



# Green Country Technology Center

“Serving Okmulgee County and surrounding areas with quality training at an affordable price.”

## Computer Technology

### INTRO TO COMPUTERS

This course is designed to familiarize student with computer basics. Learn the history of computers, become familiar with various types of computer hardware and peripheral devices. Various office applications including Microsoft Word, Excel, Access, PowerPoint will be introduced. Specialized applications such as graphic software and multimedia software will also be introduced.

Citizens 62yrs or older \$60  
M W 4:30-7:30 PM 42 HRS \$105  
June 08 thru July 22, 2009  
M-F 8AM-3PM (Lunch12-1) \$90  
July 05, thru July 10, 2009

### KEYBOARDING

An individualized course designed for the beginning keyboard student. Proficiency in keyboarding is required to function adequately in the use of computer programs. Students will learn at their own pace to type alphabetic and numeric keys by touch.

T TH 5:30-7:30 PM 30HRS \$75  
June 08 thru July 22, 2009

### WORD FOR WINDOWS

Word for Windows is a popular windows-based word processing program. It is tightly integrated with the windows operating system and provides a full featured, document creation environment.

The course provides instruction and practice on document creations, saving and retrieving files, copying and posting, setting tabs, and margins, spell-check, changing fonts, and sizes, and a variety of other basic and intermediate word processing skills.

Prerequisite: Introduction to Computers  
M W 4:30-7:30 PM 42HRS  
\$120

June 08 thru July 22, 2009

### MICROSOFT EXCEL

Students learn the basic concepts and skills necessary to begin using the worksheet capabilities of Excel. Topics covered are: intro to worksheets, working with ranges, using functions, modifying worksheets, and formatting techniques, and preview charting.

M W 4:30-7:30 PM 42 HRS \$130  
June 08 thru July 22, 2009

### VIDEO PRODUCTION

This Video Production class is designed to help the amateur videographer learn about digital video production. This class will encompass camera use, digital photography, and use of a rolling tripod. Students will edit videos using Microsoft Movie Maker and a non-linear digital video editing system called the Avio by Casablanca. Students will produce a commercial and other short clips.

M-F 8AM-3PM (Lunch12-1) \$90  
July 20, thru July 24, 2009

### PHOTOSHOP

Create eye-catching artwork, develop dazzling Web Graphics, colorize black-and-white art, produce standout logos, touch up photographs, and much more! The students will be given 20 hands-on projects designed to lead readers, step-by-step, to a thorough understanding of the “why’s” and “how’s” of today’s most popular digital image manipulation software. Ideal for students who learn by doing, every project is broken down into a set of specific procedures.

Each procedure is then further divided into a series of short, straightforward steps that are accompanied by clear, concise, and easy-to-follow instructions. Tips appear at strategic points to reinforce key concepts and help readers avoid common pitfalls.

M-F 8AM-3PM (Lunch12-1) \$90  
June 21, thru June 26, 2009

### Digital Photo Editing

Basic instruction on retrieving photos from your camera via cable or card reader. Learn how to download , edit, and send your images via email. Add borders, frames and text to your photos before printing. Bring your cameras and pics!

M-F 8AM-3PM (Lunch12-1) \$90  
June 08 thru June 12, 2009

### Web Design (Dreamweaver)

The class teaches the basics of web site design – the assumption that student has basic experience with the Internet. Students will learn to create a simple web site using HTML coding, code web pages to display desired information, add images, sounds, and other files to web pages, etiquette standards on the Internet, abide by basic copyright laws, comprehend tried and true design principles, optimization of search engines, promotion of web sites, research resources online, upload web pages to a server.

M-F 8AM-3PM (Lunch12-1) \$90  
June 01, thru June 05, 2009  
July 27, thru July 31, 2009

## Medical Technology

### LONG TERM CARE/HOME HEALTH AIDE

In 120 hours you can acquire the basic nursing skills needed to gain employment as a nurse assistant in nursing homes, hospitals or as a home health care assistant in a home care setting. Instruction includes practice techniques combined with on location training. Upon completion, students will be eligible to take the State Certification Test and be certified by the State Department of Health for Long Term Care/Home Health Aide.

Clinical hours will vary from the normal schedule. 120HRS \$305

Day Class M, T, W, TH 12:30-4:30PM  
June 01 thru July 06, 2009

Night Class M,T & TH 5:30-9:30 PM  
June 01 thru July 16, 2009

Saturday Class 8:00-6:00PM  
June 06 thru Aug. 29, 2009

### PHLEBOTOMY

Develop the skills necessary to properly draw blood specimens by venipuncture and capillary puncture. Understand the proper handling of the specimen for clinical laboratory testing. Patient contact, medical ethics and legal problems will be discussed. Anatomy and physiology of the vascular system as they pertain to phlebotomy will be reviewed.

Students are trained for an entry-level position.

M W 5:30-8:30PM 48HRS \$150  
June 03 thru July 27, 2009

### CERTIFIED MEDICATION AIDE

The certified medication aide course is approved by the Oklahoma State Department of Health. Participants that successfully complete this course and pass the certification exam will be certified as CMA's and will be allowed to perform the duties of a CMA in long-term care facilities for the developmentally disabled, residential care facilities, and adult day care facilities. Clinical practices are a requirement of this class and are included in the

**Prerequisite: HS Diploma or GED and Current CNA license and 6 months experience.**

M W 5:00 – 9:00 PM 56 HRS \$170  
June 03 thru July 06, 2009 56 HRS

SATURDAY 8:00 – 4:00PM JUNE 06 TO  
JULY 25,2009 56HRS \$170

### CERTIFIED MEDICATION AIDE ADVANCED

#### TRAINING:

Medication and Nutrition via Nasogastric and Gastrostomy Tubes and Administration of Oral Metered Dose Inhalers and Nebulizers

This course will provide education and skills performance to the Certified Medication Assistant focusing on the following areas: 1.The respiratory system, nebulizers, metered-dose inhalers, along with the medications used for this system. 2. The gastrointestinal system, enteral nutrition, nasogastric and gastrostomy tubes, with the procedures for administration of nutrition and medications per these tubes. 3. Other subject areas will include the above procedures listed and understanding the pulse ox machine reading the O2 Stats and understanding the ranges for nebulizers treatment. Discussing potential problems and resolutions for the nebulizer and metered –dose inhaler, and the NG, PEG, and G-tub. 12 hours total – 8 hrs classroom – 4 hrs supervised clinical. *Students must dress in scrubs for clinical.*

**Prerequisite: Must be a CMA. \$75**

F 8:00-8:00PM 05/22, 06/19, 7/24,  
8/21, 9/18, 10/23, 11/13, 12/04/09.

### CMA & MAT UPDATE (CEU)

This course is the required yearly update for CMA's to renew their certification.

F 8:00-4PM \$36.00  
5/29, 6/26, 7/31, 8/28, 9/25, 10/30,  
11/20, 12/11/09.



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## CERTIFIED MEDICATION AIDE ADVANCED TRAINING:

### Medication and Diabetes Care

This course will provide education and skills performance to the Certified Medication Assistant focusing on the following areas: 1. The Endocrine System. 2. Procedures for testing blood glucose levels, acceptable levels. 3. Medications. 4. Potential complications of medications, side effects, adverse reactions. 5. Different types of diabetes and disease management. 6. Identifying potential problems and complications, knowing when to alert licensed personnel. 7. Recognizing signs and symptoms of Hyperglycemia and Hypoglycemia and know how to respond. 16 hours total – 12 hrs classroom – 4 hrs supervised clinical. *Students must dress in scrubs for clinical.*

**\$110**  
**Prerequisite: Must be a CMA.**  
F 8:00-4:00PM 06/05 &  
F 8:00-4:00PM 06/12 Dress in scrubs

F 8:00-4:00PM 02/05/10 &  
F 8:00-4:00PM 02/12/10 Dress in scrubs

**MEDICAL TERMINOLOGY**  
Designed to provide you the use of prefixes suffixes and root combinations to better understand terminology used in the medical field. The class is helpful to business people having frequent contact with medical information.

T TH 5:30-8:30 PM 45 HRS \$115  
June 04 thru July 23, 2009

## PRE-PHARMACY TECHNICIAN

This course will provide the student with the theory and basic knowledge of pharmacy information systems, regulatory, legal and ethical considerations, drug calculations, terminology and other skills necessary to a pharmacy technician's job performance

T Th 5:00-9:00PM 64hrs \$176.00  
June 04 thru July 28, 2009

## PHYSICAL-THERAPY AIDE

Provide a safe environment and assist with a patient's rehabilitation. Learn how to assist the physical therapist to restore the patients functioning within their capabilities. Monitor the physical therapist response to a patients care.

T 5:00-9:00 PM 40 HRS \$85  
June 02 thru August 04, 2009

## INTRODUCTION TO MASSAGE THERAPY

Learn basic physiology and anatomy pertaining to massage. Instruction will be given on the systematic manual manipulations of the soft tissue of the body by various movements for the improvement of a person's comfort and well-being. Basic techniques will be taught to the student on how to provide the best massage technique. Also, learn how to provide the best care for oneself.

T 6:00-8:30 PM 20 HRS \$50  
June 02 thru July 21, 2009

## Basic Emergency Medical Technician

### EMT

Prepare yourself to take the State of Oklahoma EMT-Basic Examination and be employed as an entry level Emergency Medical Technician in a pre-hospital setting.

Class consists of 160 classroom hours 40 clinical hours.

T TH 5:30-9:30 PM \$600  
July 17 thru Dec 15, 2009

### FIRST RESPONDER

Learn the basic life saving methods and procedures to include the use of automatic electric defibrillation equipment and CPR for non-medical emergency personnel who are first on the scene. The Oklahoma State Department of Health Emergency Medical Services approves this program. Upon successful completion of this course, you may submit an application for placement on the First Responder National Registry.

50HRS By Arrangement \$125

### BASIC EMT REFRESHER

24 HRS BY Arrangement \$60

### FIRST RESPONDER REFRESHER

12 HRS By Arrangement \$30

### CONTINUING EDUCATION FOR EMT

4 HRS BY Arrangement \$20

## Dental

### DENTAL ASSISTANT

Dental assistants prepare patients for the dental exam and assist dentist with procedures to include extractions, fillings and root canals.

Instruction for the program includes; dental terminology, anatomy, X-Ray techniques, taking impressions and aseptic techniques. A strong emphasis is placed on chair side patient care including hands-on instruction in instrument technique, dental charting, and overall office procedures. This class is limited to 16 students.

Class will consist of 102 classroom hours and 136 clinical hours.

**ENTRANCE REQUIREMENTS: GED or High School Diploma and Entrance Exam**

Enrollment begins Nov. 02, 2009  
\$100 due upon enrollment,  
M W 5:30-8:30 PM 238 HRS \$525  
Jan.11 thru May 13, 2010

## American Heart Association-Life Support for Healthcare Providers

### CPR

This course is intended for Healthcare Providers and the Professional Rescuer. One and two-rescuer adult CPR, one rescuer child, infant CPR, adult/child/infant obstructed airway

techniques, mouth-to-mouth mask ventilation, critical pressure and the modified jaw thrust barrier devices. Formal testing is required as part of this course.

8 HRS Start 8:30AM \$25  
6/13, 6/20, 8/22, 8/29, 10/24, 10/31.

### CPR REFRESHER

4 HRS By Arrangement \$25

## Council on Law Enforcement Education and Training

### UNARMED SECURITY GUARD

#### Phase I & II

The basic security guard (unarmed) course provides the knowledge and skills needed to function as in-house security officers or guards for contract security companies. This course meets the requirements for the State of Oklahoma.

Applicant must be at least **18 years of age.**

T TH 6:00-8:30 PM 40 HRS \$100  
June 09 thru July 30, 2009

### PRIVATE INVESTIGATOR PHASE III

Receive the skills and knowledge needed to function as a private investigator for security agencies. This course meets the training requirements for the State of Oklahoma. To meet certification requirements, students must attend all 35 hours and maintain passing grades on each test.

M W 6:00-8:30 PM 38 HRS \$100  
June 08 thru July 27, 2009

### ARMED SECURITY GUARD Phase IV

Receive instruction in weapon nomenclature and inspection, shooting fundamentals, and safety. 16 hours of firing range shooting is required. Must furnish your own weapon and ammunition and be at least **21 years of age.** Weapon may be either a revolver or a semi-automatic pistol.

**NOTE:** If student desires to complete training with both types of handguns, it will be necessary to enroll in the course two times. Handguns shall be limited to revolvers in .38 and .357 caliber. Semi-Auto 9 m/m or larger.

Prerequisite: Unarmed Security & MMPI  
Pistol or Revolver \$100  
5:30-9:30 PM TO be arranged 32 HRS  
S & Sun Range 8:30AM-4: 30 PM

### CONCEALED HANDGUN TRAINING

This course is taught by an OSBI & CLEET certified concealed carry instructor. The course is as prescribed by the Oklahoma Self-Defense Act to meet the educational requirements to qualify for an Oklahoma Concealed carry License. **Must be 21 years of age**

F 8:00-12:00PM Class,  
1:00-5:00PM Range 8HRS \$25  
(6/26) (7/31) (8/28) (9/25) (10/30)  
(11/20) (12/11)



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## Special Interest Courses

### MOTOR VEHICLE ACCIDENT PREVENTION

American Automobile Association Oklahoma Department of Public Safety (Approved) may help reduce Auto Insurance Rates.  
(Check with Insurance Provider)  
By Arrangement. 8 HRS \$20

### FLORAL DESIGN

Learn Professional principles and techniques, beginning with bow making and expanding into making various arrangements. Work at your own pace in a fun environment, with detailed instructions as needed.  
Th 6:00 – 9:00pm 24 HRS \$60  
June 09 thru July 28, 2009

### BASIC LEATHER REPAIR

Learn to repair leather items such as shoes, boots and saddles. You will learn to repair by hand and also by machinery. Materials may be purchased from school.  
T 5:00-9:00pm 32 HRS \$80  
June 09 thru July 28, 2009

### Precision Machining

Precision Machining examines the skills, knowledge and the techniques needed to learn the art of machining. This class also combines quality instruction with hands on training on the manual mill and CNC machines.  
F 5:00 – 9:00pm 24HRS  
June 19 to July 24, 2009 \$110

### CANINE COURSE

Basic Obedience Training Course. Dog must be current in shots and at least six months old. Dog must wear collar and have a six-foot lead. Come have some fun.  
T 6:00 – 7:30PM 12 HRS \$40  
June 02 thru July 21, 2009

### CUSTOM SADDLE MAKING COURSE

Have you ever wanted to make your very own custom saddle? If yes, then this is the class for you. Materials are included. When the saddle course is finished, you will leave with a saddle that you personally made.  
Enrollment begins July 01, 2009  
\$500 due upon enrollment,  
T 6:00 – 10:00pm 80HRS \$1000  
Aug.11 thru Dec. 15, 2009

### CONVERSATIONAL SPANISH

Develop basic skills in this short course for individuals who have no background in Spanish.  
T 5:30 - 8:30PM 24 HRS \$65  
June 09 thru July 28, 2009

### Welding Basic

This course is the first step in learning to weld. The program is designed to teach the basics of cutting, braze welding, and MIG. You will learn to set up machines and equipment, sheer and bend and assemble metals projects.  
Th 5:00-9:00pm 32HRS \$165  
June 11 thru July 30, 2009

### Intro to Drafting

Drafting is a process of taking an idea from concept to product using lines and a universal set of symbols. Students will receive an overview of various drafting occupations and are introduced to computer aided drafting using state of the art software.  
Th 5:00-9:00pm 28HRS \$100  
June 11 thru July 30, 2009

**Class space is limited. Enrollment is on a first come, first serve basis.**

**All classes will be held on the Green Country Technology Center Campus. If there are other classes that may be of interest to you or your organization, contact Jill Brown, Adult Training and Development Director. (918) 756-1334 ext 224**

**\*You may enroll beginning during the hours of 8am-7pm. Enrollment will be accepted until class fills. Anyone 16 years or older may enroll in Green Country Technology Center’s short-term classes. A \$10 deposit must accompany your enrollment form. One half of the tuition is due the first day of class and the balance in three weeks. The Adult Training Director must approve any exception to the rule. Equal Opportunity Policy – Green Country considers all qualified applicants for each position and does not discriminate with regard to race, color, religion, gender, national origin, age, recruitment, admission, and employment practices. Accommodations on the basis of disability are available.**



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