



**Pontotoc Technology Center**  
**Fall & Winter 2019**  
*Training To Succeed!*

**ENROLL ONLINE: [PontotocTech.edu/ShortTermCourses](https://PontotocTech.edu/ShortTermCourses)**



**Find Us @PontotocTech**





# CAMPUS INFORMATION

## ENROLLMENT CONTACTS

College Credit	580.310.2264
Daytime/Business and Industry	580.310.2248
Financial Aid	580.310.2223
Full-Time Student	580.310.2256
Student Services	580.310.2278
Testing and Assessment	580.310.2271

## OTHER CONTACTS

Business and Industry Services Director-Jenny Cypert	580.310.2245
Ag Business Management -Hershel Williams	580.310.2241
Computer/Business Skills Evening Classes-Becky McKenzie	580.310.2267
Director of Instruction/Student Services -Kim Simpson	580.310.2224
Fire Service Training and Safety -Jay Wood	580.310.2276
BIS Health Classes -Lori Gage	580.310.2236
Industrial Coordinator-Jim Lawson	580.310.2227
Practical Nursing Office	580.310.2260
Small Business Consultant -Stacey Golightly	580.310.2235

## SHORT-TERM ENROLLMENT INFORMATION

### Enroll Online

You may enroll online at [www.pontotoctech.edu](http://www.pontotoctech.edu), and choose short term enrollment form.

### Enroll In Person

You may enroll in person at entrance C. You may pay with cash, check, American Express, Discover, MasterCard, or Visa.

### Enroll by Phone for Short-Term Classes

Charge to American Express, Discover, MasterCard, or Visa by calling 580.310.2248, or faxing your enrollment information to 580.310.2295.

### Enrollment Guidelines

- You must be at least 16 years of age to enroll in any Adult Training and Development Course.
- Payment for each course is required when enrolling.
- Class space is limited.
- Enrollment is on a first come, first served basis.
- Early enrollment helps keep classes from being cancelled.
- TEXTBOOKS ARE INCLUDED IN THE CLASS TUITION UNLESS OTHERWISE NOTED.

## LOCATION ADDRESS

**PONTOTOC TECHNOLOGY CENTER**  
**601 WEST 33RD STREET**  
**ADA, OK 74820**  
**580.310.2248**

## SPECIAL INFORMATION

It should not be assumed dismissal of day classes means evening classes will be dismissed. Please listen to local weather information regarding school closing for day and/or evening programs.

## SCHOOL SCHEDULED HOLIDAYS

Classes **WILL NOT** be held on these days

July 4 <sup>th</sup> -5 <sup>th</sup>	Independence Day Holiday
September 2 <sup>nd</sup>	Labor Day Holiday
October 16 <sup>th</sup> - 18 <sup>th</sup>	Fall Break
November 25 <sup>th</sup> - 29 <sup>th</sup>	Thanksgiving Holiday
December 23 <sup>rd</sup> -31 <sup>st</sup>	Christmas Holiday
January 1 <sup>st</sup> -3 <sup>rd</sup>	New Year's Holiday
January 20 <sup>th</sup>	Martin Luther King Jr. Holiday

### Pontotoc Technology Center

## BOARD OF EDUCATION

David Lassiter | Superintendent  
 John Anderson | President  
 Dr. Phillip Fuller | Vice President  
 Mike Casady | Clerk  
 Dr. Barry Whitworth | Member  
 Erik Johnson | Member



# DID YOU KNOW?



## Business and Industry Services

Technical Skills Training. Safety Training. Fire Service Training. Computer Training Services.



## Short-Term Courses

Hundreds of Courses - New Classes Starting Weekly. Upgrade Job Skills. Prepare for New Career. Explore Personal Interests.



## Full Time Programs

Career Assessment & Counseling. Job Placement Assistance. Financial Aid and scholarships for qualifying students.

Pontotoc also has meeting rooms and conference space available for a minimal fee.

### OUT-OF-DISTRICT TUITION

For full time programs and short-term courses, prices listed in this catalog reflect in-district course costs. Students not living in a career tech district will have to pay twice the fee listed for any course they enroll in at Pontotoc Technology Center. The following cities are out-of-district cities: Konawa, Mill Creek, Ravia, Coleman, Milburn, Tishomingo, Kingston, Madill and Turner.

### SHORT-TERM COURSE CANCELLATION POLICY

Pontotoc Technology Center reserves the right to cancel classes due to insufficient enrollments or a complication beyond our control. Low enrollment classes may meet the first class meeting to determine actual number of enrollees. If there are not enough enrollees for the class to continue then it will be cancelled. A full refund will be processed for these cancellations.

If you need to cancel your enrollment, it must be done by 12:00 noon the day prior to the class starting. A full refund will be processed for these cancellations.

*After the first class meeting, no refund will be made.*

## ONLINE COURSES

Learn from the comfort of home!

- 24-Hour Access
- 6 Week Format
- Affordable
- Instructor-Led

Over 300 Online Courses Available!

[ed2go.com/pontotoc](http://ed2go.com/pontotoc)

<b>COMPUTERS</b> .....	4
<b>BUSINESS &amp; PROFESSIONAL DEVELOPMENT</b> .....	5-6
<b>CUSTOMER SERVICE</b> .....	6-7
<b>SMALL BUSINESS MANAGEMENT</b> .....	8
<b>SKILLED TRADES &amp; INDUSTRY</b> .....	9-10
<b>GENERAL INTERESTS</b> .....	11-12
<b>SECURITY</b> .....	13
<b>DRIVER TRAINING</b> .....	13-14
<b>EARLY CARE &amp; EDUCATION</b> .....	14
<b>FIRE &amp; SAFETY TRAINING</b> .....	15-16
<b>HEALTH</b> .....	17-18
<b>FULL TIME PROGRAMS</b> .....	19

*If you have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure that the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Contact the Director of Student Services at 580.310.2224 for further information. You will be asked to complete required request forms and also be required to submit documentation regarding your disability.*

#### NON-DISCRIMINATION STATEMENT:

Pontotoc Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For inquiries concerning this policy contact the Director of Information Services or the Small Business Management Coordinator, 601 West 33rd Street, Ada, OK 74820. 580.310.2200.

**Enroll & Pay Online Today at [www.pontotoctech.edu](http://www.pontotoctech.edu)**



# COMPUTERS

**\*Call to schedule a class to fit your schedule – we only need four people to have a class! Becky McKenzie 580.310.2267 or [bmkenzie@pontototech.edu](mailto:bmkenzie@pontototech.edu)**

## COMPUTER LITERACY

### INTRO TO COMPUTERS: WINDOWS 10 (ICW)

You will learn Microsoft's latest operating system, Windows 10. This class will teach you how to perform basic computer tasks in this new environment, which is a definite improvement over Windows 8.

8/27	T	8:30A-4:30P	\$94
10/09	W	8:30A-4:30P	\$94
12/04	W	8:30A-4:30P	\$94

### INTRO TO COMPUTERS: SENIOR ADULTS (CSA)

Basic computer skills class. Each class will introduce and explore a basic computer use concept. Call Becky McKenzie 580-310-2267 to sign up for the email list regarding the senior computer classes.

8/12	M	9:00A-11:00A	No Charge
8/12	M	1:00P-3:00P	No Charge
9/09	M	9:00A-11:00A	No Charge
9/09	M	1:00P-3:00P	No Charge
10/14	M	9:00A-11:00A	No Charge
10/14	M	1:00P-3:00P	No Charge
11/11	M	9:00A-11:00A	No Charge
11/11	M	1:00P-3:00P	No Charge
12/09	M	9:00A-11:00A	No Charge
12/09	M	1:00P-3:00P	No Charge
1/13	M	9:00A-11:00A	No Charge
1/13	M	1:00P-3:00P	No Charge

## COMPUTER SOFTWARE TRAINING

Individuals or groups please contact PTC regarding high quality software training at your convenience (daytime or evening). To schedule a class, a minimum of 3 students is required; our labs can accommodate a maximum of 14 students. We currently are able to train in the following software. Online training is also available through [www.ed2go.com/pontotoc](http://www.ed2go.com/pontotoc).

#### \*MICROSOFT OFFICE 2016

Excel  
Outlook  
PowerPoint  
Word

#### \*OPERATING SYSTEMS

Windows 10

#### \*ADOBE

Acrobat DC  
InDesign  
Photoshop

## MICROSOFT OFFICE APPLICATIONS

### EXCEL LEVEL 1 (EXB)

Simplify your life by organizing your information and data by learning to use Excel spreadsheets and the features - formulas, functions, auto sum, sorting, and creating formulas. The ability to make sense of all that data is becoming more and more challenging. Who has the time? Excel can help you organize this data more efficiently and effectively.

8/20	T	8:30A-4:30P	\$94
9/24	T	8:30A-4:30P	\$94
10/22	T	8:30A-4:30P	\$94
11/19	T	8:30A-4:30P	\$94
12/10	T	8:30A-4:30P	\$94
1/14	T	8:30A-4:30P	\$94

### EXCEL LEVEL 2 (EXI)

You will learn the intermediate features of Excel; manage multiple worksheets, workbooks, and files. Learning to create and format charts, apply functions, pivot-tables, and customize Excel preferences are just part of the applications you will that will be covered.

7/30	T	8:30A-4:30P	\$94
9/17	T	8:30A-4:30P	\$94
12/03	T	8:30A-4:30P	\$94
1/28	T	8:30A-4:30P	\$94

### EXCEL LEVEL 3 (EXA)

You will develop advanced spreadsheet applications skills with Excel Advanced. Sort and filter data, create custom formats, consolidate worksheets, use worksheet protection, export and import data, record and edit macros and more!

8/29	TH	8:30A-4:30P	\$94
10/29	T	8:30A-4:30P	\$94

### POWERPOINT (PPB)

Transform your presentations into powerful means of communication. Use the new and enhanced features to create dynamic and visually appealing presentations.

8/22	TH	8:30A-4:30P	\$94
11/05	T	8:30A-4:30P	\$94

### WORD BEGINNING (WDB)

You will learn to use MS Word processing application and its features. Create, edit, insert symbols and characters, text alignment, headers, footers, borders, bullets, numbered lists and documents enhancement are just a few skills that are covered.

7/16	T	8:30A-4:30P	\$94
10/08	T	8:30A-4:30P	\$94
1/21	T	8:30A-4:30P	\$94



# BUSINESS & PROFESSIONAL DEVELOPMENT

*We can schedule the following courses to your convenience with as few as 4 enrollments! If you are looking for a course not currently offered, call Jim Lawson or Becky McKenzie at 580.310.2248 to discuss a customized class!*

## 50 TIPS TO BETTER COMMUNICATION (TBC)

We're all called upon at meetings and in documents every day to clearly communicate ideas, report on past achievements and persuade others into effective action. Here are 50 easy tips to implement suggestions for how to make all your communications more powerful. Learn how to put new communication strategies in place right away.

8/22	TH	1:00P-5:00P	\$54
11/14	TH	8:30A-12:30P	\$54

## 50 TIPS: RETAINING EMPLOYEES (TRE)

You will learn how to maintain positive employee relationships, discover practical ideas that will help your employees succeed and communicate the benefits of your unique organization as well as motivate entry-level employees to grow with your company.

8/15	TH	8:30A-12:30P	\$54
9/12	TH	1:00P-5:00P	\$54
1/06	M	1:00P-5:00P	\$54
1/21	T	1:00P-5:00P	\$54

## ADMINISTRATIVE ASSISTANT CERTIFICATION SERIES (AAC) (24 HRS)

Students will learn the key skills and characteristics necessary to become effective and valued administrative assistants in any organization.

8/14-9/18	W	8:30A-12:30P	\$240
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## ADMINISTRATIVE ASSISTANT/LEGAL ASSISTANT (AAL)

8/15-12/12	T,TH	6:00P-8:00P	\$513
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## ACCOUNTABILITY- FOR MANAGERS (AFM)

This course will guide you through techniques to manage employees for maximum results – either individually or as a team. Employees who feel a sense of “ownership” in their organization and their work are more responsible and productive. You will have the critical skills to increase employee self-confidence and success, establish positive expectations and rapport, delegate effectively to get the results you need, and strengthen communication and trust through active listening.

8/29	TH	8:30A-12:30P	\$54
10/21	M	1:00P-5:00P	\$54
12/05	TH	1:00P-5:00P	\$54

## APPRAISING PERFORMANCE MGMT. (APR)

Appraising Performance provides an overview of the basics of conducting performance appraisals. It provides guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity.

7/30	T	8:30A-12:30P	\$54
9/05	TH	8:30A-12:30P	\$54
10/01	T	8:30A-12:30P	\$54
10/24	TH	8:30A-12:30P	\$54
11/19	T	1:00P-5:00P	\$54
12/12	TH	1:00P-5:00P	\$54
1/28	T	8:30A-12:30P	\$54

## ASSERTIVE COMMUNICATION SKILLS (ACS)

So, you have been promoted and find it hard for others to take you seriously now that you are the “boss”. Learn how to delegate and direct people without being “Bossy”. Learn the techniques of being a leader that can direct the group and obtain results.

6/18	T	8:30A-12:30P	\$54
8/15	TH	8:30A-12:30P	\$54
11/05	T	1:00P-5:00P	\$54

## BUSINESS COMMUNICATION (BCM)

Grammar! Can't live with it; can't live without it... Review and relearn those basic grammar rules you didn't care about in school, but now realize their importance to being professionally successful.

7/30	T	1:00P-5:00P	\$54
9/09	M	1:00P-5:00P	\$54
10/28	M	1:00P-5:00P	\$54
12/17	T	8:30A-12:30P	\$54
1/28	T	1:00P-5:00P	\$54

## COACHING SKILLS FOR LEADERS (CSL)

Organizations today are recognizing the need to retain managers who are also coaches, leaders and teachers who can motivate people to do their best, provide encouragement and moral support, and give positive feedback to help others improve. This class will help you build your coaching skills by showing you how to help others learn from their mistakes, how to use feedback to reinforce desirable behaviors, how to motivate different types of people, and how to caringly confront problem behaviors.

7/02	T	8:30A-12:30P	\$54
8/01	TH	1:00P-5:00P	\$54
9/30	M	1:00P-5:00P	\$54
11/19	T	8:30A-12:30P	\$54

## CONFLICT MANAGEMENT (CMT)

Any business professional who encounters conflict in the workplace should take this course designed to assist in identifying the sources of conflict and implementing appropriate methods to manage conflict effectively.

7/23	T	8:30A-12:30P	\$54
8/29	TH	1:00P-5:00P	\$54
10/10	TH	1:00P-5:00P	\$54
12/03	T	1:00P-5:00P	\$54

## CREATING YOUR SKILLS PORTFOLIO (CYP)

Different from a resume, this little-known tool allows you to present a unique image of your experience drawn from some of the best examples of your previous work. This class will cover the seven steps to preparing an attention-grabbing portfolio and the best technique for presenting it during an interview.

8/20	T	8:30A-12:30P	\$54
9/17	T	1:00P-5:00P	\$54

## EFFECTIVE TIME MANAGEMENT (ETM)

Effective Time Management. Time is a form of currency, and the ways that we talk about it illustrate its value: we say, “Time is money”. Like most professionals, you've probably struggled with managing this resource effectively. In this course, you will practice techniques that will help you achieve more effective use of your time.

7/01	M	1:00P-5:00P	\$54
8/27	T	1:00P-5:00P	\$54
9/26	TH	1:00P-5:00P	\$54
11/18	M	1:00P-5:00P	\$54
1/07	T	8:30A-12:30P	\$54

# BUSINESS & PROFESSIONAL DEVELOPMENT

## GOALS AND GOAL SETTING (GGS)

While it can be difficult to set truly meaningful and motivational goals, it is one of the most essential steps to business success. Goals tell individuals and teams what needs to be accomplished, why it's a priority, and how to do it. Even more importantly, setting, working toward and achieving measurable goals is how we all grow personally while contributing to organizational success.

7/11	TH	8:30A-12:30P	\$54
8/12	M	1:00P-5:00P	\$54
10/08	T	8:30A-12:30P	\$54
12/03	T	8:30A-12:30P	\$54
1/16	TH	1:00P-5:00P	\$54

## MOTIVATING EMPLOYEES (MEM)

Follow these handy tips and you will increase team performance while making the job more enjoyable for everyone. Become a leader who inspires and rewards employees to give their best. Raise expectations and performance. Learn how to create a motivating workplace. Increase productivity with the LEARN method.

8/19	M	1:00P-5:00P	\$54
9/12	TH	1:00P-5:00P	\$54
11/05	T	8:30A-12:30P	\$54
12/19	TH	1:00P-5:00P	\$54

## POSITIVE WORK ENVIRONMENT (PWE)

Learn how to change the work environment into a more positive place. Find skills that will make you more satisfied in your job by influencing the work environment to be a more comfortable place for all employees to be. Start having fun in the workplace.

7/08	M	1:00P-5:00P	\$54
8/08	TH	1:00P-5:00P	\$54
9/10	T	8:30A-12:30P	\$54
10/01	T	1:00P-5:00P	\$54
10/31	TH	1:00P-5:00P	\$54
11/21	TH	1:00P-5:00P	\$54
12/16	M	1:00P-5:00P	\$54
1/13	M	1:00P-5:00P	\$54

## GRANT WRITING WORKSHOP (GWW)

Grant writing is an important and lucrative skill for leaders within non-profit, business and faith-based institutions. Pontotoc Technology Center offers a series of grant writing workshops to equip participants with knowledge and skills necessary to develop competitive proposals for funding necessary to achieve organizational goals.

The 2-day Grant Writing workshop is designed to meet the needs of first-time and experienced writers. The workshop offers a step-by-step process to effectively develop proposals in response to federal state, and private foundation guidelines. Administrators, program directors, educators, grant writers and volunteers will find this course useful.

10/01 & 10/03	T,TH	5:30P-8:30P	\$125
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# CUSTOMER SERVICE

*We can schedule the following courses to your convenience with as few as 4 enrollments! If you are looking for a course not currently offered, call Jim Lawson or Becky McKenzie at 580.310.2248 to discuss customized classes!*

## BEYOND CUSTOMER SERVICE (BCS)

This class will help you and your organization go beyond customer service to retain and satisfy established clientele. Leave with 50 useful tips to increase customer satisfaction, generate meaningful feedback, and develop loyalty.

7/02	T	1:00P-5:00P	\$54
9/24	T	8:30A-12:30P	\$54
10/14	M	1:00P-5:00P	\$54
1/09	TH	1:00P-5:00P	\$54

## CHALLENGING CUSTOMER INTERACTIONS (CCI)

One of the most dreaded parts of your day is the "difficult customer," the one who is argumentative or simply hard to get through to. By thinking in terms of difficult situations rather than difficult customers, and knowing how to handle yourself and the situation, you can turn these dreaded interactions into run-of-the-mill experiences or, in many cases, experiences with positive outcomes.

7/09	T	1:00P-5:00P	\$54
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## CUSTOMER SATISFACTION (CST)

Gain the skills that will help you build and maintain long term customer relationships, handle difficult people, and overcome barriers to customer satisfaction. Learn how to create repeat business with every customer contact you make.

7/16	T	8:30A-12:30P	\$54
8/26	M	1:00P-5:00P	\$54
10/15	T	8:30A-12:30P	\$54
1/21	T	8:30A-12:30P	\$54

## CUSTOMER SERVICE IN THE INFORMATION AGE (CSI)

Customer Service has changed drastically over the past few decades. New technology has given customer service personnel more options for reaching customers, even as it has given consumers easier access to data and information. This class will explain how businesses can still provide great customer service with a personal touch—whether it is through e-mail, the telephone, or a company Website. The tips presented will give organizations concrete suggestions for how to use the technological options available today to elevate their customer service to the next level and build relationships that will result in loyal and satisfied customers.

7/18	TH	8:30A-12:30P	\$54
9/03	T	1:00P-5:00P	\$54
10/22	T	8:30A-12:30P	\$54
12/10	T	8:30A-12:30P	\$54
1/23	TH	1:00P-5:00P	\$54

## CUSTOMER SERVICE NIGHTMARES (CSN)

With invaluable clarity, Nancy Friedman, the Telephone Doctor, examines incredible customer service stories and shares her insights with you. This class will reveal counter-productive customer service practices and how to avoid or correct them.

6/24	M	1:00P-5:00P	\$54
8/20	T	1:00P-5:00P	\$54
9/19	TH	8:30A-12:30P	\$54
11/11	M	1:00P-5:00P	\$54

# CUSTOMER SERVICE

## CUSTOMER SERVICE WORKING SMART (CWS)

Learn coping strategies to deal with negative emotions that can develop from interacting with discourteous customers. Develop strategies for managing the emotional energy in yourself and others to satisfy the customer and maintain your own positive job attitude.

7/15	M	1:00P-5:00P	\$54
9/10	T	1:00P-5:00P	\$54
10/08	T	1:00P-5:00P	\$54
12/17	T	1:00P-5:00P	\$54
1/27	M	1:00P-5:00P	\$54

## EXCELLENCE IN CUSTOMER SERVICE (ECS)

Develop service standards to improve service, implement proper training and empower employees. Understand your customers and make service memorable.

7/22	M	1:00P-5:00P	\$54
10/07	M	1:00P-5:00P	\$54

## MANAGING DIFFICULT PEOPLE AND SITUATIONS (MDP)

The customers and suppliers you need to work with effectively may be outside your company or in the next office, and you may not always see eye to eye. Even if you have strong interpersonal skills and common goals, conflict can happen. Make sure you know how to find common ground, calm emotions and forge a productive path forward.

10/03	TH	1:00P-5:00P	\$54
11/12	T	8:30A-12:30P	\$54
12/02	M	1:00P-5:00P	\$54
1/14	T	8:30A-12:30P	\$54

## MANAGING ANGER (MAR)

The most successful people know how to manage their anger as well as the anger of others. With the help of intriguing exercises and self-tests, this class provides people with an individual assessment of the causes and effects of their anger.

6/20	TH	8:30A-12:30P	\$54
8/22	TH	8:30A-12:30P	\$54
9/17	T	1:00P-5:00P	\$54
11/12	T	1:00P-5:00P	\$54

## PROBLEM SOLVING- RESOURCEFUL THINKING (RTK)

Learn the best practices and techniques for solving problems without stressing. Learn how to break down every situation into manageable objectives and logical steps to obtaining a solution. Learn how to implement and measure the solution. Analyze the situation, make a plan, act on the plan, measure the results, modify the plan if needed.

7/09	T	8:30A-12:30P	\$54
8/08	TH	8:30A-12:30P	\$54
9/23	M	1:00P-5:00P	\$54
10/03	TH	8:30A-12:30P	\$54
1/14	T	1:00P-5:00P	\$54

## QUALITY CUSTOMER SERVICE (QCS)

Whether your customer is across the country or across the hall, understanding and meeting their needs is the first and last step to success. External customers drive sales and growth. Internal customers are the key to efficiency and profitability. We can all contribute to the success of our organization by winning over customers with superior products and service and delivering quality customer service.

6/27	TH	8:30A-12:30P	\$54
8/27	T	8:30A-12:30P	\$54
9/26	TH	8:30A-12:30P	\$54

## SMART SOCIAL SKILLS (SSS)

Sharp social skills are often an attribute of a successful person. This course will help you understand and improve your social skills and relationship habits.

8/01	TH	8:30A-12:30P	\$54
9/03	T	8:30A-12:30P	\$54
11/04	M	1:00P-5:00P	\$54
12/09	M	1:00P-5:00P	\$54
1/30	TH	1:00P-5:00P	\$54

## STRESS MANAGEMENT (SMT)

We are more conscious of our health today than ever before. We are living longer and better because we are eating healthier and exercising more regularly. But what about stress? Stress is a normal part of everyday life, and our picture of our overall health would not be complete without some consideration of our stress levels. Learn the basic of good emotional health, how to improve your age and become more self-aware, and how your emotional health ties into your physical health.

7/29	M	1:00P-5:00P	\$54
9/05	TH	1:00P-5:00P	\$54
10/22	T	1:00P-5:00P	\$54
12/10	T	1:00P-5:00P	\$54

## TELEPHONE COURTESY & CUSTOMER SERVICE (TCS)

We all depend on phones every day, and we each have different phone communication styles. But few people realize how essential proper telephone techniques are to business. Learn how to represent your company and satisfy the needs of customers through effective telephone usage.

7/23	T	1:00P-5:00P	\$54
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## WORKING IN POSITIVE MODE (WPM)

Discover this proven program of cognitive techniques for assessing, improving, and maintaining your self-confidence and thus improving job performance. Change how you perceive and think about yourself. Confidence is a tool to be used in your everyday life to succeed. In this course, learn tools to stop second-guessing yourself, manage your fears, and become able to do more of the things that are important to you.

7/25	TH	8:30A-12:30P	\$54
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# SMALL BUSINESS MANAGEMENT

*Are you interested in starting your own business? Are you uncertain where to turn for help? Look no further, Stacey Golightly, small business consultant is here to help you develop a plan to get your business off the ground, and navigate through the confusion by providing the tools to help you get started.*

*At Pontotoc Technology Center, we have services that will help you start, grow, and succeed by offering the support you need to get your business off the ground. BIS offers:*

- Confidential, one-on-one business counseling
- Seminars and workshops at little or no cost
- Resource materials
- Specific market information

*Consider us your partner in business. Find out more about our services by calling 580.310.2235 or sgolightly@pontotoctech.edu.*

## BUSINESS TAX WORKSHOP- FIRST STEPS WHEN STARTING A BUSINESS (BTW)

If you are a new business owner or an individual thinking about setting up a business in Oklahoma, this Workshop offers information on formation, business structures, steps for formation types such as incorporation steps, a step-by-step guide to business registration, bookkeeping techniques, and a line-by-line explanation of the primary business tax forms. The workshop participant will learn the keys to sales tax registration and collection, along with helpful tips on rate tables, reporting formats and exemptions. Contact Stacey Golightly at 580-310-2235 for more information.

7/12	F	9:00A-12:00P	FREE
8/15	TH	9:00A-12:00P	FREE
9/06	F	9:00A-12:00P	FREE
10/04	F	9:00A-12:00P	FREE
11/01	F	9:00A-12:00P	FREE
12/06	F	9:00A-12:00P	FREE

## HOW TO WRITE A BUSINESS PLAN (HBP)

A business plan is an essential road map for business success, and it is the foundation for your business. In this workshop, we will discuss each stage of starting and managing your business, how to structure your business, and think through key elements associated with your business. Come to this workshop and learn how to write a business plan quickly and efficiently.

9/12	TH	9:00A-12:00P	\$20
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## SOCIAL MEDIA...WHAT YOU NEED TO KNOW FOR YOUR BUSINESS (SMB)

There are over a billion people using Facebook. You can create ads using Facebook to reach just about any group of people you want to target. Facebook allows you to reach any segment of people, anywhere, with a short set up time. However, not all posts are created equal. If you want to learn how you can get more business driven by Facebook, attend this two-hour course to see how you can optimize your advertising dollars. Free for Small Business Clients.

9/25	W	9:00A-12:00P	\$15
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## GET STARTED WRITING EFFECTIVE EMAILS (WEE)

Email marketing is consistently ranked as the best channel in terms of return on investment. For every \$1 spent, email marketing generates \$38 in ROI. Email is 40 times more effective at acquiring new customers than Facebook or Twitter. Join us for this informative session with Stephen Koranda and learn Tips for Better Email Marketing and get started Writing Effective Emails that will engage customers. Sign up today for this Lunch and Learn. Cost is only \$15.00 which includes lunch.

10/08	T	11:30A-1:00AP	\$15
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## DIY VIDEO MARKETING (VMK)

If you're not saying it online, are you really saying it? In this hands-on session you'll learn to create your own video marketing for your business. You'll learn about the volume of video being consumed online as well as essential tips and tools for producing and editing your own videos. Other topics to be covered include:

- Video topic ideas and how to generate content so we move beyond the pitfall of hard selling and learn to keep the audience involved.
- Where to use your videos, from social media to YouTube to your website.
- Participants will have the opportunity to record their own "trial run" video to get experience and feedback.

9/10	T	10:00A-12:00P	\$20
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## EFFECTIVELY BRANDING YOUR BUSINESS (BYB)

When branding your company or non-profit, you need to understand the principles that make brands effective today, and the pitfalls to avoid. In this workshop you'll be introduced to the core of successful branding, creative techniques to employ when crafting your brand, examples of successful brands, and common mistakes to avoid. You will leave with a firm grasp of what a brand is, how it works, and how you can successfully create a brand for your organization. Included will be how a brand is not a logo, developing a brand promise, monitoring your brand, fonts, colors, and keeping consistent brand communication in overall marketing. We will also discuss low-cost and effective marketing tools, such as social media, e-marketing, networking and more.

10/03	TH	5:30P-7:30P	\$10
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## QUICKBOOKS/ONLINE SOFTWARE (QBO)

QuickBooks software is ideal for small businesses that manage their own accounting and other business transactions. Participants in this intensive, hands-on training will learn how QuickBooks can streamline their processes and benefit their business. Topics to be covered include: Examining Chart of Accounts; Writing Checks and Recording Deposits; Reconciling Bank Statements; Entering and Paying Bills; Invoicing Customers and Receiving Payments; Creating Basic Financial Statements and Balance Sheets; Tracking Sales Tax; Entering and Receiving Credit Card Charges; Utilizing Sub-Accounts.

8/21	W	9:00A-4:00P	\$125
9/10-9/11	T,W	6:00P-8:30P	\$125
10/30	W	9:00A-4:00P	\$125
11/5-11/6	T,W	6:00P-8:30P	\$125





# SKILLED TRADES & INDUSTRY TRAINING

*We can schedule the following courses to your convenience in our customized programs! If you are looking for a course not currently offered, call 580.310.2227 or email Jim Lawson [jlawson@pontototech.edu](mailto:jlawson@pontototech.edu) to discuss customized classes!*

## **SMALL ENGINE REPAIR & MAINTENANCE (SER) (15 HRS)**

Are you frustrated with your lawn equipment not operating correctly? Yes, you can learn to troubleshoot common problems using a systematic approach. Take this course and you will learn the basics of maintaining your small engines and understanding how to keep them in tip top condition throughout the year. You will learn about zero turn mowers, leaf blowers, and string trimmers. This is a lecture/lab format class.

9/17-10/01	T,TH	6:00P-9:00P	\$150
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## **BASIC ELECTRICAL WIRING (EWB) (105 HRS)**

So, you are looking for the career of the future. This course provides you training in General Safety and First Aid, Electrical Safety, math and Measurement, Electrical theory, Hand and power tools, using Trade Information, Basic Electrical Equipment, Electrical Theory, AC and DC Circuits, Wiring Methods, Conduit bending, Low Voltage Wiring, Load Centers and Safety Switches. After completing this course students will be able to advance to the Advanced Electrical Wiring course. Includes a student electrician's tools, pouch and meter.

8/06-12/12	T,TH	6:00P-9:00P	\$850
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## **ADV. COM. ELEC. WIRING (EWA) (105 HRS)**

Are you wanting to advance your knowledge in the electrical field? This course provides you training in Blueprint Reading and Load Calculations, advanced tools, transformers, Rough-in, lighting, Motors and controls, two and three way controls, sequence controls, jogging controls, reversing motor starters, basic of Programmable controllers. After completing this course, you will be able to take the career Tech Certification which aligns with the Oklahoma Construction Industries Board Standards test for Commercial/Industrial Electrician's Assistant and/or Residential Electrician's Assistant.

8/05-12/16	M,W	6:00P-9:00P	\$850
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## **BASIC HVAC(HVA) (100 HRS)**

Basic Heating, Venting & Air Conditioning, Installation and Repair for those who are looking to get into a skilled trades career that is in great demand, this course is for you. You will obtain EPA Certification during this course. You will learn the electrical troubleshooting and basics needed to maintain an HVAC system. This course provides electrical controls training, heating and refrigeration cycle training and recover, recycle, and recharge refrigerant training.

8/20-12/19	T,TH	6:00P-9:00P	\$1,200
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## **AC/DC ELECTRICAL BASICS (EBC) (40 HRS)**

A fundamental course for use as the building block of industrial electrical knowledge. This course is a lecture/lab format that provides a large amount of hands on learning. Training topics include: Basic Electrical Circuits, Electrical Measurement, Circuit Analysis, Inductance and Capacitance, Combination Circuits, and Transformers.

8/20-12/19	T,TH	6:00P-9:00P	\$429
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## **NEW! BLACKJACK 101 (BJB) (60 HRS)**

Dealing blackjack at a casino is your dream job! Learning the game from the eyes of a dealer and getting a full or part time job sounds interesting to you. This course focuses on the fundamentals of dealing blackjack. Areas of emphasis are card placement, paying and taking bets, card totaling, card shuffling and spreading, and chip cutting, plucking and handling. Game pace, accuracy and accounting procedures are also stressed. Learn from a professional gaming instructor with years of experience. This training can lead to an exciting career in the gaming industry.

9/26-11/21	T,TH	5:30P-9:30P	\$395
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## **MOTOR CONTROLS LEVEL 1 (MCB) (40 HRS A FOLLOW UP TO AC/DC BASICS)**

You are interested in advancing your knowledge about electrical devices and more advanced AC/DC circuits. Sizing of transformers and calculating the power loads. Further in-depth instruction into devices generally used in control circuits including relays, fuses, circuit breakers, motor starter/contactors, thermal overloads, current limiting devices, and up to SCR Motor control devices, customized to fit the company.

8/22-9/16	M-F	5:00P-9:00P	\$429
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## **BEGINNING WELDING (WLB) (18 HRS)**

The Gas metal Arc Welding Course in an introductory welding course designed for the career or non-career welding student who requires the proper safety training and necessary welding procedures to perform the GMAW process to industry standards. This course is an opportunity to learn from a professional. Long sleeve shirt, jeans and boots are required during welding. Gloves and welding hoods are provided.

8/06-8/22	T,TH	6:00P-9:00P	\$350
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## **ADVANCED WELDING (WLA) (30 HRS)**

Pontotoc Technology's on-campus evening welding program targets students aspiring to improve their welding skills. The intent of the program is to infuse high-demand, high-skilled welders into the local labor pool as quickly and efficiently as possible and to provide the graduate an opportunity for better employment by interviewing with local companies.

OCT TBA	T,W	6:00P-9:00P	\$525
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## **PLASMA TABLE CUTTING BASICS (PTB) (15 HRS)**

You have always wanted to learn about a Plasma table? You want to know how they cut those signs out of metal? This is the class for you. When you complete this course, you will understand how to create a design and how to use the plasma table to cut out the design. You will want to know about the safety and the advantages of a plasma table for your use. You will gain the experience you need to feel confident in using a plasma table.

10/22-11/05	T,TH	6:00P-9:00P	\$350
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## **PLUMBING (PSB)**

Basic Introduction to Plumbing Skills. Coming soon- Call for details.

## **DRAFTING & DESIGN**

## **AUTOCAD LEVEL 1 W/CNC ROUTING (ACD) (30 HRS)**

Introduction to AutoCAD class covers basic drawing, editing, dimensioning, and plot commands using AutoCAD software. Students will learn how to use a template file and edit a title block with attributes. Enroll online at [www.pontototech.edu](http://www.pontototech.edu).

TBD Call for details	T,TH	6:00P-9:00P	\$429
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## **SOLIDWORKS 2016 W/3D PRINTING (SWK) (30 HRS)**

This course provides coverage of parametric modeling tools used in mechanical design. Students are taught how to utilize reference geometry, create standard parts, make 3D sketches, and apply mates. Advanced topics, such as mechanical mates, animations, configurations, surfaces, sheet metal parts, and Simulation Xpress are also covered.

TBD Call for details	T,TH	6:00P-9:00P	\$429
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# SKILLED TRADES & INDUSTRY TRAINING



## FAB-LAB

A 3D printing lab and Design Studio for use by businesses, industry, engineers, architects, inventors, designers, entrepreneurs, and hobbyists. Learn to design, develop, print, research and develop products and parts, manufacturer, assemble, and use the latest technology to do so. This lab will be open for public use. Classes will be held in the lab and classroom to teach AutoCAD, SolidWorks, Tinker CAD, Inventor, and various other programs. Reverse engineering and scanning are also part of the lab's capabilities. We have basic to advanced printing and scanning techniques available. For details contact Jenny Cybert or Jim Lawson at 580.310.2248. Hours to be open, cost, and enrollment processes will be determined. Look for more information on our website, Instagram, Facebook, and Twitter.

## MAINTENANCE TECHNICIAN

*Skills improvement for the Professional Manufacturing Maintenance Technician. Classes are designed to raise the level of understanding of principles used by most manufacturing maintenance technicians. For more information contact Jim Lawson 580.310.2227.*

## THERMAL/TEMPERATURE PROCESS CONTROL (TTP) (40 HRS)

Learn the skills needed to maintain process control equipment. P & I Diagrams, temperature measurements, heat transfer/temperature control, PID operating & tuning, 3-way control valves, heat exchangers & chillers, RTD, thermocouples & thermistors, controller/axis calibration. (Class Size is Limited)

TBD	T,TH	5:30P-8:30P	\$495
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## MOTOR CONTROLS LEVEL 1 (MCB)

*Prerequisite: AC/DC Basics 40 hour course, customized to fit the company.* More advanced AC/DC circuits. Sizing of transformers and calculating the power loads. Further in depth instruction into devices generally used in control circuits including relays, fuses, circuit breakers, motor starter/contactors, thermal overloads, current limiting devices, and up to SCR Motor control devices, customized to fit the company.

## MOTOR CONTROLS LEVEL 2 (MCA)

*Prerequisite: Motor controls level 1 (Basic) 40 hour course, customized to fit the company.* . During this course students will gain knowledge and hands on lab experience with Timers and Counters, Variable Frequency Drives (VFD), and Silicon Controlled Rectifiers (SCR) We will cover introduction to these devices and advance to speed and torque, acceleration and deceleration, braking troubleshooting and motor control. This course uses a combination of classroom and lab exercises using sophisticated training machines that use industrial components. This course uses 3 phase power systems. A course duration of 40 hours is recommended but can be customized to fit the company needs.

## BASIC, INTERMEDIATE, AND ADVANCED HYDRAULICS (HYD)

**40 hour each class, customized to fit the company.**  
Safety, hydraulic motors, flow controls, pressure generation.

## MECHANICAL SYSTEMS (MSS)

**40 hours, customized to fit the company.** The course objective is to instruct the participant in the safe and proper method of installing and maintaining mechanical systems in a manufacturing plant. Items covered include belt and shive inspection and installation, chain and sprockets, bearings and bushings, torque of fasteners, and proper inspection techniques.

## BLUEPRINT & SCHEMATICS READING (BSR)

Learn how to read and understand blueprints and schematics for electrical, hydraulics, mechanical drawings and construction prints.

TBA	M,W	6:00P-9:00P	\$150
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## Oklahoma Manufacturing Alliance

The Oklahoma Manufacturing Alliance is a system of Manufacturing Extension Agents (MEAs) to help manufacturing businesses find the resources needed for sustained success. The Alliance offers excellent networking opportunities and resources to find equipment, training, and technical expertise to grow your manufacturing business into the next century.

For more information contact Business and Industry Services. Jim Lawson 580.310.2227.

## SAFETY

## OSHA 10 FOR GENERAL INDUSTRY (OGI)

A 10 hour OSHA certification class for general industry workers. Receive your certification card and carry it with you to your employers. OSHA 10 covers many of the most important safety topics.

- Designed for: Healthcare professionals, factory and warehouse staff, the manufacturing industry, storage employees and more
- OSHA 10-Hour General Training topics include:
- 100% online OSHA training
- Personal protective equipment (PPE)
- Flammable and combustible liquids
- Machine guarding
- And more

8/06-8/13	T,TH	6:00P-9:00P	\$65
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## OSHA 10 FOR CONSTRUCTION INDUSTRY (OCI)

OSHA 10 for Construction Industry is designed for workers in: construction, building development, repairs/alterations and other fields.

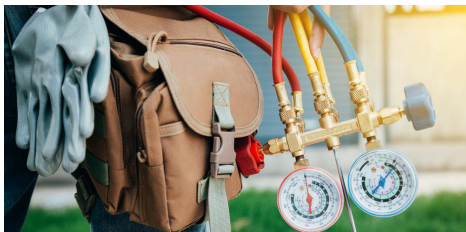
- OSHA 10-Hour Construction Training topics include:
- Fall protection
- Personal protective equipment (PPE)
- Electrocutation
- OSHA inspection procedures
- And more

8/05-8/12	M,W	6:00P-9:00P	\$65
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## 2019 NEC CODE CLASS

This class offered at Pontotoc Technology Center will satisfy the state CEU requirement for Electrical Contractors and Journeymen. 6 hours of CEU credit, must be paid prior to class. Participants must have a current ID and current electrical license number. Bring a current Code book. A minimum of 6 people is required to have the class. Contact Jenny Cybert 580.310.2245 or email [jcybert@pontotoctech.edu](mailto:jcybert@pontotoctech.edu).

10/26	SAT	8:00A-2:30P	\$75
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# GENERAL INTERESTS

## NEW!

### BLACKJACK 101 (BJB) (60 HRS)

Dealing blackjack at a casino is your dream job! Learning the game from the eyes of a dealer and getting a full or part time job sounds interesting to you. This course focuses on the fundamentals of dealing black jack. Areas of emphasis are card placement, paying and taking bets, card totaling, card shuffling and spreading, and chip cutting, plucking and handling. Game pace, accuracy and accounting procedures are also stressed. Learn from a professional gaming instructor with years of experience. This training can lead to an exciting career in the gaming industry.

9/26-11/21	T,TH	5:30P-9:30P	\$395
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### BASIC CAKE DECORATING (CDB)

Start your own business by learning basic cake decorating. You will learn to make icing of perfect texture and color. The correct bag position, also the amount and type of pressure you apply to the bag, as well as how to make dots, stars, shells, rosettes, drop flowers and leaves. Bring the following supplies with you: Tips: 4, 6, 21, 32, 35, 352, 104 & 1M, plus bags and couplers, spatula and scissors.

9/10 & 9/17	T	6:00P-7:30P	\$27
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### ADVANCED CAKE DECORATING (CDA)

The first night of this class we will be working with fondant and then we will continue with more detailed decorating and icing techniques. Supplies needed on the first night are one small box of fondant and an x-acto knife.

10/08 & 10/22	T	6:30P-8:00P	\$27
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### DIGITAL PHOTOGRAPHY FOR BEGINNERS (DPB) (9 HRS)

The beginners' class will focus on settings and controls for cameras, elements of composition, basic photo editing, and storage and archiving of digital images. Class makes with 3 students.

6/10, 6/17 & 6/24	M	6:00P-9:00P	\$75
8/05, 8/12 & 8/19	M	6:00P-9:00P	\$75
9/09, 9/16 & 9/23	M	6:00P-9:00P	\$75
11/04, 11/11 & 11/18	M	6:00P-9:00P	\$75
12/02, 12/09 & 12/16	M	6:00P-9:00P	\$75

### ADVANCED PHOTOGRAPHY (DPA) (9 HRS)

The intermediate/advanced course will delve into aspects of action photography, recognizing and controlling light, and fine-tuning composition. Beginning photography is a prerequisite for intermediate/advanced. Students need to bring their cameras to class and will be asked to go on short hikes at the Technology Center and must be willing to photograph each other and be photographed. . Class makes with 3 students.

7/15, 7/22 & 7/29	M	6:00P-9:00P	\$75
10/07, 10/14 & 10/21	M	6:00P-9:00P	\$75
1/13, 2/03 & 2/10	M	6:00P-9:00P	\$75



### SIGN LANGUAGE (ASL) (16 HRS)

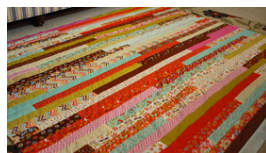
Focus is on building sign vocabulary, finger spelling, grammar and facial expressions, use of personal space, and the development of sensitivity and awareness of the Deaf Community in America. This class is designed for persons interested in American Sign Language and who want to learn more about deaf culture. The last class session will meet at a local restaurant for a silent meal. Class will not meet on 3/18 and 4/22. Class makes with 4 students.

9/09-10/28	M	6:00P-8:00P	\$75
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### JELLY ROLL QUILT TOP (LSQ)

Materials Needed for Jelly Roll Quilt:

One jelly roll or Forty 2 1/2" strips all different colors. If you use only the Jelly Roll your quilt will turn out to be



approximately 48" x 66". If

you would like a quilt the size of 66" x 80" you will need a border fabric total 2 1/4 yards and you will have enough to make ten inch borders. Sewing, machine, thread, scissors, rotary cutter and mat and cutting ruler.

9/26 & 10/03	TH	6:00P-8:30P	FREE
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### VIOLIN/FIDDLE IV (VFC)

Prerequisite: Violin I, II & III The band is getting back together for Round 4.

Fall 2019	TBA	6:30P-8:00P	\$160
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### WRITING FOR FUN (WFF)

Everyone has a story to tell through short story, novel, poetry, memoir, etc. Each writer can read their work to receive constructive comments from others. Writing is fun when shared with a friendly encouraging group. This is an ongoing class. Drop in any Tuesday.

On-Going	T	1:00P-4:00P	FREE
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### BEEKEEPING (BEE)

Interested in the art of beekeeping? Then this class is for you. Learn what to expect and how to keep your investment alive and growing. Beginners' class will be taught by experienced beekeepers from East Central Oklahoma Beekeepers Association. Date, time and cost TBA. Class is limited to 35 students. For more information call Ernie at 580.310.4646. **East Central Oklahoma Beekeepers meet the third Saturday of the month (except Nov & Dec) at PTC at 6pm.**

### TRAINING FOR PUPPIES & OLDER DOGS

#### PUPPY CLASS (PPC)

(FOR PUPPIES 6-MONTHS & YOUNGER)

Learn how to communicate with your dog in a way they understand. These classes offer socialization skills. We focus on overall health and safety. You will learn how to teach your puppy using positive reinforcement. Learn basic commands like sit, down, wait, leave it, and walking on a loose leash. Learn how to stop biting and jumping. These classes are for any Puppy 6 months or younger. Please provide us with your shot records from your veterinarian. Maximum enrollment: 8 spots.

6/04-7/02	T	6:00P-7:00P	\$125
7/11-8/15	TH	6:00P-7:00P	\$125
9/05-10/10	TH	6:00P-7:00P	\$125
1/09-2/13	TH	6:00P-7:00P	\$125

# GENERAL INTERESTS

## BASIC MANNERS (BMD)

(FOR DOGS 6-MONTHS & OLDER)

Learn how to communicate with your dog in a way they understand. These classes offer basic commands. Learn how to train your dog to sit, stay, down, leave it, wait, heel, and walking on leash. Learn about health and safety for your dog. Positive reinforcement techniques enhance your bond with your dog. Ideal for dogs any age over 6 months, these classes are one hour and last for 6 weeks. Maximum enrollment: 8 spots.

6/04-7/02	T	7:00P-8:00P	\$125
7/11-8/15	TH	7:00P-8:00P	\$125
9/05-10/10	TH	7:00P-8:00P	\$125
1/09-2/13	TH	7:00P-8:00P	\$125

## DRONES

### BASIC DRONE FLIGHT TRAINING (DFB)

(6 HRS)

You want to be a drone pilot? You just want to know more about the drone technology? You have questions about the impact of drones on business? A basic entry level course to introduces you to drones and the operation, regulations, and skills required for safely flying a drone. Basic Drone Safety, Basics of Drone Flight, FAA rules and regulations and Registration of your drone will be covered in your class. You will have the opportunity to fly a simulator and actual commercial grade camera drones. Lots of flight time in this course.

9/10-9/11	T,W	5:30P-8:30P	\$89
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## ADVANCED DRONE FLIGHT TRAINING

(DFA) (6 HOURS)

So you have completed a basic course or have experience but want to know more. In this course you will go deeper into the regulations, operation and skills of drone flight. Using an auto-pilot or autonomous mode will be covered. Learn to program and fly missions thru GPS coordinates. Orbit and the Follow-me intelligent flight modes. Safety will be paramount in this course. Flying a drone using FPV and skills to accomplish this technique. Drone Safety using Auto-pilot/autonomous modes, In depth Rules and Regulations, Advanced Drone Maneuvers (skills), Using the intelligent flight modes, Programming your Drone to fly GPS Missions and Flying in FPV (first person view).

9/17-9/18	T,W	5:30P-8:30P	\$89
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## DRONE TRAINING SUITE (DTS)

The introduction of Drone Technology into society is growing at an alarming pace. Are you ready to learn about them? Are you ready to fly? To become a Drone Certified pilot? Pontotoc Technology Center offers Drone flight training with emphasis on safety and certification. In addition to **Basic** and **Advanced** flight training we offer the following courses.

- Drone Flight training for **Emergency Services**
- Drone Flight with **Videography and Photography**
- Drone **Certified Pilot Prep for FAA Part 107**

For more information or questions contact Jim Lawson at 580.310.2227 or [jlawson@pontotoctech.edu](mailto:jlawson@pontotoctech.edu).

# PTC TEAM BUILDING ROPES COURSE

The PTC Team Building Ropes Course is a challenging outdoor personal development and team building activity which consists of low elements (either on the ground or only a few feet above the ground) or high elements (rappelling).

These are available in 2 hour, 4 hour or all day course options.

The level of element difficulty is determined by the physical ability and age of the particular group as determined by the course instructor.

### Some elements of the course include:

- Trust Walk
- Swinging Log
- Nitro Crossing
- Rappelling from the Fire Service Drill Tower
- Wild Woozy
- Other ground elements

For more information or to schedule the team building ropes course contact: Jim Lawson at 580.310.2227 or [jlawson@pontotoctech.edu](mailto:jlawson@pontotoctech.edu).



# ONLINE TRAINING

Online Career Training Programs can start you on a path to an in-demand profession. You can begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a Certificate of Completion.

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Business & Professional  
IT & Software Development  
Management & Corporate  
Media & Design

Hospitality & Service Industry  
Skilled Trades & Industrial  
Sustainable Energy & Going Green  
Career Online High School

**ENROLL TODAY!! @ [www.ed2go.com/pontotoc](http://www.ed2go.com/pontotoc)**



# SECURITY

## PHASE I & II UNARMED SECURITY GUARD (SGU) (40 HRS)

*Prerequisite: Age 18+, additional test fee required.* Course includes interpreting security guard law, first aid, fire extinguishers, writing field notes and reports, interpreting legal powers, public relations, fixed post duties, patrolling, and investigating security incidents. Minimum 6 students.

<b>8/07-08/21</b>	W,TH	8:00A-5:00P	\$170
<b>11/05-11/21</b>	M-TH	6:00P-10:00P	\$170

## PHASE III PRIVATE INVESTIGATOR (PIV) (35 HRS)

*Prerequisite: Age 18+, successful completion of Phase I & II.* Students learn the basic duties and tasks of private investigators. Topics include the laws of private investigation and surveillance. Students will receive instruction in understanding responsibilities to clients, interpreting laws of investigations, complying with the Fair Credit Reporting Act, conducting investigation/surveillance and locating and communicating information which is required for all forms of security guard. Minimum 6 students.

<b>TBA</b>	TBA		\$156
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## PHASE IV ARMED SECURITY GUARD (SGA) (32 HRS)

*Prerequisite: Age 21+, successful completion of Phase I & II and MMPI test. Requirement: Furnish own weapon (.38 or larger revolver or 9mm or larger semiautomatic); duty style holster and belt, two magazines or speed loaders are also required – 100% attendance is required.* Choose to qualify on either a revolver or semi-automatic pistol to fulfill the CLEET armed security guard license. Students desiring qualifications on both weapons must take the class twice. *Prerequisite: Phase I & II and MMPI test.* Required supplies: 400 rounds of ammunition, holster, belt and extra ammunition carrier during class. Firearm will be inspected. Range times will be during the day. Minimum 6 students.

<b>7/09, 7/11 &amp; 7/16</b>	T,TH	6:00P-10:00P	At PTC
<b>7/20 &amp; 7/21</b>	SAT,S	At Firing Range	\$142

## CLEET STATE EXAM



Private Security Guard & Private Investigator Phases I, II, III and IV M–F 8a–3p \$35 per exam. Call 580.310.2271 to schedule a time. Test provided at Pontotoc Technology Center- 601 W 33rd Ada OK 74820.

## FIREARMS SAFETY & TRAINING COURSE: CONCEALED CARRY (FST) (8 HRS)

This class allows students to apply for a license to carry a concealed handgun. The first part of the class is held at Pontotoc Technology Center (8:00a-12:00p) and will cover Oklahoma law. The afternoon session (1:00p – 5:00p) is held at a local firing range. Participants must be at least 21 years of age, provide their own weapon and 50 rounds of ammunition, eye and ear protection.

<b>7/27</b>	SAT	8:00A-5:00P	\$60
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# DRIVER TRAINING

## AAA DRIVER IMPROVEMENT PROGRAM (DIP) (8 HOURS)

Our nationally recognized curriculum is used by the U.S. Navy, Air Force and Marine corps. The program teaches drivers how to prepare the vehicle for optimum visibility, compensate for environmental factors, drive defensively and react to potentially dangerous traffic situations. State-approved courses meet requirements for volunteers, DMV and traffic court – and can qualify drivers for state mandated auto insurance discounts, point reduction or the ability to earn safe driving credit. Minimum of 6 students required for class to make.

<b>11/11-11/12</b>	M,T	5:30P-9:30P	\$49
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## AARP DRIVER SAFETY SMART DRIVER COURSE (DDS)

Stay Safe-and Save-with the AARP Smart Driver course by learning research-based safety strategies and provides a refresher of the rules of the road. Since 1979, the course has helped more than 15 million drivers learn research-based tips to adapt their driving to compensate for physical and cognitive changes that may occur with age, automobiles, and the road. Plus, you may qualify for a multi-year automobile insurance discount by completing this 6-hour course (consult your auto insurance agent for details). The state approved classroom course costs \$15 for AARP members and \$20 for non-members, payable day of course. Course is open to anyone 16 and older. Space is limited, so register now.

<b>6/13</b>	TH	9:00A-4:00P	\$15/\$20
<b>8/15</b>	TH	9:00A-4:00P	\$15/\$20
<b>11/14</b>	TH	9:00A-4:00P	\$15/\$20

## DRIVER'S EDUCATION (DRE)

*Prerequisite: 15 years of age and letter from your school stating that you passed the eighth grade reading exam.* Statistically, teen drivers are involved in a high percent—age of car accidents. Because of that, first time drivers should get all the practice they can before they get behind the wheel. Driver education and training can help make you a safer driver and make the roads of Oklahoma safer for all.

<b>8/05-10/02</b>	M,T,W,TH	5:00P-TBA	\$277
<b>10/07-12/11</b>	M,T,W,TH	5:00P-TBA	\$277
<b>1/06-3/05</b>	M,T,W,TH	5:00P-TBA	\$277
<b>3/09-5/07</b>	M,T,W,TH	5:00P-TBA	\$277

## CDL PREP (CDL)

Take this 8 hour class if you have doubts or fears about taking the Commercial Driver's License exam. You should be able to pass the test easily after learning general safety, hazardous materials, hauling passengers and other endorsements.

<b>6/10 &amp; 6/11</b>	M,T	6:00P-10:00P	\$55
<b>8/12 &amp; 8/13</b>	M,T	6:00P-10:00P	\$55
<b>9/09 &amp; 9/10</b>	M,T	6:00P-10:00P	\$55
<b>9/16 &amp; 9/17</b>	M,T	6:00P-10:00P	\$55
<b>10/07 &amp; 10/08</b>	M,T	6:00P-10:00P	\$55
<b>10/21 &amp; 10/22</b>	M,T	6:00P-10:00P	\$55

# DRIVER TRAINING

## SCHOOL BUS DRIVING (SBD)

This course covers legal controls, emergency procedure, student behavior management, defensive driving, bus loading, railroad crossing safety, vehicle inspection, emergency evacuation, skill maneuvers, and over-the-road driving. *Students must pass CDL test at the Dept. of Public Safety prior to first night of class.*

8/23	F	5:00P-10:00P	
8/24 & 8/25	SAT,S	10:00A-8:00P	
8/26	M	10:00A-8:00P	\$100

9/20	F	5:00P-10:00P	
9/21 & 9/22	SAT,S	10:00A-8:00P	
9/23	M	10:00A-8:00P	\$100
9/27	F	5:00P-10:00P	
9/28 & 9/29	SAT,S	10:00A-8:00P	
9/30	M	10:00A-8:00P	\$100
10/25	F	5:00P-10:00P	
10/26 & 10/27	SAT,S	10:00A-8:00P	
10/28	M	10:00A-8:00P	\$100

## EARLY CARE & EDUCATION

### CHILD DEVELOPMENT ASSOCIATE (CDA) ONLINE REVISED

The Pathway to CDA is a series of 10 Units of training which prepares child care providers for the National CDA credential awarded by the Council for Professional Recognition. It is the only curriculum that is eligible for a scholarship through the Scholars for Excellence in Child Care program. The textbook (\$38.65) will be used for all units. Students may enroll in any of the following classes between at any time. Call Becky McKenzie at 580.310.2267 to enroll.

#### UNIT 1: PROVIDING FOR CHILDREN'S SAFETY (CD1)

Safety is a major issue in all early education centers and homes. Providing for Children's Safety is a 10 hours course designed to assist child care providers with the safety concepts and issues they face every day. Included will be information on written policies and responsibilities for carrying them out. **Class Cost: \$43.50**

#### UNIT 2: PROVIDING FOR CHILDREN'S HEALTH (CD2)

Health is a major issue in all early education centers and homes. Providing for Children's Health is a 10 hours course designed to assist child care providers with health concepts and issues they face every day. Included will be information on written policies and responsibilities for carrying them out. **Class Cost: \$43.50**

#### UNIT 3: PROVIDING AN ENVIRONMENT FOR LEARNING (CD3)

Providing an appropriate environment for learning is essential for an early education program. Providing an Environment for Learning is a 15 hour course designed to assist child care providers in creating an environment that promotes learning and development in all areas. It assists child care providers in evaluating their environment for development, guidance, and to encourage independence and allow for choices. **Class Cost: \$65.25**

#### UNIT 4: CHILD GROWTH AND DEVELOPMENT CONCEPTS (CD4)

Child Growth and Development Concepts is a 30 hour course designed to assist child care providers in gaining knowledge and skill in understanding that successful early experiences depends on applying basic concepts in child development. This course provides knowledge and skills necessary to effectively work with children birth through age 5 and children of all ages who have a variety of special needs. Additionally it provides information regarding leading theories of child development. **Class Cost: \$130.50**

#### UNIT 5: ENSURING DEVELOPMENTALLY APPROPRIATE PRACTICE (CD5)

Ensuring Developmentally Appropriate Practice is a 25 hour course designed to assist child care providers in gaining knowledge and skills to promote physical, language, cognitive, creative, social, and emotional growth in young children and an understanding of how to utilize the Oklahoma Early Learning Guidelines. **Class Cost: \$108.75**

#### UNIT 6: GUIDING CHILDREN (CD6)

Guiding children includes all actions adults do to positively influence behavior. Guiding Children is a 15 hour course designed to provide child care providers with skills and knowledge to help children learn self-control and socially acceptable behavior and to effectively create an environment where positive guidance, both direct and indirect, are practiced. **Class Cost: \$65.25**

#### UNIT 7: INVOLVING PARENTS AND THE COMMUNITY (CD7)

Involving Parents and the Community is a 10 hour course designed to assist child care providers in gaining the skills and knowledge to promote family and community involvement and partnerships within the early childhood program. **Class Cost: \$43.50**

#### UNIT 8: PROGRAM PLANS AND RECORD KEEPING (CD8)

Developing Program Plans is a 10 hour course designed to assist child care providers in gaining knowledge and skills to provide developmentally appropriate curriculum plans based on principles of child development, and to assist child care providers with skills and knowledge necessary to ensure proper documentation within the early childhood program. **Class Cost: \$43.50**

#### UNIT 9: DEVELOPING AS A EARLY CARE PROFESSIONAL (CD9)

Developing as a Child Care Professional is a 5 hour course designed to assist the child care provider with skills and knowledge to continually improve their job performance associated with becoming an Early Childhood Professional. **Class Cost: \$43.50**

#### UNIT 10: PUTTING IT ALL TOGETHER (CD10)

Putting it all Together is a 15 hour course designed to take the child care provider through the final steps in completing the professional portfolio and applying for a National CDA or CCP Credential. **Class Cost: \$65.25**

#### SPECIAL EDUCATION

##### PARAPROFESSIONAL TRAINING (SPE)

This course which meets State of Oklahoma requirements prepares Paraprofessionals to provide services to children and youth with disabilities. Paraprofessionals assist schools in providing free and appropriate public education to students with disabilities in the least restrictive environment. *Prerequisites: HS Diploma or GED. 24 hours.*

9/09-10/02	M,W	5:00P-8:00P	\$132
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*To enroll for Early Care and Education Classes contact Becky McKenzie 580.310.2267 or [bmckenzie@pontototech.edu](mailto:bmckenzie@pontototech.edu).*

# FIRE & SAFETY TRAINING

## PONTOTOC TECHNOLOGY CENTER ADVANCED FIRE FIGHTER TRAINING (785 HRS)

Are you interested in seeking employment in Fire, EMS or Dispatching? Our 20 week academy can provide you with the basic skills for these careers. You must be 18 years old and have a High School Diploma or GED. The academy consists of 785 hours of training and hands on experience. The academy starts August 2019 and classes run from 8:00am to 5:00pm Monday through Friday and some Saturdays. Enrollment packets will be available April 2020. Contact PTC for the cost of the Academy. Students may apply for financial aid by calling Jannice Williams at 580.310.2223. Physical fitness and medical evaluations will be required. Applicants must go thru an interview process to be accepted into the Fire Academy. For more information please contact Jay Wood at 580.310.2276. **AUGUST 2020**



## BASIC EMT: EVENING (EME)

The Emergency Medical Technician course prepares the EMT student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting, and providing patient transportation. For more information contact Jay Wood at 580.310.2276 or the Business & Industries Office 580.310.2248.

<b>TBA-AUGUST</b>	M,TH,SAT	6:00P-10:00P	\$1,150
Every other Saturday			

## OSHA HAZWOPER (OSH) (40 HOURS)

The OSHA HAZWOPER 40-Hour Course provides training for workers, managers and supervisors working at a hazardous waste operations and emergency response (HAZWOPER) sites. OSHA considers training an important component for maintaining job site safety. Workers involved with removing toxic, flammable or corrosive substances, who are likely to be exposed to hazardous substances and site health hazards, must receive 40 hours of off-site HAZWOPER training.

This course is intended to meet initial training requirements found in OSHA standard 29 CFR 1910.120 for general site workers who participate in hazardous waste operations, where they may be exposed to hazardous substances and health hazards. For more information contact Jay Wood at 580.310.2276 or the Business & Industries Office 580.310.2248.

<b>JUNE 2020 TBA</b>	M-F	8:00A-5:00P	\$400
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## ♦ EMR: EMERGENCY MEDICAL RESPONDER

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. The class consists of 64 hours of theory and lab training. For more information contact Jay Wood at 580.310.2276 or the Business & Industries Office 580.310.2248.

<b>TBD-SEPTEMBER</b>	M,W	6:00P-10:00P	\$345
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*If you or your department is in need of one of these courses or another fire course please call 580.310.2276.*



# FIRE & SAFETY TRAINING

## SAFETY TRAINING

*PTC offers a variety of safety training courses to business and industry in our area. Below is a list of a few of the safety courses. Contact Jay Wood at 580.310.2276 or [jwood@pontototech.edu](mailto:jwood@pontototech.edu) or Jim Lawson at 580.310.2227 or [jlawson@pontototech.edu](mailto:jlawson@pontototech.edu) for additional information.*

- Lockout/Tagout
- Forklift Safety
- Bloodborne Pathogens
- Back Safety
- Confined Space
- Electrical Safety
- Hazardous Communication
- Fire Safety
- Ergonomics
- Personal Protective Equipment
- Welding Safety
- Respiratory Protection
- Heat Stress
- Hearing Conservation
- Violence in the Workplace
- Driver Improvement Program/ Defensive Driving/ Distracted Driving
- Slips, Trips, and Falls
- Ladder Safety
- HAZWOPER
- OSHA 10 & OSHA 30 for Construction & General Industry
- MSHA New Miner & Refresher
- Energy Training Council / Safeland USA Training
- Safety Plans
- Respirator Fit Testing

🔴 This symbol denotes that prerequisites and immunizations are required for this health program



## AG BUSINESS MANAGEMENT

The direction of the Agricultural Business Management (ABM) program will be based upon the participant's interest inventory and goal setting process. This will be conducted in the first classroom setting. The instructor will compile the results and develop the course guide based upon results of the process.

The ABM instructor will provide instruction of computerized records, in the classroom and one-on-one training at the home. This will enhance the participant's decision making process to become more efficient and more competitive in the 21st century.

Successful agricultural business management is an ongoing process. After completing instruction, clients can stay abreast of most current management information by their continued attendance in seminars offered through the Agricultural Business Management program.

### **Borrower Training for FSA**

Contact Hershel Williams and set up a class that will work for you.

Call 580.310.2241.

Cost \$100.00 per year.





If you are interested in Healthcare and would like to learn more about options for training call 580.310.2248.

## HEALTH CERTIFICATION TESTING

If you have a testing need in Certified Nurse Aide, Certified Medication Aide, Advanced CMA, Home Health Aide, Developmentally Disabled Direct Care Aide, or Home Care Administrator call 580.310.2237 to arrange a clinical skills exam and Brent Balch at 580.310.2271 to arrange a computer based exam to obtain your Oklahoma certification. Bring Driver's License (or Gov. issued ID) and Social Security Card to ALL tests.

## DIRECT PATIENT CARE CLASSES

♦ This symbol denotes that prerequisites and immunizations are required for this health program

**Call 580.310.2248 For specific guidelines or stop by business & industry services to pick up a health requirements checklist.**

### Requirements for CNA and CMA (FLEX):

- BIS Enrollment Form
- Valid Driver's License or Government issued photo ID
- Social Security Card (Original card required)
- High School Diploma, GED, or college transcript (TABE-CNA only)
- Background Check (O.S.B.I.- required within past 6 months)
- TB Skin Test-1 required (within 6 months of date of class, chest x-ray required if positive result)

### Requirements for Home Health Aide, CMA CEU, Advanced CMA IA, and CMA RG, Restorative Care Aide (FLEX):

- BIS Enrollment Form
- Valid Driver's License or Government issued photo ID
- Social Security Card (Original card required)
- Current CNA/CMA Card

### Requirements for Dental Assisting and Phlebotomy Technician (these are NOT offered on Flex-Track): All of the requirements documents listed above for CNA/CMA and ALL OF THE BELOW:

- TB Skin Test-2 REQUIRED-TB test must have taken place within 6 months of date of class (chest x-ray required if positive result)
- Record of MMR 1 & MMR 2
- Record of Hepatitis B Series or completed declination form
- Record of Varicella or documentation form completed
- CPR Card (American Heart Assoc. Basic Life Support for Healthcare Providers-BLS for HCP)
- 10 panel Drug Screen
- Influenza Vaccine (for current season)

## FLEX-TRACK OPTIONS



Certified Nurse Aide (CNA), Certified Medication Aide (CMA), CMA-Continuing Education Update (CEU), Advanced CMA-RG, Advanced CMA- Insulin Administration (IA), Restorative Care Aide, Dementia Training Program (Basic and Advanced)

### ALL FLEX-TRACK Courses REQUIRE Prerequisites.

**FLEX-TRACK** provides flexible scheduling for students to begin on any day Monday through Thursday, call ahead for seat availability. Students will be required to sign an education contract and schedule, stating that they will attend a minimum of 8 hours per week. If time exceeds one month for the program, an additional charge of \$149 per month until course completion, is required. Prerequisites are required PRIOR to enrollment. The classroom will be open from 8:00am-4:00pm M-TH, and every other Friday. Students will be required to clock in and clock out.

### ♦ CERTIFIED NURSE AIDE (CNA)

The Certified Nurse Aide (CNA) program provides an introduction to basic nursing skills with supportive theory and clinical experiences. Nurse aide skills are taught in the classroom and laboratory, with clinical experience being provided through PTC lab and long term care settings. This course is approved by the OSDH-Nurse Aide Registry and meets all requirements for testing to become a CNA in Oklahoma.

**Class includes 75 hours of theory, lab, and clinical.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$500
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### ♦ CERTIFIED MEDICATION AIDE (CMA)

A CMA is allowed to perform the administration of medications in the following health care settings under the general supervision of a licensed nurse: long-term care, developmentally disabled, residential care, assisted living, adult day care facilities, as well as the correctional facilities. This course is approved by the OSDH-Nurse Aide Registry and meets all requirements to be tested to become a CMA in Oklahoma. Must have 6 months experience as a CNA, and be 18 years old. CMA skills testing will be scheduled separate from class session.

**Class includes 40 hours of theory & lab and 16 hours of clinical.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$395
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### ♦ CERTIFIED MEDICATION AIDE (CMU) CONTINUING EDUCATION UPDATE

Update yourself on current course topic. The OSDH mandates that all CMA's attend a yearly update. The content will be relative to the everyday job functions of a CMA in Long Term Care. Requirements: CNA and CMA credentials. **Class includes 8 hours of theory & lab.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$55
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### ♦ ADVANCED TRAINING PROGRAM FOR CMA-IA (CIA)

Obtain advanced training to perform Glucose Monitoring and Insulin Administration. \*Follow written policies and procedures for facility-under the direction of a licensed nurse). Training includes classroom and supervised practical training. Requirements: CNA and CMA credentials.

**Class includes 16 hours of theory & lab and 8 of clinical.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$145
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### ♦ ADVANCED TRAINING PROGRAM FOR CMA-RG (CRG)

Obtain advanced training for the administration of medications and nutrition via nasogastric and gastrostomy tubes, and for the administration of oral metered dose inhalers. Training includes classroom and supervised practical training. Requirements: CNA and CMA credentials. **Class includes 8 hours of theory.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$55
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### HOME HEALTH AIDE DEEMING (HHA)

Certified nurse aides may become certified in home health by applying to a home health agency of their choice and requesting that they be allowed to do 16 hours of on-the-job training with a licensed nurse in the duties of a HHA. Packets are available at PTC or pontotoctech.edu. Upon successful completion of the 16 hours, the student will call PTC to make an appointment to review paperwork. The participant will then be deemed onto the OSDH Nurse Aide Registry as a home health aide. Open to Employer/Employee. **Includes 16 hours of clinical.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$85
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### RESTORATIVE CARE AIDE (RCA)

The Restorative Care Aide (RCA) assists clients with limited mobility and sensory functions. The RCA will assist the client in maintaining and re-establishing independence through rehabilitative techniques (i.e. Range of Motion). The student will be certified, upon completion of the required skills, under the supervision of a Physical Therapist in a long-term care facility. Requirements: CNA credentials. **Class includes 8 hours of theory/lab, followed by skills checked by a Physical Therapist or Physical Therapy Assistant before receiving final certificate of completion.**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$129
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### DEMENTIA BASIC TRAINING PROGRAM (DBT)

The Dementia Basic Training Program provides caregivers with the core or "basic" information needed for dementia care. It focuses on person-centered care, the changes that happen to thinking skills as dementia progresses, how those changes impact behavior, and how to understand behavior as communication. Individuals completing the Dementia Training Program are eligible to take the certification exam. Individual certifications is ideal for staff members at nursing homes, assisted living facilities, hospice, home and health organizations, adult day programs, governmental and social service agencies, police, fire, and other first responders. **Class includes 4 hours of computer based training and qualifies the individual to take the certification exam-national credential (valid 2 years.).**

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$79
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### DEMENTIA ADVANCED TRAINING PROGRAM (DAT)

The Dementia Advanced Training Program builds on the Basic Training. It includes six modules on specific topics and concerns: making a connection, eating, pain, wandering, falls, and eliminating restraints. Individuals completing the Advanced Program are eligible to take the Alzheimer's Association Dementia Advanced certification exam. Individual certifications is ideal for staff members at nursing homes, assisted living facilities, hospice, home and health organizations, adult day programs, governmental and social service agencies, police, fire, and other first responders.

<b>FLEX-TRACK-DAY</b>	M-TH	8:00A-4:00P	\$99
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### EVENING CLASSES

#### ♦ DENTAL ASSISTING (DEN)

Dental assistants greatly enhance the efficiency of the dentist in the delivery of oral health care. The program offers a balance of academic, laboratory, and clinical experiences to prepare the student to work in this rapidly changing field. Dental Assistants provide instrument transfer during dental treatment, take radiographs (x-rays), prepare dental materials, casts, and impression trays. They educate patients in dental health care, maintain patient records, and sterilize dental instruments. **Class includes 90 hours of theory & lab.**

<b>8/19-12/11</b>	M,W	5:30P-8:30P	\$575
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#### ♦ PHLEBOTOMY TECHNICIAN (PHL)

Phlebotomy technicians are employed in doctor's offices, hospitals, insurance companies, clinics, and blood banks. This course provides the phlebotomy tech participant with the knowledge of equipment, OSHA's Bloodborne Pathogens training, and the mechanics involved in the collection of specimens. Participants will be provided with training that will teach them how to perform venipuncture properly and safely. Special considerations and collection procedures will also be covered. This course includes a clinical component following theory, and days and times will vary based on the clinical site. Clinical may have additional charges, based on clinical site. **Class includes 45 hours of theory/lab and 100 hours of clinical.**

<b>8/20-12/06</b>	T,TH	6:00P-9:00P	\$690
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**NOTE: Theory/lab portion of class is in the evening, clinical hours are during day shifts and require minimum of 1 day per week for completion. Clinical schedules are devised upon successful completion of the theory portion.**

#### ♦ PRE-PHARMACY TECHNICIAN (PPT)

This program enables you to learn all the job functions and information to be a Pharmacy Technician in healthcare today. Pharmacy Technicians are employed in inpatient, outpatient, and retail settings. This course provides the pharmacy technician student with the knowledge of pharmacy information systems, regulatory, legal and ethical considerations, drug calculations, terminology and other skills necessary to be a successful pharmacy technician. This course also assists the student to competently take the certification exam. The PTCB candidate will have the opportunity following this course AND working with a pharmacist to apply to take the exam.

It is highly recommended that the participant can read at a 10th grade or higher reading level and has taken Algebra I. This course is individualized study—please contact Lori Gage, RN 580.310.2236 if interested to set an appointment.

Online program and in person-clinical  
(includes tuition, online program curriculum)

**Day and Times can vary based on your schedule.**

\$495

## American Heart Association



### AMERICAN HEART ASSOCIATION

All AHA courses are taught using the latest AHA guidelines, only the best and most qualified instructors and the price includes cards that are valid for two years.

Visit [www.americanheart.org](http://www.americanheart.org) online for course details.

#### HEARTSAVER, FIRST AID, CPR (ADULT, CHILD, INFANT), AED PROVIDER (HRT)

The Heartsaver First Aid course teaches rescuers to effectively recognize and treat adult emergencies in the critical first minutes until EMS personnel arrive. The course includes first aid, adult, child, infant CPR and AED. **Class will make with 4 students. 8 hours.**

<b>6/12 &amp; 6/13</b>	W,TH	6:00P-9:00P	\$67
<b>9/24 &amp; 9/25</b>	T,W	6:00P-9:00P	\$67
<b>11/13 &amp; 11/14</b>	W,TH	6:00P-9:00P	\$67

#### HEARTSAVER FIRST AID, CPR (ADULT, CHILD, INFANT), AED ONLINE (HSC OR BSC) OR BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS ONLINE AND SKILLS CHECK OFF

The Online courses offer the same material as the classroom-based courses. Visit [www.americanheart.org](http://www.americanheart.org) online for details. Once the participant has completed the online portion and printed off their certificate call 580.310.2267 or email [bmckenzie@pontototech.edu](mailto:bmckenzie@pontototech.edu) and schedule a time for clinical skills test. PTC Skills Check-off cost \$39.00 per person (which includes cost of card).

**All testing must be prescheduled.**

**\$39 per person**

#### BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS (BLS FOR HCP) (BLS)

The BLS for Health Care Providers Course teaches the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an AED on adults and children, and relief of a FBAO in responsive and unresponsive victims. The course is designed for healthcare providers who care for people both in and out of the hospital. **Class will make with 4 students. 6 hours.**

<b>7/16 &amp; 7/17</b>	T,W	6:00P-9:00P	\$67
<b>8/14 &amp; 8/15</b>	W,TH	6:00P-9:00P	\$67
<b>10/23 &amp; 10/24</b>	W,TH	6:00P-9:00P	\$67
<b>12/10 &amp; 12/11</b>	T,W	6:00P-9:00P	\$67

# FULL TIME PROGRAMS

## VALUE

For in-district high school students enrolled in a Full Time Program, tuition is FREE. The same programs, when taken as an adult student or at a private technical training school, could cost as much as \$12,000. Plus, our Career Tech Scholarship allows qualifying high school graduates from our 9 partner high schools to attend Pontotoc Technology Center tuition free within two years of high school graduation.

## ADVANTAGES

CareerTech students earn higher wages after high school graduation. On average, students completing a program earn \$1.85 more per hour when compared to an untrained, entry-level employee. Some graduates earn as much as \$7.00 more per hour (an additional \$14,000 per year). Also, the training helps students going on to college land a better part-time job while in school.

## ADMISSIONS & ENROLLMENT

Adult students complete an application and schedule an assessment. After completing the assessment test, an appointment for an interview with the instructor and/or counselor will be scheduled. Upon acceptance you will be notified by letter. The high school admission process is conducted through partner high schools and by appointment for home school students. Call Cindy Byrd 580.310.2264 for more information.

## INTEGRATED ACADEMICS

Through WorkKeys Curriculum and WorkKeys Assessment, students have the opportunity to improve their foundational and soft skills such as reading, language, and math. These skills are essential for success in today's workplace.

## FINANCIAL AID

Financial Aid helps students in full time programs pay for educational expenses. Sources of aid are federal, state, institutional and community, but are not limited to these. Additional information on financial aid programs available at Pontotoc Technology Center can be obtained from the Financial Aid Office. Hours are 7:30am to 4:00pm. Jannice Williams, Financial Aid Specialist 580.310.2223.

## GAINFUL EMPLOYMENT INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website [www.pontototech.edu](http://www.pontototech.edu).

## Oklahoma's *career*tech System

If you have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure that the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Contact the Director of Student Services at 580.310.2224 for further information. You will be asked to complete required request forms and also be required to submit documentation regarding your disability.

Go to [www.pontototech.edu](http://www.pontototech.edu) to view the Disability Services Policy in its entirety.



Heavy Equipment Operator  
Heavy Equipment Operator/CDL



Automotive Service Technician NATEF Compliant



Health Science Therapeutic Careers  
Health Care Technician  
Registered Medical Assistant  
Practical Nurse



Cosmetologist  
Cosmetologist-Public  
Master Instructor  
Practicing Master Instructor



Desktop Support Technician  
Desktop Publisher/Graphic Designer  
Multimedia Specialist Photo/Video  
Multimedia Specialist/Computer Aided  
Design & Drafting (CADD)  
PC Support Technician



Environmental Biotechnology



Structural Welding  
Combination Welding



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