

**Adult & Career Development Schedule**  
**August - December, 2010**

**301 Kiamichi Drive**  
**McAlester, OK 74501**  
**(918) 426-0940**  
**(888) 567-6630 (Toll Free)**

Upgrade your current skills, learn new skills that are in demand in today's workplace, and/or start as a beginning student to reach your job-oriented goals through adult & career development classes.

Enroll early! Class may be postponed if you wait too late to enroll. Class requires a minimum enrollment to maintain costs. Enrollment can be made by mail, fax, phone, or in person to reserve your seat. Your enrollment confirmation will be mailed to you. If the class is filled, you will be notified.

### Class Costs

Fees are due the first day/night of class and can be made by cash, check, credit card, or purchase order. Company and agency billings are gladly accepted. Authorized verification of the billing is required. Textbooks will be distributed at the first class meeting. Book cost is subject to change pending publisher charges.

### Refunds

No refunds will be given after the second class has begun. There will be no refunds on textbooks.

## Computer Courses

Class	Dates	Days	Time	Cost	Hrs
Computer Fundamentals	Aug 17-Sept 9	T TH	6:00-9:00	\$95	24
Introduction to Computers for Senior Citizens	Aug 17-Sept 9	T TH	9:00-Noon	\$70	24
Introduction to Computers for Senior Citizens	Oct 12-Nov 4	T TH	9:00-Noon	\$70	24
Microsoft Excel 2010	Oct 26-Dec 9	T TH	6:00-9:00	\$170	36
Microsoft Office 2010 Basics For Senior Citizens	Sept 14-Oct 7	T TH	9:00-Noon	\$95	24
Microsoft Office 2010 Basics For Senior Citizens	Nov 9-Dec 9	T TH	9:00-Noon	\$95	24
Microsoft PowerPoint 2010	To Be Arranged	T TH	6:00-9:00	\$170	36
Microsoft Word 2010	Sept 14-Oct 21	T TH	6:00-9:00	\$170	36

### Computer Fundamentals

An orientation to the computer components, use of the mouse, and Windows operating system. This is an introduction course for new users to Windows. This course will cover the tasks and features that are used on a frequent basis by someone in an office environment or home setting. It consists of getting started with Windows, exploring my computer, file, folder, and disk management, personalizing windows, and working with Office programs. This course also features working with the Internet, getting connected, using electronic mail, and using mailing lists. You will increase your effectiveness in locating information on the Internet. This is an excellent hands-on course for beginners. (24 Hours) Tuition: \$75 Book: \$20

Tuesday/Thursday

August 17-September 9

6:00-9:00 pm

### **Introduction To Computers for Senior Citizens**

An orientation to the computer components, use of the mouse, and Windows operating system. This is an introduction course for new users to Windows. This course will cover the tasks and features that are used on a frequent basis by someone in an office environment or home setting. It consists of getting started with Windows, working with programs, exploring my computer, file, folder, and disk management, personalizing windows, and working with windows programs. You will also work with the Internet, getting connected, using electronic mail, and using mailing lists. You will increase your effectiveness in locating information on the Internet. This is an excellent hands-on course for beginners. **(24 Hours) Tuition \$50 Book: \$20**

**Tuesday/Thursday**

**August 17-September 9**

**9:00-Noon**

**Tuesday/Thursday**

**October 12-November 4**

**9:00-Noon**

### **Microsoft Access 2010**

This is a complete survey of Microsoft Access. You are introduced to Access and the new Ribbon interface. You will build, manage, and maintain databases containing numerous objects. You will also work with the intermediate skills of designing relational databases, querying databases, customizing input forms, creating custom reports, and working with advanced queries. You move on to advanced skills as you set up complex forms and reports, customize the database interface, set security options, and integrate Access with other Office applications. **(36 Hours) Tuition: \$120 Book: \$50**

**Tuesday/Thursday**

**To Be Arranged**

**6:00-9:00 pm**

### **Microsoft Excel 2010**

This is a complete survey of Microsoft Excel. You will be introduced to Excel and the new Ribbon interface. You will enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents. You will also work with large worksheets; insert clip art, pictures, and SmartArt; use templates; manage multiple-sheet workbooks; and create tables and outlines. You will create PivotTables and macros, use financial functions and data analysis, create auditing and additional functions, use advanced formatting and analysis tools, collaborate with others, and integrate Excel with other Office applications. **(36 Hours)**

**Tuition: \$120 Book: \$50**

**Tuesday/Thursday**

**October 26-December 9**

**6:00-9:00 pm**

### **Microsoft Office 2010 Basics for Senior Citizens**

**(Word, Excel, Access, & PowerPoint)**

This course introduces you to the basic commands, functions, and capabilities of Microsoft Office; one of the most commonly used software applications. You will be introduced to Word a word processing program for files such as letters, memos, and reports; Excel a spreadsheet or number tracking/auditing program for files such as budgets, cash flows, statistics, etc.; PowerPoint a presentation program for files where you need to include items such as slides, notes, etc. for either stand-up or online presentations; and Access a database program for files where you want to enter information in any order and then retrieve the information in an organized report. **(24 Hours)**

**Tuition: \$50 Book: \$45**

**Tuesday/Thursday**

**September 14-October 7**

**9:00-Noon**

**Tuesday/Thursday**

**November 9-December 9**

**9:00-Noon**

### Microsoft PowerPoint 2010

This is a complete survey of Microsoft PowerPoint. You will be introduced to PowerPoint and the new Ribbon interface. You will work with themes, bulleted lists, and outlines; format text; and deliver a slide show. You will also work with the intermediate skills of printing presentations, adding multimedia to presentations, inserting and customizing tables, and creating complex presentations with multiple slides and design templates. You move on to advanced skills as you create online presentations, email presentations, use comments and track changes, transport presentations, and integrate PowerPoint with other Office applications. **(36 Hours)**

**Tuition: \$120 Book: \$50**

**Tuesday/Thursday**

**To Be Arranged**

**6:00-9:00 pm**

### Microsoft Word 2010

This is a complete survey of Microsoft Word. You will be introduced to Word and the new Ribbon interface. Topics introduced include working with text, using proofreading tools, creating bulleted and numbered lists, and using Mail Merge. You will work with tables, newsletter columns, Word-Art and clip art, document themes, styles, picture editing, footnotes, and endnotes, and templates. You will also create a table of contents and an index, create headers and footers, work with Track Changes, create macros and forms, use digital signature, and integrate Word with other Office applications. **(36 Hours)**

**Tuition: \$120 Book: \$50**

**Tuesday/Thursday**

**September 14-October 21**

**6:00-9:00 pm**

### Health Care Courses

Class	Dates	Days	Time	Cost	Hrs
Certified Feeding Assistant	To Be Arranged		8:00-5:00	\$40	8
Certified Medication Aide	To Be Arranged		8:00-5:00	\$265	60
Certified Medication Aide Advanced Diabetes	To Be Arranged		8:00-5:00	\$85	20
Certified Medication Aide Advanced Nasogastric/ Inhalers	To Be Arranged		8:00-5:00	\$40	8
Certified Medication Aide Update	To Be Arranged		8:00-5:00	\$40	8
Certified Nurse Aide II	To Be Arranged		8:00-5:00	No Cost	27
CPR/AED & First Aid	August 4	W	8:00-Noon	\$40	4
CPR/AED & First Aid	September 8	W	8:00-Noon	\$40	4
CPR/AED & First Aid	October 6	W	8:00-Noon	\$40	4
CPR/AED & First Aid	November 3	W	8:00-Noon	\$40	4
CPR/AED & First Aid	December 1	W	8:00-Noon	\$40	4
Home Health Care-Deem	August 25 & 26	W TH	7:30-4:30	\$30	16
Home Health Care-Deem	Sept 29 & 30	W TH	7:30-4:30	\$30	16

Class	Dates	Days	Time	Cost	Hrs
Home Health Care-Deem	October 27 & 28	W TH	7:30-4:30	\$30	16
Home Health Care-Deem	Nov 18 & 19	TH F	7:30-4:30	\$30	16
Home Health Care-Deem	Dec 16 & 17	TH F	7:30-4:30	\$30	16
Medication Administration Technician (MAT)	To Be Arranged		8:00-5:00	\$75	16
Medication Administration Technician Update	To Be Arranged		8:00-5:00	\$35	8
Nurse Aide (CNA) Home Health	Aug 3-26	T W TH	7:30-4:30	\$430	96
Nurse Aide (CNA) Home Health	Sept 7-30	T W TH	7:30-4:30	\$430	96
Nurse Aide (CNA) Home Health	Oct 5-28	T W TH	7:30-4:30	\$430	96
Nurse Aide (CNA) Home health	Nov 2-19	T W TH F	7:30-4:30	\$430	96
Nurse Aide (CNA) Home Health	Nov 30-Dec 17	T W TH F	7:30-4:30	\$430	96
Phlebotomy Technician	Aug 10-Oct 7	T TH	5:00-8:00	\$280	54
Phlebotomy Technician	Oct 12-Dec 16	T TH	5:00-8:00	\$280	54
Restorative Care Aide	To Be Arranged		8:00-5:00	\$95	24

**Online health related courses are available.**

**Visit [ed2go.com/kiamichitech](http://ed2go.com/kiamichitech) or [gatlineducation.com/ktc](http://gatlineducation.com/ktc) to learn more.**

### **Certified Feeding Assistant**

The increasing number of residents in nursing facilities who require full or partial assistance during meals has created a need for additional support during meal times. If you are paid as a "Feeding Assistant", you must be certified. This course will teach you an overview of various feeding techniques used for assisting older adults with dining. Upon successful completion of this course, you will be certified as a "Feeding Assistant". **(8 Hours) Tuition: \$40**

**To Be Arranged**

### **Certified Medication Aide**

(Prerequisite: Oklahoma Certified Nurse Aide) - The state of Oklahoma requires that persons administering medications in nursing/health facilities must be certified or licensed. This program prepares you to become certified in this area. Learn to administer medications and how medications affect the systems of the body. Students must pass a test to become a CMA at the end of the course. Testing fees are not included in the cost of the class. Clinical hours will be arranged by the instructor. Clinical hours are usually at times different from the classroom hours. 40 classroom and 16 clinical hours. **(60 Hours) Tuition: \$230 Supplies: \$20 Book: \$15**

**State written test: \$65 – payable when student takes the test**

**To Be Arranged 8:00 am-5:00 pm**

## **Certified Medication Aide - Advanced Diabetes Care Glucose Monitoring**

### **& Insulin Administration**

This is an advanced course for those already certified as a Certified Medication Aide and must deliver diabetic care and medications to stable diabetics. This class will provide theory and clinical education to the CMA for diabetes mellitus (DM) management and treatment. Once you pass this course you are eligible to take the clinical and computer generated certification tests. **(20 Hours)**

**Tuition: \$85**

**To Be Arranged**

**8:00am-5:00 pm**

## **Certified Medication Aide - Advanced Nasogastric/Gastrostomy/Oral Metered**

### **Dose Inhalers & Nebulizers**

This is an advanced course for those already certified as a Certified Medication Aide. The class will provide education and skills performance to the CMA focusing on the respiratory system, nebulizer, metered-dose inhalers, and medications used for this system. The gastrointestinal system, enteral nutrition, nasogastric, and gastrostomy tubes, and procedures for administering medications and nutrition per these tubes. Other topics include documentation of above procedures, pulse oximetry, potential problems associated with nebulizer and metered-dose inhalers, and nasogastric/gastrostomy tubes, and the resolution of these problems. **(8 Hours)**

**Tuition/Supplies: \$40**

**To Be Arranged**

**8:00 am-5:00 pm**

## **Certified Medication Aide Update**

Review of material covering medications, set-up and administration as well as charting and vital signs will be reviewed. **(8 Hours)**

**Tuition: \$40**

**To Be Arranged**

**8:00 am-5:00 pm**

## **Certified Nurse Aide II**

(Prerequisite: Successful completion of facility's orientation process, at least six months continuous service with a satisfactory attendance record in the facility recommending the applicant, satisfactory performance evaluations, no disciplinary actions in last six months, and a written recommendation from the employer documenting all of the above)

KTC is partnering with Oklahoma State Dept of Health (OSDH) and Oklahoma Department of Career & Technology Education to conduct training for CNA's to advance their knowledge and skills.

CNA II training provides an industry recognized professional development career path for CNA's.

This course will provide the student with the advanced theory and knowledge of specific core competencies relating to basic nursing care, in accordance to ethical and legal aspects designated for nursing assistants. **(27 Hours)**

**Tuition: No Cost to student/facility**

**To Be Arranged**

## **CPR/AED & First Aid**

Learn valuable lifesaving techniques in this course, which includes formal testing as a requirement.

You'll learn to recognize life-threatening emergencies and to provide CPR, use an AED, and first aid. **(4 Hours)**

**Tuition: \$40**

**8:00 am-12:00 pm**

**Wednesday**

**August 4**

**Wednesday**

**November 3**

**Wednesday**

**September 8**

**Wednesday**

**December 1**

**Wednesday**

**October 6**

## **Home Health Care Orientation Workshop**

(Prerequisite: Certified Long Term Care Nurse Aide)

You will take a comprehensive look at the regulations, principles, and practices of a Home Health Care Nurse Aide. Once you have finished this review, you will have to pass the State Home Health Care clinical exam to qualify for the OSDH card. **(16 Hours)**

**Tuition: \$30**

**State clinical exam/deeming \$45 payable at time of exam**

**7:30 am-4:30 pm**

**Wed/Thur**

**August 25 & 26**

**Thur/Fri**

**November 18 & 19**

**Wed/Thur**

**September 29 & 30**

**Thur/Fri**

**December 16 & 17**

**Wed/Thur**

**October 27 & 28**

### **Medication Administration Technician**

The purpose of this course is to give the MAT useful information that can be applied to daily, on-the-job tasks and to remind them of applicable rules and regulations. At the end of this course the MAT should be able to: recognize special handling requirements of certain medications; recognize and appropriately handle allergic reactions to foods and drugs; monitor potential drug-drug or drug-food interactions; identify commonly used drugs and associated disease states for which these drugs are prescribed; recognize and appropriately handle emergency situations; know the legal significance of a "controlled drug"; know the resident's rights and the consequences of denying those rights; and be aware of potential legal problems for the MAT and the MAT's employer.

**(16 Hours) Tuition: \$60 Book: \$15 To Be Arranged 8:00 am-5:00 pm**

### **Medication Administration Technician Update**

This course is the required yearly update for those who have completed the 16-hour MAT course. The course emphasizes infection control, safety and legal issues, and medication administration. It also covers medical emergencies, resident care and documentation.

**(8 Hours) Tuition: \$35 To Be Arranged 8:00 am-5:00 pm**

### **Nurse Aide Certification (CNA) Home Health Aide**

This course prepares you to take the two-part state certification exam to become a Certified Nurse Aide/Home Health Aide. Training covers basic patient care; including bed making, bathing, personal care, vital signs, nutrition, CPR, and safety. The class includes theory hours, lab work and clinical training in a local nursing home. To be certified, the student must pass a clinical skills test and the long term written exam upon completion of the course. Student will need a uniform for clinical training. (Must have current TB skin test or letter from a physician stating you are disease free.)

**(96 Hours) Tuition: \$340 Supplies: \$30 Optional Book: \$60**

**State clinical exam: \$40 State written exam: \$25**

**Tuesday/Wednesday/Thursday August 3-26 7:30 am-4:30 pm**

**Tuesday/Wednesday/Thursday September 7-30 7:30 am-4:30 pm**

**Tuesday/Wednesday/Thursday October 5-28 7:30 am-4:30 pm**

**Tuesday/Wednesday/Thursday/Friday November 2-19 7:30 am-4:30 pm**

**Tuesday/Wednesday/Thursday/Friday November 30-December 17 7:30 am-4:30 pm**

### **Phlebotomy Technician**

Anyone with a desire to be a Phlebotomist in a health care setting may enroll. The possibilities for employment are endless. Physicians, hospitals, insurance company's, clinics, and blood banks are possible areas where a Phlebotomist might be employed. The course will cover safety and infection control, circulatory system and lymphatic system, venipunctures, dermal punctures, and testing, equipment and skills, employability and job seeking skills, and a general overview of ABG's and special testing.

**(54 Hours) Tuition: \$200 Supplies: \$20 Book: \$60**

**Tuesday/Thursday August 10-October 7 5:00-8:00 pm**

**Tuesday/Thursday October 12-December 16 5:00-8:00 pm**

### **Restorative Care Aide**

(Prerequisite: Certified Nurse Aide). This program is based on the recommendations of the Continuum of Care Task Force. We feel that implementing a program such as this would help stabilize employment of Certified Nurse Aides in nursing homes. The program will include: An introduction to rehabilitation and restorative nursing care; safety and infection control; principles of restorative nursing; care of residents with specific conditions; moving residents; nutrition, hydration, and elimination; and documentation.

**(24 Hours) Tuition: \$95 To Be Arranged**

## Legal Courses

Class	Dates	Days	Time	Cost	Hrs
Legal Office Basics	July 6-August 24	T TH	6:30-9:30	\$125 + Books	45
Legal Assistant	Aug 26-Nov 18	T TH	6:30-9:30	\$225	75
Paralegal	Nov 30-May 5	T TH	6:30-9:30	\$350	120

The Paralegal program is a 240 hour program that starts in July and goes through May. The program consists of three sections. You can stop after any section of the program and receive a certificate for that section; however, it is strongly urged to continue the entire program in order to obtain a Paralegal certificate.

### Section One - Legal Office Basics

This section includes the duties of the legal secretary. Other topics that are covered in this portion are definition of legal roles, types of courts, types of cases and law, handling clients, other attorneys and court staff, types of job roles in the legal field, and ethics. **(45 Hours)**

**Tuition: \$125**

**Books:**

**Tuesday/Thursday**

**July 6-August 24**

**6:30-9:30 pm**

### Section Two - Legal Assistant

This second section includes training in legal research, interviewing clients and witnesses, introduction of legal documents and preparing same, managing case types, determining liability and causation of cases, basic investigation, introduction to medical conditions and injuries, and computer assistance for research and form pleadings and letters, and legal assistant job objectives within the law office. **(75 Hours)**

**Tuition: \$225**

**Tuesday/Thursday**

**August 26-November 18**

**6:30-9:30 pm**

### Section Three - Paralegal

The third section includes more extensive training in specific types of case and law, handling cases from beginning through trial, advanced investigations, job objectives, locating people, advanced interviewing witnesses and clients, advanced medical management of injury clients, advanced liability and causation of cases, mediation techniques, arbitration, advanced negotiations of cases, valuing cases and damages incurred, accident reconstruction, locating expert witnesses, and completion of pleadings in each type of case. Each student will also have a mock client and case that will require interviewing of the client to determine the type of case, handling complete investigations for the case, obtaining documents related to the case, preparing all pleadings required in a case, and filing documents at the correct courthouse. **(120 Hours)**

**Tuition: \$350**

**Tuesday/Thursday**

**November 30-May 5**

**6:30-9:30 pm**

# Security Guard Training

Class	Dates	Days	Time	Cost	Hrs
Basic—Phase I & II Unarmed	Aug 17-Sept 16	T TH	5:30-9:30	\$140	40
Basic—Phase I & II Unarmed	Sept 28-Oct 28	T TH	5:30-9:30	\$140	40
Private Investigator - Phase III	Nov 9-Dec 14	T TH	5:30-9:30	\$120	35
Firearms—Phase IV Revolver or Semi-Automatic	To Be Arranged	T TH SAT SUN	5:30-9:30 8:00-7:00	\$110	32

## Phase I & II Basic Security Guard (Unarmed)

Phase I of security training is required for all forms of security guard licenses. Course instruction is related to general private security tasks such as interpreting the Oklahoma Security Guard and Private Investigator Act, developing basic first aid skills, operating a fire extinguisher and fire fighting equipment, writing field notes, writing reports and interpreting your legal powers and limitations.

Phase II of security training is specifically related to the tasks of unarmed security guards. Students will receive instruction in public relations, performing fixed post duties, patrolling and investigation of security incidents. Security guard license applicants must successfully complete Phases I and II before receiving a security guard license. Minimum age requirement is 18 years. Attendance during all class sessions is required. **(40 Hours) Tuition: \$120 Books \$20**

**Tuesday/Thursday**

**August 17-September 16**

**5:30-9:30 pm**

**Tuesday/Thursday**

**September 28-October 28**

**5:30-9:30 pm**

## Phase III Private Investigator

Phase III of security training is specifically related to the tasks of private investigators. Students will receive instruction in understanding responsibilities to clients, interpreting laws of private investigations, complying with the Fair Credit Reporting ACT, conducting investigations/surveillance and locating and communicating information. Minimum age requirement is 18 years. Attendance during all class sessions is required. **(35 Hours)**

**Tuition: \$110**

**Book: \$10**

**Tuesday/Thursday**

**November 9-December 14**

**5:30-9:30 pm**

## Phase IV Firearms

**(Prerequisite: MMPI-Minnesota Multi-Phasic Personality Inventory that was administered by a psychologist and you must be at least 21 years of age.)**

Training will consist of twelve hours of class that covers the care, handling, and firing of revolvers and twenty hours on the firing range. Students need to bring eye and ear protection, a weapon of reputable manufacture (Colt, Ruger, Smith & Wesson, Taurus), a minimum of 500 rounds of factory loaded ammunition/38 Special, a proper fitting belt and holster with a thumb break retention device, and a cartridge holder that will hold twelve rounds of ammo. **(32 Hours)**

**Tuition: \$100**

**Book: \$10**

**T/TH 5:30-9:30 pm**

**& Sat/Sun**

**8:00 am-7:00 pm**

**To Be Arranged**

## Trade & Industrial Courses

Class	Dates	Days	Time	Cost	Hrs
Cabinetmaking-Woodworking	To Be Arranged		5:30-8:30	\$150	36
Introduction to AutoCad & Revit Architecture	To Be Arranged	T TH	6:00-9:00	\$200	54
Precision Machine Technology	To Be Arranged		6:00-9:00	\$200	54
Welding	To Be Arranged		6:30-9:30	\$150	36

### Cabinetmaking - Woodworking

Design and build an individual project with the assistance of your instructor. Beginning and advanced students enroll in the same class and progress at their own pace. This class provides classroom and hands-on shop instructions on the fundamentals of cabinetmaking or furniture making. Instruction in the proper use of tools in the shop and at home are included in the class. Students will be responsible for purchasing the necessary materials for their project. A tape measure is recommended and safety glasses are required. **(36 Hours) Tuition: \$150**

**To Be Arranged**

**5:30-8:30 pm**

### Introduction to AutoCAD & Revit Architecture

This course will cover drawing techniques and the basics of using different software such as Autodesk, AutoCAD, and Revit Architecture. Projects will be assigned to develop the skills needed for creating 2D and 3D drawings, and renderings. Topics include differences between working in 3D and 2D. Students will be introduced to wire frame surfaces and solid models, and will know what rendering means. Also included will be advantages that 3D models have over 2D drawings, and some practical uses for 3D models. Students will become acquainted with some of the 3D capabilities and limitations of AutoCAD as well as Revit. **(54 Hours) Tuition: \$200**

**Tues/Thurs**

**Jan. 12-March 11**

**6:00-9:00 pm**

### Precision Machine Technology

In the Precision Machine Technology program, you will learn to cut and form metal to make tools, machines and mechanical parts necessary for all manufacturing products. You will learn the basics of machining on manual lathes and mills. This course involves training in the operation of lathes, grinders, milling machines and various types of measuring tools. You will use machine tools in various ways to produce and manufacture machined parts with the objective of learning the importance of tolerances and following the instructions on detailed blueprints. Knowledge of applied math will be enhanced during the course by the use of measuring tools, blueprint reading and basic machining. Shop work is an integral part of this course and safety procedures will be emphasized. **(54 Hours) Tuition \$200 To Be Arranged 6:00-9:00 pm**

### Welding

If you are a beginner with no experience or a professional with years of experience, this class could be the one for you to learn new welding processes or prepare for a welding code test. Training will be offered in various welding/cutting operations; starting with the very basics. Whether you are the farmer who needs to learn welding for repairs/maintenance of your machinery, or a person looking down the road for a possible career, this is a prime opportunity to expand your knowledge. Personal safety equipment required. **(36 Hours) Tuition: \$150**

**To Be Arranged**

**6:30-9:30 pm**

## Instructor-Facilitated Online Learning

### Over 300 Courses Available!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include

#### How to Get Started:

1. Visit our Online Instruction Center:

[www.ed2go.com/kiamichitech](http://www.ed2go.com/kiamichitech)

2. Click the **Courses** link, once you choose the department and course title you are interested in, select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

#### Start Dates:

A new section of every course in this catalog will begin on **the third Wednesday of each month.**

#### Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

# **Earn Your Career Certificate Online Get the Skills You Need, for the Career You Want.**

## **Over 100 Courses Available!**

**Kiamichi Technology Center**, in partnership with **Gatlin Education Services (GES)**, offers online open enrollment certificate programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. The programs can be completed generally in less than 6 months. Instructors are actively involved in the students' online learning experience by responding to any questions or concerns as well as encouraging and motivating students to succeed.

Each program includes everything needed to succeed (books, lessons, quizzes, and assignments)! Grades are a combination of computer-graded tests and the instructor's evaluation of the students' work. Students love the quality as well as the convenience of anytime, anywhere learning!

**For detailed course outlines and demos visit [www.gatlineducation.com/ktc](http://www.gatlineducation.com/ktc)**

**Courses are available in the following fields:**

**Healthcare and Fitness**

**Business and Professional**

**IT and Software Development**

**Management and Corporate**

**Media and Design**

**Hospitality and Gaming**

**Skilled Trades and Industrial**

**Sustainable Energy and Going Green**

## Business & Industry Services

Every business is unique and operates in a manner distinctive from any other. However, for any company to perform at its maximum level, it must have well-trained, motivated, and productive employees. Kiamichi Technology Center is committed to providing the citizens of southeast Oklahoma with the knowledge and skills needed to make a positive impact by offering business and industry training programs.

### **Agricultural Business Services**

This program provides customized business management education to help you assess your current situation, specify your goals, identify and implement alternatives for reaching your goals, and monitor your progress. It is designed to help improve the quality of life for your agricultural family. The following topics are covered in the program: alternative agriculture, capital budgeting, cash flow management, computerized records, estate planning, farm family issues, financial statements, goals and objectives, government farm programs, income tax management, inventories, machinery economics, marketing strategies, net worth statements, partial budgeting, whole farm analysis, and whole farm planning. **For information contact Clyde Ray Spears**

### **Existing Industry Training Initiative**

The purpose of Existing Industry Training Funding is to accommodate the increased demand placed on technology centers for customized training to companies that must re-tool and re-train to remain competitive and retain jobs. Frequently this requires providing the existing workforce with training on new systems or equipment. These funds will allow schools to establish more partnerships with business and industry and will produce economic growth. **For information contact Tony Korp**

### **Government Bid Assistance**

The services provided include but are not necessarily limited to the following: identification of current government bid solicitations that are applicable to the specific product or service of each business; obtaining those solicitations from the appropriate source; obtaining related specifications and documents necessary for preparation of the bid; and assistance in preparation of the bid.

**For information contact Ron DeGiacomo**

**KTC—Wilburton (888) 567-6807 or (918) 465-2323**

### **Industry Specific Training**

Industry Specific training is customized to suit the individual needs of a company or business. It is available to any business or industry; training is done at the convenience of the customer; Kiamichi Technology Center will assist in determining your training needs; training is done at cost; and training is done where the customer wants it, when the customer wants it as trainers and facilities are available. **For information contact Vickie Hess or Tony Korp**

### **Safety and Health Training**

Safety Program Development Assistance, as well as training is offered in a large number of areas related to safety and health. This training will help to reduce accidents and illness in your employees. By reducing work place injuries, companies can substantially reduce their workers' compensation cost. KTC will deliver safety training at your convenience, subject to availability of instructors and facilities. These programs are currently available at reasonable cost or at no cost to business and industry. **For information contact Tony Korp**

### **Small Business Services**

The Small Business Services Consultant provides assistance to small businesses within the service area of the McAlester Campus of KTC. Assistance is provided through two different programs: Self-Employment Training and Small Business Management.

The Self-Employment Training Program is designed for those who would like to start a business and need skills, information and resources to insure that the new venture will succeed. The program includes bi-weekly seminar sessions on the various components of a business plan. Individual assistance is provided in the preparation of a written business plan.

The Small Business Management Program is designed to assist small business owners in setting and achieving their goals through improved management, organization, and operation. This program includes one-on-one consultations with the SBS Coordinator, as well as periodic workshops on specific topics relevant to the small business owner. **For information contact Karl Scifres**

### **Training For Industry Programs**

TIPS programs are available to new or expanding companies that are exporters of goods and importers of cash. The following services may be provided: pre-employment training; pre-production training; employee handbook development; job profile development; training video development; and curriculum development.

Industry Training and Development will make all efforts to secure expert instructors for any type of training programs that its customers need. Training programs are available in the following areas: Technical skills, interpersonal, team, leadership, management and safety.

**For information contact Tony Korp**

**Kiamichi Technology Centers Deliver Quality Workforce Training and Services  
to the Citizens Throughout Southeast Oklahoma and Beyond**

**Contact Information:**

<b>Antlers Campus</b>	<b>PO Box 70 Antlers, OK 74523 (580) 298-6354</b>
<b>Atoka Campus</b>	<b>PO Box 240 1301 West Liberty Road Atoka, OK 74525 (580) 889-7321 or (888) 567-6645</b>
<b>Durant Campus</b>	<b>810 Waldron Road Durant, OK 74702 (580) 924-7081 or (888) 567-6806</b>
<b>Hugo Campus</b>	<b>PO Box 699 107 South 15th Street Hugo, OK 74743 (580) 326-6491 or (888) 567-6641</b>
<b>Idabel Campus</b>	<b>Hwy 259N and 70 Bypass 3205 Lincoln Road, NE Idabel, OK 74745 (580) 286-7555 or (888) 567-6724</b>
<b>McAlester Campus</b>	<b>301 Kiamichi Drive McAlester, OK 74501 (918) 426-0940 or (888) 567-6630</b>
<b>Poteau Campus</b>	<b>PO Box 825 1509 South McKenna Poteau, OK 74053 (918) 647-4525 or (888) 567-6632</b>
<b>Spiro Campus</b>	<b>610 SW 3rd Street Spiro, OK 74959 (918) 962-3722 or (888) 567-6646</b>
<b>Stigler Campus</b>	<b>1410 Old Military Road Stigler, OK 74462 (918) 967-2801 or (888) 567-6805</b>
<b>Talihina Campus</b>	<b>Route 2 Box 1800 Talihina, OK 74571 (918) 567-2264 or (888) 567-6643</b>
<b>Wilburton Administrative Office</b>	<b>PO Box 548 Wilburton, OK 74578 (918) 465-2323 or (888) 567-6807</b>

## MISSION

To align people, knowledge, skills, and opportunity to build self-worth and ensure economic prosperity in Oklahoma and beyond

## VALUES

We Value:

- Our Public Perception
- Our Role in Economic Development
- Providing Quality Services
- Having Quality Validation

## GOALS

- Enhance and Promote District Unity
- Provide World Class Training and Services
- Create and Nurture Partnerships
- Market the Value of KTC

*Kiamichi Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspect of its operations.*



**Kiamichi Technology Centers**

**301 Kiamichi Drive  
McAlester, OK 74501**