business, maintaining records and accounting processes, managing finances, and integrating technology into business functions. Students gain the knowledge and skills necessary to make wise financial planning decisions and learn the legal, ethical and social obligations of a business owner.

Full-Charge Bookkeeper
This career major provides students with a strong foundation in generally accepted accounting principles and techniques, advanced principles and techniques, integrate accounting principles using a computerized accounting software packages, and a strong foundation in payroll principles needed for success in careers in accounting and other business related fields. Students develop an in-depth understanding of accounting concepts, theories and procedures as well as their effects on financial and analysis of business. Students also produce and analyze financial statements.

Advanced Unlicensed Assistant
Students in this career major will learn the functions of an Advanced Unlicensed Assistant, which includes performing more advanced functions in an assistive role with a licensed practical nurse or registered nurse in acute care facilities. They will complete a long-term care course and then proceed into the advanced curriculum and learn how to perform sterile specimen collection, urinary catheterization, and feeding per gastrostestinal tube. Advanced Unlicensed Assistant (AUA) certification must be obtained from the Oklahoma Board of Nursing.

Nursing Assistant
This career major is ideal for the student who is interested in nursing. The occupational outcomes is a long term care certified nursing aide that is qualified to work in long term care facilities. This career major will also allow the completer the opportunity to gain advanced standing credit in Advanced Unlicensed Assistant (AUA), Pre-Nursing or Skilled Health Technician career majors.

Pre-Nursing
The Health Careers Core Curriculum, Medical Terminology and Anatomy and Physiology are included in this major. Students in this career major complete a long-term care aide, home health aide advanced acute care nursing assistant for patients with routine healthcare needs, bedside care, and basic nursing procedures often times in acute care facilities. Also included in the career are the courses for phlebotomy and EKG Technician.

Denotes college credit available with:

Redlands Community College & Panhandle State University for: Equine Science
Oklahoma City Community College for: Multimedia Assistant
Graphic Communications Technician Medical Office Assistant
Entrepreneur Full-Charge Bookkeeper
Pre-Nursing Skilled Health Technician
Cyber Security Professional – Networking Emphasis
Networking System Technician CNC Machinist
CAD Technician Mechanical Automotive Service Technician

405.449.3391 • 405.527.1101 • 1.800.232.5580 • www.matech.edu
Practical Nursing Program
The Practical Nursing program is eleven (11) months in length and consists of 1463 hours in theory, lab, and clinical. Each year the program begins in August and finishes in June. Students interested in this program can prepare now by taking a medical terminology course for college credit or from Mid-America Technology Center and a Healthcare provider CPR course, as both are required before entry. A certified nurse aide (CNA) course is suggested. The application period will be February to April 2014. Anyone interested in receiving an application should call the Practical Nursing Secretary at 405-449-3391, ext. 290, or go online at www.matech.edu beginning in February.

The Practical Nursing Program at Mid-America is approved by the Oklahoma Board of Nursing (2915 N. Classen, Suite 524, Oklahoma City, OK 73106) and the Oklahoma Department of Career and Technology Education (1500 W. 7th Ave., Stillwater, OK 74074). The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326)

Skilled Health Technician
This career major is ideal for students who are interested in the health care field. The Health Careers Core Curriculum, Medical Terminology, and Anatomy and Physiology are included in this major. The occupational outcomes include a long term care certified nursing aide, home health aide, occupational therapy aide, physical therapy aide, and fitness specialist.

Service Careers Hospitality Service Assistant
This course of study introduces students to the world of work in the field of service careers in the hospitality industry. It is designed to help students make a successful transition from school to work. The curriculum is prepared to aid and instruct students in employability skills and specific occupational skills. Instruction provides for employment skills in areas such as socialization, communication, job procurement, safety and personal hygiene. Training for specific occupational skills is provided in the classroom as well as simulated work-site learning. Job training for each student is provided according to his/her abilities following teacher assessment and evaluation.

Cosmetologist
The objective of this program is to prepare students to pass the Oklahoma State Board of Cosmetology License Examination. Students must complete 1,000 hours of training during their junior and senior years and receive a high school diploma to be eligible to take the state board exam. Good attendance and grades are a must!

Cyber Security Professional-Networking Emphasis
This major prepares students to plan, coordinate and implement security measures for networking systems. Students learn the basics of repair and maintenance of computer hardware, software and operating systems along with the installation, configuration and trouble-shooting of network hardware; and they are introduced to basic security principles involving networks and operating systems, including the current threats, vulnerabilities and policies of electronic commerce. They gain an understanding of the principles of risk management, security architectures, incident handling, disaster recovery and secure systems administration. Students gain skills required for certifications offered by Microsoft, and CompTIA, along with additional security certifications for Security Certified Network Specialist (SCNS), Security Certified Network Professional (SCNP), and Security Certified Network Architect (SCNA).

Network Systems Technician
Students in this major learn to plan, install, configure, troubleshoot and upgrade network hardware peripherals and protocols and to keep a company’s network running efficiently. In addition, students learn to install, configure, maintain and manage a server environment. Students perform desktop maintenance and provide support for users in various network environments. Students in this major gain the technical skills required for Microsoft Certified IT Professional (MCITP), as well as CompTIA industry certifications.

Criminal Justice Officer
This major is an introduction to the historical background, professional direction, agencies and processes, purposes, functions, ethics, administration, and technical problems of the criminal justice system. Areas examined are municipal, state, and federal systems.

CAD Technician Mechanical
This major prepares students for a career in a CAD field or for advancing to a college or university to complete a higher degree. Students learn to convert ideas and specifications of the mechanical engineer into working drawings by utilizing both manual sketching and parametric solid modeling methods that meet ANSI (American National Standards Institute) and/or AIA (American Institute of Architecture) drafting standards. Instruction includes drawing and document management, presentation graphics animation and basic CAD software with an emphasis on mechanical design using project-based lab components.

CNC Machinist
This course prepares students for an entry-level job in the machining and metals industry. Students will learn the techniques and skills of shaping metals by using lathes, mills, grinders, drill presses and computerized machinery.

Structural Welder
This major is an introduction to common welding and cutting processes used in metal fabrication of structural steel. Students will be introduced to Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tung-sten Arc Welding (GTAW), Ox-y-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), metal preparation and heat treating. Students will also be introduced to blue print reading and construction of items according to specifications.

Pre-Engineering
Students in this major will study pre-engineering through the Project- Lead-the- Way (PLTW) curriculum that will provide students hands on projects and experiences. In addition, students will complete advanced math and science courses. Students who complete this major will have been exposed to a diverse curriculum that will better equip them to choose a major at the college/university level. Students will also have the strong math and science foundation needed to be prepared to enter a college/university program in a pre-engineering related field.

Automotive Service Technician
In this career major, the student will learn about the history, current state and future of the automotive service industry. Students are prepared for entry level employment or college in one more of the eight A.S.E. areas. All eight areas are introduced, with specialization in Brakes, Electrical, Engine Performance, Engine Repair, and Steering and Suspension. The course consists of classroom and hands-on live work projects.

Combination Collision Repair Technician
This career major provides the student with instruction needed to develop a working knowledge of basic techniques in automotive collision technology. Theory and/or shop experience are gained in the areas of: major and minor collision repair; spot, panel and overall refinishing; color mixing; spray painting methods and materials; frame and uni-body alignment methods; and automotive mig welding.

Medium/Heavy Diesel Service Technician
This course emphasizes the maintenance and repair of medium and heavy duty, over the road trucks. Our program works very closely with trucking industry partners to insure we are teaching those skills that are in demand.

405.449.3391 • 405.527.1101 • 1.800.232.5580 • www.matech.edu
Enrollment Information
Anyone 16 years or older may enroll in the Adult Education. Short-term programs offered at Mid-America Technology Center. Enrollment is easy and may be completed as follows.
1. Select the program(s) in which you wish to enroll from this brochure.
2. Fill out the enrollment form including all information requested.
3. Clip out the application and mail with full payment to Mid-America Technology Center. Applications are not processed unless accompanied by full Tuition.
4. Enroll in person from 8:00 a.m. to 4:00 p.m., Monday through Friday at the Adult Education office in the BIS building.
5. Phone and online enrollments are taken when paying with Visa, MasterCard or Discover.

Discounts
* Persons over the age of 65 will be admitted to class without paying any Tuition.
* Persons 62-64 years of age will be permitted to enroll for one-half of the total Tuition.

Refund Policy
Full refund is given for courses cancelled by Mid-America Technology Center. The school reserves the right to cancel a class due to insufficient enrollment up to the day the class begins. Upon request, enrollment fees are refundable, less $5.00, if the student cancels before the third class meeting or prior to completing 50% of the class. No refunds will be issued after the third class meeting.

Veterans
Veterans who entered the service from Oklahoma and served a minimum of 18 consecutive months between August 10, 1964 and December 31, 1976 and have an honorable discharge may attend Tuition free within 10 years of their discharge date. For free Tuition, a copy of Form DD 214 must be supplied to the Adult Education Office. If you do not complete at least 50% of the class, you will be charged full Tuition.

Non-Discrimination Statement
Mid-America Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mike Eubank, (405) 449-3391
P.O. Box H, Wayne, OK 73095

Student Information
* Students enrolled in all classes will receive a certificate of completion provided they have attended at least 50 percent of the classes and are recommended by the instructor.
* If you require special accommodations in order to participate in Mid-America’s educational programs, please indicate so on your enrollment application.

Class Cancellations
Due to Inclement Weather an announcement will be made through the local media, school website (www.matech.edu) or students can call after 2 pm the day of classes to see if classes have been canceled for that evening. Please DO NOT assume if day classes are canceled that evening classes will also be canceled.
Classes are cancelled when enrollment is below the minimum number of students required to hold the course.

Administration
Dusty Ricks Superintendent
Tony Hancock Assistant Superintendent
Larry Killebrew Assistant Superintendent
Josie Spencer BIS Director
Mike Eubank Principal

Board of Education
Mike Hancock Wynnewood
Donna Stokes Blanchard
Joe Ray Wanette
Michael Dillinger Purcell
Kenny Scruggs Lindsay
Enrollment Application (Please Note Refund Policy)

Social Security # __________________________ Date of Birth __________________________

Name __________________________

Address __________________________

City __________________________ State __________ Zip __________

Home Phone __________________________ Work Phone __________________________

Cell Phone __________________________ E-Mail __________________________

***Contact Phone for Class Cancellations __________________________

<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>BEGIN DATE</th>
<th>MEETING DAY(S)</th>
<th>TIME</th>
<th>CLASS COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M T W Th F S</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M T W Th F S</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M T W Th F S</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M T W Th F S</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Please Indicate Which Discount Applies:  
- ☐ 65 & Over  
- ☐ Age 62-64  
- ☐ School Employee

If Mid-America Should Invoice An Agency For Your Tuition, Fees, Books, Etc., Please Indicate So Below:

Agency/Company __________________________

Contact Person __________________________

Billing Address __________________________

City __________________________ State __________ Zip __________

Phone __________________________ P O # __________________________

I hereby authorize officials of Mid-America Technology Center to release information in my records and files upon request by prospective employers, other educational institutions and/or educationally related financial/sponsoring agencies.

Signature __________________________

Mail Application or Fax to: Adult Education, Mid-America Technology Center, PO Box H, Wayne, OK 73095-0210 • FAX: (405) 449-3421

REFUND POLICY: Full refund is given for courses cancelled by Mid-America Technology Center. The school reserves the right to cancel a class due to insufficient enrollment up to the day the class begins. Upon request, enrollment fees are refundable, less $5.00, if the student cancels before the third class meeting. No refunds will be issued after the third class meeting.

Office Use Only

Date Enrollment Received __________________________

Amount Paid $ __________ Balance Due $ __________

☐ Cash  ☐ Check  ☐ Money Order

Name __________________________

Card Number __________________________

Expiration Date __________ Auth Number __________

☐ MASTERCARD  ☐ VISA  ☐ DISCOVER
Mid-America Technology Center
PO Box H
27348 State Highway 59
Wayne, OK 73095

Mid-America Technology Center
1/2 Mile West of I-35 (Exit 86) on Highway 59.

Mid-America Technology Center
Proudly Serving These Communities Throughout Central Oklahoma
Blanchard  Bridge Creek  Byars
Dibble  Elmore City  Lexington
Lindsay  Little Axe  Maysville
Newcastle  Noble  Paoli
Pauls Valley  Pernell  Purcell
Stratford  Wanette  Washington
Wayne  Whitebead  Wynnewood