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Partner School Districts

Bray-Doyle
Central High
Comanche
Duncan
Empire
Grandview
Marlow
Ryan
Temple
Terral
Velma-Alma
Walters
Waurika

Accreditations

• A+, Linux +, Network + and Server + Certifications
• Automotive Service Excellence (ASE)
• Electronics Systems Association
• HVAC Excellence
• CLEET
• Microsoft Office Specialist Certification
• National League for Nursing Accrediting Commission
• Oklahoma Board of Nursing
• Oklahoma Real Estate Commission
• Oklahoma State Department of Education
• Oklahoma State Department of Health
• Oklahoma Department of Career and Technology Education
• Oklahoma State Board of Cosmetology

Board of Education

Rodney Love, President
Gary Carter, Vice-President
Mark Ely, Deputy Clerk
Lance Strickland, Member
Dee Williams, Member

Administration

Ken Layn, Superintendent
Dennis Loafman, Asst. Superintendent
Brook Holding, Principal
Lisa Williams, Adult & Career Development
**Business & Industry Services**

**Bid Assistance**
Obtain a government contract for your business. Millions of dollars are awarded each year to providers of goods and services to city, county, state, federal agencies, and the Department of Defense.

Bid Assistance helps area businesses obtain these contracts. Assistance is available to cut through red tape, find what contracts are out for bid, how to request an opportunity to bid, and how to complete and submit a bid package. A plan room is available for construction clients’ use to bid on projects.

Important websites regarding government contracting:
- Obtain a DUNS number for Government Contracting: www.fedgov.dnb.com/webform
- Online Representations and Certifications Applications (ORCA): www.orca.bpn.gov/
- Federal Business Opportunities: www.fbo.gov/
- Contact Bid Assistance Coordinator Dana Harwell, CCAS, at 580-255-2903, ext. 270 or by e-mail at dharwell@rrtc.edu.

**Environmental, Health & Safety Services**
Safety and health should be a state of mind, an attitude, an instinctual consciousness of our surroundings and our actions. Safety is a responsibility we owe to ourselves and to everyone around us.

Red River Technology Center is ready to assist your business with its environmental, health, and safety training program. Our Environmental, Health and Safety team can prepare and present curriculum, provide training, and conduct safety walk-throughs at your site. We can customize and present topics at your safety meetings, or provide a more extensive training program. Our training resources are specialized according to industry needs and schedules. We can help direct your organization to be a safer, healthier workplace.

Contact EHS Coordinator Greg Tanaka at 580-255-2903, ext. 236 or by e-mail at gtanaka@rrtc.edu.

**Industrial Coordination**
Red River Technology Center provides customized training and services to new and existing businesses and industries. Industrial coordination proactively assists companies by bringing together those resources, both internally and externally, to meet current and future needs.

RRTC develops long-term training partnerships by working with company representatives to outline the content of training, time frame for implementation and responsibility for completion. Training can be conducted at the company’s facility or at RRTC.

Contact Sam Porter, Industrial Coordinator at 255-2903, ext. 275, or by e-mail at sporter@rrtc.edu.

**Business Development Services**
Small businesses continue to be the underlying economic power base of this country. Red River Technology Center is committed to helping area businesses succeed.

The Business Development Services program provides entrepreneurs with the resources and information they need to start and grow a successful business venture. The program provides adult entrepreneurship and financial education throughout the year through training workshops and individual consultations.

Connect with Jackie and other entrepreneurs at www.linkedin.com/in/jackiejacobi

For Business News and Updates follow Jackie at www.twitter.com/jackiejacobi

For online information and resources to start your business visit www.JackieJacobi.com

Contact Jackie Jacobi, Business Development Services Trainer at 255-2903, ext. 271, or by e-mail at jjacobi@rrtc.edu.

"Leaders in Customized Education and Training."
**Enrollment Information**

**2012-2013 School Year**

- Class begins: August 16
- Class Ends: May 24

For enrollment in full- or part-time career pathways, call the Red River Technology Center counselor at 580-255-2903, ext. 230, or come by and complete an application form.

Adult enrollment begins the first week in May. For additional adult enrollment dates, please contact the RRTC counselor.

**Financial Aid**

Financial aid is available for eligible adult students who possess a high school diploma or GED®. Tuition for full-time programs, except Practical Nursing, is as follows: for in-district post-secondary students, $1,050.00 for half days; $2,100.00 full-time. Half-day students who reside outside the Technology Center District: part-time $2,100.00; full-time $4,200.00.

Contact the Financial Aid Officer at 255-2903 or toll free 1-888-607-2446 ext. 269, for more information. Or, go to www.fafsa.gov to fill out the Free Application for Financial Student Aid on-line.

**Next Step...**

**13th & 14th Year Scholarship**

Red River Technology Center offers a tuition scholarship to eligible individuals who meet the following criteria:

- Attend full- or part-time, Career Pathways.
- Possess a high school diploma or a high school equivalency diploma.
- Graduates may be awarded the tuition scholarship within two years after completing high school.
- Students who do not possess a high school diploma must be actively pursuing an alternative diploma within two years of the time the applicants’ graduating class would have finished high school.

Guidelines for applying and maintaining the scholarship are:

- Maintain at least a B grade average.
- Maintain 90% attendance.
- Make satisfactory progress in the program by passing competencies at designated times.
- Tuition scholarship amounts will not exceed $2,100.00 per year for full-time or $1,050.00 for part-time. The tuition will not exceed the actual cost of tuition for a single program. The scholarship will be awarded at the beginning of each semester.

**Entrance Requirements**

**High School students**

Students who attend Red River Technology Center will spend three hours (one-half day) at the Tech Center and the other half-day at their home high school. Students can earn elective credit toward high school graduation by attending the Tech Center. Contact your high school counselor or the Tech Center counselor for enrollment approval.

**Adult students**

Adults are eligible for enrollment in all Career Pathways except Cosmetology, the Pre-Engineering Academy and the Biomedical Science Academy. Attendance may be for three hours (one-half day) or six hours (full day). Information regarding tuition and financial aid may be obtained by contacting the enrolling officer or financial aid officer.

Earn college credit through Red River Technology Center’s cooperative agreements with the following degree-granting institutions:

- Murray State at Tishomingo
- OSU Institute of Technology
- Western Oklahoma State at Altus
Student Services

Academic Services Center

Success begins with a solid foundation in academic skills. The goal of the Academic Services Center is to offer students an opportunity to enhance the academic skills needed to become productive and skilled employees in today's workplace. Individualized instructional programs are developed for each student to achieve the skills necessary for career success.

Academic and computer instruction, math, communications, and employability skills are reviewed. Preparation for the GED and ACT is also available. Students have the opportunity to access career, occupational and scholarship information, plus college listings. Internet use and English as a second language assistance are also offered.

Secondary students may take an academic course via distance learning from a partner high school and still attend Red River Technology Center. Subjects have included algebra II, English III and government.

Contact Academic Services Director at 255-2903, ext. 266.

Testing & Assessment

Assistance in planning an educational and career path is available through testing services at RRRTC. This resource is offered to schools, individuals, business and industry.

Testing is free to those enrolled in Technology Center programs. For those not enrolled, the cost for testing is as follows:

- SAGE - $75
- TABE - $25
- ATB - $25
- WorkKeys - No Charge
- Work Readiness Credentials - No Charge
- Compass - $45
- Compass Individual Sections - $15
- Scotopic Screening - Call for cost
- POSSE (Peace Officer Screening & Selection Exam) No Charge if employed or $25 otherwise.
- Health Certifications (LTC, CMA, etc.) Cost varies.

Contact Testing and Assessment Coordinator at 255-2903, ext. 276.

Adult Education and Literacy

Adult Education and Literacy (AEL)

Academic instruction in a variety of courses to prepare students for earning a high school diploma, achieving work readiness, and/or the college admissions process. Courses are offered at the Tech Center and designated locations throughout the district at no cost.

Oklahoma High School Equivalency Diploma

Individuals at least 18 years of age (persons 16-17 with special permission) may receive a high school diploma from the State Dept. of Education upon successful completion of the GED® test. For a limited time, the GED® test is available in a written and on-line format. The test will become ON-LINE ONLY beginning JANUARY 1, 2014.

Written test cost:
- Various payment options available
- $60 without classes
- $50 for current AEL students
- $30 for retest
- Testers MUST PRE-REGISTER 1 week prior to test
- Registration is limited to 10 testers.
- Test conducted over 2 days with mandatory attendance at both sessions.

On-line test cost:
- Credit/debit card payment only
- $145 for all 5 sections
- $24 per section for retest
- Registration is limited to testing lab seating

All testing registration is completed on-line through Red River Technology Center.

Contact Adult Education at 255-2903, ext. 222.

English Literacy (EL)

English classes for non-English speaking adults. The classes and materials are free.

GED® Test Schedule

2012-2013

All test sessions are two days. First day is 8am - 3pm. Second is 8:30am to 11:30am.

2012

<table>
<thead>
<tr>
<th>Date Range</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18-19</td>
<td>July 16-17</td>
<td>Aug. 14-15</td>
</tr>
<tr>
<td>Sept. 18-19</td>
<td>Oct. 16-17</td>
<td>Nov. 13-14</td>
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<tr>
<td>Dec. 18-19</td>
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2013

<table>
<thead>
<tr>
<th>Date Range</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Jan. 15-16</td>
<td>Feb. 19-20</td>
</tr>
<tr>
<td>Apr. 16-17</td>
<td>May 14-15</td>
</tr>
<tr>
<td>July 15-16</td>
<td>Aug. 27-28</td>
</tr>
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**Biomedical Science Academy**

*Explore • Question • Discover • Solve*

Biomedical Science is a broad field encompassing many different medical and health care disciplines. These include biochemistry, biomedical engineering, forensics, immunology, microbiology, pharmacology, physiology, radiological sciences, and many more. In fact, the opportunities vary so greatly that no matter what your personality type or where your interests lie, there is a Biomedical Science career for you.

People working in Biomedical Science seek to understand the chemistry and biology of life in order to better diagnose, treat and prevent disease, improve health, and ease pain and suffering. This includes not only doctors and nurses, but scientists, engineers, administrators and technicians.

The Biomedical Science Academy is part of the Science, Technology, Engineering and Mathematics (STEM) Career Cluster. Applications to the two-year academy are made available to students their sophomore year through their high school counselor.

Over the two-year academy, Biomedical Science students study Principles of Biomedical Sciences, Anatomy and Physiology, Human Body Systems, Trigonometry/Pre-Calculus, Medical Interventions, AP Statistics, AP Biology and Biomedical Innovation, a senior capstone project.

For more information, contact RRTC at 580-255-2903, ext. 230, or go online at www.rrtc.edu.

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**Pre-Engineering Academy**

*Explore • Question • Imagine • Build*

Students in the Pre-Engineering Academy will study pre-engineering through Project-Lead-the-Way® curriculum that introduces them to concepts and principles of engineering with a strong emphasis on the development of problem solving skills. The students will learn how engineers apply math, science, and technology to solve problems. The curriculum has been developed with the goal of preparing students to successfully advance to the college level. Students will take four Project-Lead-the-Way® courses, two advanced science and and two advanced math courses.

Engineering careers are available in a variety of fields, including but not limited to: Aerospace, Bioengineering and Biomedical, Chemical, Civil, Computer Science, Electrical and Electronic, Environmental, Industrial and Manufacturing, Materials, Mechanical Engineering and more!

The Pre-Engineering Academy is part of the Science, Technology, Engineering and Mathematics (STEM) Career Cluster. Applications to the two-year academy are made available to students their sophomore year through their high school counselor.

Over the two-year academy, Pre-Engineering students study Introduction to Engineering Design, Principles of Engineering, Trigonometry/Pre-Calculus, Physics, an Engineering Specialization course in Digital Electronics, Engineering Design and Development, AP Calculus and AP Physics.

For more information, contact RRTC at 580-255-2903, ext. 230, or go online at www.rrtc.edu.
Daytime Career Majors

Business Information Technology Education

As part of both the Business Management & Administration Career Cluster and the Finance Career Cluster, the Business plan of study allows students to learn the latest software on up-to-date equipment, and specialize in one of the following career pathways: Administrative & Information Support or Business Financial Management & Accounting. All students take foundation courses of Fundamentals of Technology and Fundamentals of Administrative Technology. Students who may have previously completed training in operating systems, word processing or spreadsheet applications, may receive advanced standing. Students enrolled are also eligible to participate in the Business Professionals of America student organization.

Career Majors:
• Administrative Assistant
• Medical Insurance Coder
• Medical Office Assistant
• Accounts Payable/Receivable Clerk

Short-Term Courses

Keyboarding I
No previous experience is required. Students with no previous keyboarding training or those who need basic skills review should enroll in this course. Build the skills necessary to work efficiently on a computer. (24 or 42 hours)

Accounting I
Learn the accounting cycle in its easiest form. Students use a practice set to simulate the business cycle. (42 hours)

Microsoft Office 2007 or 2010 (42 hours)
Students will learn the basic components of this software group--Access, Excel, PowerPoint and Word.

Access 2007 or 2010
Microsoft Access is an interactive database for Windows. Access puts the power to organize, find, and present information at your fingertips. Access is graphical, has powerful querying capabilities and enables you to produce professional forms and reports. Prerequisite: Basic Computer Knowledge. (42 hours)

Excel 2007 or 2010
Excel is used to manage budgets, track expenses and even balance a checkbook. Students begin with a basic Excel worksheet and work into more complex Excel functions. Build spreadsheets used in business settings. Prerequisite: Basic Computer Knowledge. (42 hours)

Word 2007 or 2010
Prerequisite: Proficiency in keyboarding. Students are presented the basics of word processing in the Windows environment. Fundamental elements are studied in step-by-step instructions using examples and applications. (42 hrs.)

QuickBooks 2010
Automated accounting software used to manage business payroll and accounting. Instantly create invoices tracking sales and expenses. Organize your finances all in one place. (48 hours)

Real Estate Basic I
This real estate course prepares participants for the Oklahoma Real Estate Commission’s licensing exam. Successful completion of the course entitles the participant to sit for the exam which is administered in Oklahoma City at the Oklahoma Real Estate Commission, OREC, office. The licensure level after successful completion of the test would be a Provisional Sales Associate. Courses are delivered via interactive television. (Fall only - 90 hours)
**Daytime Career Majors**

**Health Careers Certification**
As part of the Health Sciences Career Cluster, the Health Careers Certification plan of study prepares students for a career in the health care industry. Students can specialize in either the Diagnostic Services or Therapeutic Services Career Pathway. Curriculum includes anatomy and physiology,* medical terminology, legal and ethical issues, medical math, safety and asepsis, concepts of health care economics and CPR/Health Care Provider.

Career Majors:
- Phlebotomist
- Basic Medical Assistant
- Nursing Assistant
- Pharmacy Technician
- Electrocardiograph Technician
- Diagnostic Aide & Nursing Asst. (adults only)

*High school students can obtain a lab science credit toward graduation requirements.

Certifications** available:
- Long-Term Care Nurse Aide
- Home Health Aid Deeming
- Medication Administration Technician (MAT)
- Pharmacy Technician
- CPR/Health Care Provider
- Clinical Medical Assistant
- Phlebotomy

**Some certifications require testing fees and approved through the Oklahoma State Department of Health.

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**Practical Nursing**

After graduating from this 12-month, full-time program, students may be employed in the following health care settings: acute care (hospitals), physician’s office, dialysis or surgical centers, home health, nursing homes, industrial health clinics or hospice. The PN plan of study is part of the Health Sciences Career Cluster and Therapeutic Services Career Pathway. It is accredited by the National League for Nursing Accrediting Commission* and the Oklahoma Board of Nursing.** Students must fill out an application packet and take an assessment test. PRE-REQUISITE: Medical Terminology (minimum 45hrs/On-line or instructor-led) required. For information and/or a packet, contact the nursing department at 580-255-2903, ext. 243 or 230.

Career Major:
- Practical Nurse

*NLNAC
3343 Peachtree Rd. NE, Suite 500
Atlanta, GA 30326
(404) 975-5000  (866) 747-9965
Fax: (404) 975-5020
www.nlnac.org

**Oklahoma Board of Nursing
2915 N. Classen Blvd., Ste. 524
Oklahoma City, OK 73106
(405) 962-1800  Fax: (405) 962-1821
www.youroklahoma.com/nursing

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**Practical Nursing Test Dates**

<table>
<thead>
<tr>
<th>8 a.m.</th>
<th>5:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs. Sept. 6</td>
<td>Thurs. Oct. 4</td>
</tr>
<tr>
<td>Thurs. Nov. 1</td>
<td>Tues. Dec. 4</td>
</tr>
<tr>
<td>Tues. March 5*</td>
<td>Thurs. March 28</td>
</tr>
<tr>
<td>Tues. April 9</td>
<td>Thurs. April 25</td>
</tr>
</tbody>
</table>

*Students testing prior to March 5 may retest if necessary.

Tests at 8 a.m. are held in Rm B120 of the Business and Industry Service Center. Tests at 5:30 p.m. are held in the Seminar Room of the main RRTC building.
Short-Term Courses & Career Majors

Some of the following career majors include a suggested combination of short-term courses. Those courses are listed below each individual career major. Dates and times vary. See schedule at www.rrtc.edu.

**Medical Office Assistant**
- Keyboarding (24 hours minimum)
- Computer Intro/Windows (42 hours)
- Word (42 hours)
- Medical Terminology (48 hours)
- Accounting (42 hours)
- Medical Office Procedures (48 hours)
- Medical Insurance Coding (48 hours)

**Medical Office Coding/Claims Processing**
- Keyboarding (24 hours minimum)
- Computer Intro/Windows (42 hours)
- Word (42 hours)
- Medical Terminology (48 hours)
- Medical Insurance Coding (48 hours)

**Medical Assistant**
- Long Term Care Nurse Aide (96 hours)
- Certified Medication Aide (72 hours)
- CPR/Health Care Provider (8 hours)
- Medical Insurance Coding (48 hours)
- Medical Claims Processing (48 hours)
- Math for Health Occupations (42 hours)
- Phlebotomy (64 hours)

**Phlebotomist**
- Medical Terminology (48 hours)
- Phlebotomy (64 hours)
- Keyboarding (24 hours)
- CPR/Health Care Provider (8 hours)

**Physical Therapy Technician**
- Medical Terminology (48 hours)
- Physical Therapy Technician (48 hours)
- CPR/Health Care Provider (8 hours)

**Emergency Medical Technician**
- EMT (264 hours)
- Advanced EMT (288 hours)
- Optional: Medical Terminology (48 hours)
- Emergency Medical Responder (72 hours)
- Transition courses offered.

**Practical Nursing Preparation**
- Medical Terminology (48 hours)
- Anatomy and Physiology (84 hours)
- Phlebotomy (64 hours)
- Long Term Care Nurse Aide (96 hours)
- Optional: Certified Medication Aide (72 hours)
- Home Health Aide (16 hrs plus Long Term Care class)
- Computer Intro/Windows (42 hours)

**Math for Health Occupations (42 hours)**
- CPR/Health Care Provider (8 hours)

**Anatomy and Physiology I and II**
Students entering any health care field will benefit from learning this systematic approach to studying the human body. (42 hours/each)

**Certified Medication Aide (CMA)**
Prerequisite: You must be a state Certified Nurse Aide (CNA) to enroll in this course. You must be able to read, write and speak English, have six months experience in patient care, be 18 years of age, and have a high school diploma or GED. Information covers the skills necessary to administer medication. Course includes legal responsibilities, ethical conduct, charting and reporting skills, and the skills necessary to identify and provide proper services to patients. Forty hours of theory, plus 16 hours of clinical practice. Upon completion, students will be eligible to take the state certification test. (72 hours)

**Advanced Certified Medication Aide**
Diabetes Care/Glucose Monitoring and Insulin Administering (16 hours). Certification exam required. Nasogastric/Gastrostomy, Oral Metered Inhaler/Nebulizer (8 hours). No exam required.

**Certified Medication Aide Continuing Ed**
Class will be offered monthly. Call for dates. Meets the requirements for CMA re-certification. (8 hours)

**Emergency Medical Responder (EMR)**
Acquire the knowledge to medically assist victims of accidents and illness in an emergency setting. As the first person on the scene, the first responder must be proficient in providing basic life support and taking other actions necessary to minimize the patient’s discomfort and prevent further complications until EMS arrives. National Registry certification testing will be offered at the end of the course. (72 hours)

**Emergency Medical Technician**
This entry-level course combines 216 hours of classroom training and 48 hours in a clinical setting of the hospital emergency department and licensed ambulance service. Successful completion prepares the trainee for the State Licensure and National Registry examinations offered through the Oklahoma State Department of Health, Emergency Medical Services Division. Licensure is required to work as an EMT Basic in Oklahoma for emergency medical service, fire-rescue agencies, law enforcement, and emergency department technicians. Requirements: Uniform and current immunization record are required prior to clinical assignments. High school graduate or GED and 18 years of age by end of course. (264 hours)
<table>
<thead>
<tr>
<th><strong>Advanced Emergency Medical Technician</strong></th>
<th><strong>Medical Office Procedures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must have completed EMT to enroll. Students receive 160 hours classroom instruction and 128 hours of clinical assignments. Before completing the intermediate program, students are required to pass Basic certification. Limited enrollment. (288 hours)</td>
<td>Course integrates medical, business and computer skills through a medical office simulation. Training includes information regarding professionalism, administrative responsibilities, patient records handling, financial responsibilities, and professional activities. Medisoft® and Office Hours® are used to maintain patient accounts and appointment scheduling. Word processing software is used to prepare patient chart notes. (42 hours)</td>
</tr>
<tr>
<td><strong>CPR/Health Care Provider</strong></td>
<td><strong>Medical Terminology</strong>*</td>
</tr>
<tr>
<td>Learn critical lifesaving skills needed to care for a person in cardiac arrest. This course includes adult, child and infant CPR and obstructed airway. American Heart Association guidelines are followed. Book required. (8 hours)</td>
<td>Students preparing to enter the medical field use this course to build a medical vocabulary, terms and abbreviations. Students learn basic level medical terms based on a word building system. *This course is required to apply for the RRTC Practical Nursing career pathway. (48 hours)</td>
</tr>
<tr>
<td><strong>Health Unit Coordinator</strong></td>
<td><strong>Medical Transcription</strong></td>
</tr>
<tr>
<td>Students learn to maintain patient charts and records, receive and transmit patient requests, order supplies, and use the telephone properly. Legal issues and ethics required on the job are also studied. (42 hours)</td>
<td>Prerequisites: Medical Terminology and typing 50 wpm. Students transcribe medical dictation using computers and learn the proper formatting for medical documents. (48 hours)</td>
</tr>
<tr>
<td><strong>Home Health Aide Deeming</strong></td>
<td><strong>Medication Administration Technician</strong> (MAT)</td>
</tr>
<tr>
<td>Certified long-term care nurse aides can add home health certification with this “deeming” class. Complete the 16-hour course, take the clinical examination and complete the necessary paperwork to receive a home health aide card from the Oklahoma Department of Health, Nurse Aide Registry. (16 hours)</td>
<td>Course provides training for the certification required, by state law, for all employees in group homes and residential care facilities who administer or monitor medications. Curriculum includes administration of medication, measuring and charting vital signs, and legal aspects. To be eligible for a certificate of completion, you must successfully finish 16 hours of training and testing. The certificate meets Okla. Dept. of Human Services training requirements. (Offered monthly-16 hours).</td>
</tr>
<tr>
<td><strong>Long-Term Care Aide</strong></td>
<td><strong>MAT Recertification</strong></td>
</tr>
<tr>
<td>Students are introduced to the basic skills used in a long-term health care facility. This course leads to Oklahoma State Dept. of Health Certification as a long-term care aide. (96 hours)</td>
<td>MAT certification is valid for one year. To renew certification, individuals must have eight hours of additional training annually. This class meets that requirement. Must show proof of MAT Certification. (Offered monthly - 8 hours)</td>
</tr>
<tr>
<td><strong>Math for Health Occupations</strong></td>
<td><strong>Phlebotomy</strong>*</td>
</tr>
<tr>
<td>Students study math concepts needed in the health care profession. Study will include a review of fractions, decimals, percentages, ratios and conversion to the metric system. (42 hours)</td>
<td>Students learn the techniques necessary to properly draw blood specimens and the proper handling of the specimen for clinical laboratory testing. Issues dealing with patient contact, medical ethics and legal problems will be discussed. *Pre-requisite of Medical Terminology and CPR/HCP. (48 hours classroom; 16 hours clinical; total 64 hours)</td>
</tr>
<tr>
<td><strong>Medical Insurance I - Insurance Coding</strong></td>
<td><strong>Physical Therapy Technician</strong></td>
</tr>
<tr>
<td>Course provides students with the knowledge and skills needed for insurance coding. Students will learn CPT, ICD-10-CM, and HCPCS coding, medical coding guidelines and coding principles in order to verify the diagnosis and procedure codes used to report patients’ conditions on insurance claims and encounter forms. (48 hours)</td>
<td>Gain an understanding of anatomy, direction of movement, range of motion, strengthening and patient handling. With this knowledge and skill, individuals will be able to assist physical therapists provide quality care to patients. (48 hours)</td>
</tr>
<tr>
<td><strong>Medical Insurance II - Claims Processing</strong></td>
<td><strong>Pharmacy Technician</strong></td>
</tr>
<tr>
<td>Claim filing rules for Medicare, Medicaid, TRICARD, Blue Cross/Blue Shield, Worker’s Compensation and private payers are covered in this course. Special attention is given to insurance providers and their reimbursement methods. Completion of the universal HCFA 1500 claim form and an overview of UB92 form complete the course. (48 hours)</td>
<td>Assist and support licensed pharmacists in providing health care to patients. Learn skills required to order, stock, package, and prepare medications. Program prepares student for entry-level pharmacy technician positions. Prepares students for the National Certification Exam offered by the Pharmacy Technician Certification Board. (60 hours)</td>
</tr>
</tbody>
</table>
Daytime Career Majors

Automotive Collision
The Automotive Collision plan of study is part of the Transportation, Distribution and Logistics Career Cluster. Today’s auto collision technician is a skilled professional with expertise in complex automotive systems and the modern materials used in today’s automobiles. Students acquire the basic skills necessary to restore damaged cars and trucks to their original showroom quality. (ASE certified)

Career Majors:
• Combination Collision Repair Technician
• Detailing Specialist
• Non-Structural Repair Technician
• Refinishing Technician

Automotive Service
Starting with hand tools and components, students advance to electrical and electronic systems, brakes, engine performance, suspension and steering, plus heating and air conditioning. The Automotive Service plan of study is part of the Transportation, Distribution and Logistics Career Cluster. (ASE Certified)

Career Majors:
• Automotive Service Technician
• Automotive Air Conditioning Technician
• Automotive Alignment Technician

Residential Heating & Air Conditioning
As part of the Architecture and Construction Career Cluster, the Residential Air Conditioning Technician plan of study allows students to learn climate control for residential and commercial buildings. Students acquire the technical skills to repair and maintain commercial and residential heating units, ice makers, commercial refrigeration, and standard air conditioning refrigeration units. (HVAC Excellence certified)

Career Majors:
• Residential HVAC Installer
• Residential HVAC Technician

Residential Carpentry
As part of the Architecture and Construction Career Cluster, the Residential Carpentry plan of study allows students to learn the tools and techniques used in residential and basic construction. Students learn cabinet making, build a house from the ground up and acquire construction industry skills, including the use of hand and power tools, blueprint reading, interior/ exterior finishing, and safety.

Career Majors:
• Residential Carpenter
• Cabinet Maker
• Frame Carpenter

Electronics
As part of the Manufacturing and Science, Technology, Engineering and Mathematics Career Clusters, the Electronics plan of study allows students to learn to troubleshoot and repair the problems in electronic circuits that run computers and control everything from cars and trucks to heart pacemakers. The course of instruction includes basic electricity, solid state and digital electronics, microprocessors, soldering, diagnostic equipment, PLC systems, computer maintenance (A+), networking fundamentals, (Network+), (A+ and ESA Certified)

Career Majors:
• Electronics Technician
• Electronics Assembler
Daytime Career Majors Cont.

**CNC Machining**
Precision machine parts are vital components in a wide variety of industries. Students acquire the technical skills needed to run milling machines, lathes, and CNC (Computer Numerically Controlled) equipment. The course includes precision measuring tools, basic metallurgy, safety and blueprint reading and work ethics. The CNC Machining plan of study is part of the Manufacturing Career Cluster.

Career Majors:
- CNC Precision Machining Technician
- Drill Press Operator
- Engine Lathe Operator

**Welding and Metal Fabrication**
As part of the Manufacturing Career Cluster, the Welding and Metal Fabrication plan of study prepares students for a position in one of the fastest growing industries in the world of work. The course covers safety, shielded metal arc welding, gas metal arc welding and gas tungsten arc welding.

Career Majors:
- Structural Welder
- Cutting Process Technician
- FCAW Structural Welder
- GMAW Structural Welder
- GTAW Structural Welder
- SMAW Structural Welder

**Short-Term Courses**

**Fork Lift Safety**
Learn to operate a fork lift safely for use in any industry setting. Certification is included. (6 hours)

**CPR/First Aid**
American Heart Association with Basic First Aid certification. Designed for most industries from manufacturing to child care. (6 hours)

**Air Conditioning Technician**
Learn shop and equipment safety procedures, terminology, assembly of basic system components, servicing procedures, controls adjustment and system operations. Courses are HVAC Excellence certified. (5 sessions - 42 hours)

**Auto Collision**
Learn through hands-on work the fundamentals of straightening, dent filling, spray painting, and the use of hand and power tools. Course is ASE certified (42 hours)

**Basic Automotive Maintenance**
Receive hands-on training and learn the basics of automotive repair. Course is ASE Certified. (42 hours)

**Basic Automotive Heating/Air Conditioning**
Hands-on training related to all heating and air conditioning and compressor systems. Course is ASE certified. (42 hours)

**GM Special Electrical and Electronics Training**
Using actual car components, students learn basic electricity through electronics. Training provided is identical to that received by GM factory-trained technicians using FLUKE digital volt ohm meters (DVOM) and the GM SET trainers. Ford and Chrysler manufacturers also accept this training. (48 hours)

**Basic Automotive Electronics/Electricity**
Pre-requisite: Basic Auto Electricity. Work with different sensors. Hands-on use of diagnostic equipment such as hand-held scanners, and shop manuals will be learned. (48 hours)

**Residential Wiring**
Learn basic wiring in A/C and D/C circuits, wiring methods, and conductors. The course also includes basic math calculation and measurements. (42 hours)

**Small Engine Repair**
Learn about the maintenance and repair of two-cycle and four-cycle engines. Ignition, carburation, lubrications, and engine overhaul are also covered. Students must furnish engines for repair. (42 hours)

**DC Circuits for Electronics Technicians**
This course provides training in the foundational concepts of DC (Direct Current) electricity and electronic circuits. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA DC Circuits Level 1 Certification ($35.00)** (48 hours)

**AC Circuits for Electronics Technicians**
This course provides training in the foundational concepts of AC (Alternating Current) electricity including electrical generation, instruments and measurements. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA AC Circuits Level 2 Certification ($35.00)** (48 hours)

**Solid-State Circuits for Electronics Technicians**
This course provides training in the foundational concepts of Solid-State Electronics and Semiconductor components found in today’s electronic devices. An Independent Industry Certification Exam is available.
Digital Systems for Electronics Technicians
This course provides training in the foundational concepts, theory and practical principals of today’s Digital Electronic circuits and Microprocessor based devices. An Independent Industry Certification Exam is available at the completion of this course; Electronics Systems Association – ESA Digital Systems Level 4 Certification ($35.00)** (48 hours)

**Upon acquisition of ESA levels 1 through 4 certifications the student is additionally awarded an Associate Level Certification, valid for two years, from the International Society of Certified Electronics Technicians (ISCET).

Machining Technician
Students study classroom theory and apply principles of facing, turning, and boring as well as the tools and equipment involved. Topics covered include safety, setup, blueprint reading, precision measuring instruments, nomenclature, facing, turning, boring, threading, and applied shop math.

Blue Print Reading for Manufacturing (24 hours)
Learn to read basic blueprints used in manufacturing.

CNC Machining Certification (42 hours)
Pre-requisite: Blueprint reading, proper usage of precision measuring tools. Students learn computer numerical control (CNC) manual programming of vertical mill machining centers and CNC lathes. Training includes manually writing, loading and running programs utilizing Fanuc controls on CNC lathes and mill machining centers.

Manual Lathe Operation
Develop your skills in precision machining through the hands-on use of a lathe to produce machine parts to blueprint specifications. (42 hours)

Residential Trim Design
Use the latest equipment to develop customized residential trim that updates or enhances your home. (42 hours)

Residential Cabinet Making (42 hours)
Use the latest equipment to develop customized residential cabinetry that updates or enhances your home.

Plumbing Code 2010 Continuing Education
Required every 3 years. Approved by the Oklahoma Construction Board. (6 hours)

Mechanical Code 2010 Continuing Education
Required every 3 years. Approved by the Oklahoma Construction Board. (6 hours)

Welding I
This course is designed for those with little or no previous welding experience. Beginning students learn oxyacetylene welding and cutting and shielded metal arc welding. Gas metal and gas tungsten arc welding are also introduced. (42 hours)

Welding II
Students learn pipe welding only. This course prepares students for the certifications exam required by the Oklahoma Department of Labor. The test is conducted on pipe. (42 hours)
### COMPUTERS

**Daytime Career Major**

**Computer-Aided Drafting**
Draw precise plans on the computer for machine parts or construction blueprints for homes. Students learn technical and architectural design on the latest AutoCAD and SolidWorks software. Instruction focuses on the techniques to translate engineers’ ideas and calculations into complete working plans which are used by skilled craftsmen to make a desired object. The Computer-Aided Drafting plan of study is part of both the Architecture and Construction Career Cluster and the Manufacturing Career Cluster.

**Career Majors:**
- CAD Architectural Drafter
- CAD Drafter
- Design Engineer Technician

**Short-Term Courses**

**AutoCAD** (84 hours)
Prerequisite: Basic Computer Knowledge. Learn the basics of computer-aided design and drafting. Students will study 2-D drawings, and create and edit textual data. Students will also cover how to edit and verify drawing data integrity.

**Solidworks**
Tools for engineering, design documentation, and simulation 3D software. (84 hours)

**A+ Certification Preparation – Essentials**
This course provides a combination of introductory and advanced training in personal computer hardware to a level sufficient in preparing candidates for achieving the ‘de facto’ requirements for success in the Computer Technology Industry and to satisfy the majority of the domains associated with the 2010 Comp TIA A+ Certification - Essentials exam (220-701).

**A+ Certification Preparation – Practical Applications**
This course provides a combination of introductory and advanced training in personal computer software fundamentals to a level sufficient in preparing candidates for achieving the ‘de facto’ requirements for success in the Computer Technology Industry and to satisfy the majority of the domains associated with the 2010 Comp TIA A+ Certification – Practical Applications exam (220-702).

**PC Troubleshooting (Beginning/Advanced)**
This class will help computer users determine if computer problems are hardware or software related. Students will also learn how the complete system interacts and what common problems can be solved by the user. The beginning class is designed for the novice user; the advanced for those with computer experience. (42 hours)

**Computer Introduction/Windows**
This course is designed for beginning users with no previous computer knowledge. Students will learn Microsoft Windows fundamentals, Program Manager, and other built-in applications. (42 hours)

**Computer Introduction/Windows for “Seniors”** (42 hours)
Have fun while learning the terminology and practical applications of the computer in your daily life. Students 40 and older will learn different software applications including word processing, spreadsheets and others, as time allows.

**Windows 2007**
Students learn what’s new in Windows and the changes made to Windows. (42 hours)

**Microsoft Office 2007 or 2010**
Students will learn the basic components of this software group—Access, Excel, PowerPoint and Word. (42 hours)

**Access 2007 or 2010**
Microsoft Access is an interactive database for Windows. Access puts the power to organize, find, and present information at your fingertips. Access is graphical, has powerful querying capabilities and enables you to produce professional forms and reports. Prerequisite: Basic Computer Knowledge. (42 hours)

**Excel 2007 or 2010**
Excel is used to manage budgets, track expenses and even balance a checkbook. Students begin with a basic Excel worksheet and work into more complex Excel functions. Build spreadsheets used in business settings. Prerequisite: Basic Computer Knowledge. (42 hours)

**Word 2007 or 2010**
Prerequisite: Proficiency in keyboarding. Students are presented the basics of word processing in the Windows environment. Fundamental elements are studied in step-by-step instructions using examples and applications. (42 hrs.)

**QuickBooks 2010**
Automated accounting software used to manage business payroll and accounting. Create invoices tracking sales and expenses. Organize your finances all in one place. (60 hours)
Daytime Career Major

**Cosmetology**

*High School juniors only*

The Cosmetology plan of study is part of the Human Services Career Cluster. Students prepare for a career as a licensed cosmetologist, manicurist, or esthetician through a variety of hands-on training in a salon environment. The Cosmetology plan of study prepares students to take the Oklahoma State Board of Cosmetology exam.

Career Majors:
- Cosmetologist - Public
- Practicing Master Instructor

Short-Term Courses

**Entry-Level Child Care Training**

**FALL**

*Module 1 and 2: (82 hrs.) Book included.*

- Unit 1: Providing for Children’s Safety (10 hrs)
- Unit 2: Providing for Children’s Health (10 hrs)
- Unit 3: Providing an Environment for Learning (10 hrs)
- Unit 4: Child Growth & Development Concepts I (10 hrs)
- Unit 5: Child Growth & Development for Infants, Toddlers and Two’s (5 hrs)
- Unit 6: Child Growth and Development for Preschool (5 hrs)
- Unit 7: Ensuring Development Appropriate Practice (20 hrs)
- Unit 8: Child Growth & Development for Special Needs (5 hrs)

**SPRING**

*Module 3 and 4: (65 hrs.)*

- Unit 9: Guiding Children I (10 hrs)
- Unit 10: Guiding Children II (10 hrs)
- Unit 11: Families and Community (10 hrs)
- Unit 12: Developing Program Plans (10 hrs)
- Unit 13: Maintaining a Record Keeping System (5 hrs)
- Unit 14: Developing as an Early Care Professional (5 hrs)
- Unit 15: Preparing for CDA I (5 hrs)

*Module 5: (30 hours)*

- Unit 16: Preparing for CDA II (30 hours)

This unit is only needed if you have had previous CDA training other than Pathway and need assistance on the Professional Resource File.

**Scholarships are available through:**

Gina McPherson
Scholarship Administrator
OK State Regents for Higher Education
Phone: (405) 225-9396
Qualifications apply. Call for information.
Are you ready for a new career? Do you need to update your skills, but just don’t have the time to attend classes? On-line courses may be what you need to succeed. They are as easy as 1,2,3….. With a variety of career options, courses vary from 80-700 hours of on-line instruction.

CAREER AREAS:  Many career areas to choose from in the following …..
Healthcare and Fitness             Business and Professional
IT and Software Development          Management and Corporate
Media and Design   Hospitality and Service Industry
Skilled Trades and Industrial  Sustainable Energy and Going Green

Here’s how to find it:
Just scroll down on the home page and click on “Career On-line Courses” under the Links section

• Anytime enrollment
• Career Training begins the first of each month and may allow up to one year to complete
• Easy payment options:
  1. Pay on-line with a credit card.
  2. Pay later with cash, check or money order. This allows you to enroll, view two lessons and pay in the front office.
  3. Funding source allows us to bill an approved agency that has authorized payment
  4. Costs vary according to Career Courses.
• Instructor led: instructor availability through on-line communication
• Technical support 24 hours a day
• Course Syllabus
• Description of the course and technology needed to support training
• Quick e-mail response for assistance
• Any necessary books may be purchased on-line or in the front office at RRTC.

Free career guidance is available through Red River Technology Center. Please schedule to visit with one of the following:

Lisa Williams, Adult & Career Development Director
580-255-2903, ext. 225 or lgwilliams@rrtc.edu

Janice Green, Adult Education Coordinator
580-255-2903, ext. 222 or jmgreen@rrtc.edu

Vicki Knight, Administrative Assistant
580-255-2903, ext. 330 or vknight@rrtc.edu

Ed2Go on-line educational courses - making education easy and convenient.
On-line courses...anytime and anywhere an Internet connection is available! Simple enrollment with convenient access to training when student’s time is limited. Classes are 20 hours in length and spread over a six-week period. Average cost is $84 per course.

CAREER AREAS: Many career areas to choose from in the following ……
Accounting and Finance  Business  Computer Applications
Design and Composition  Health Care and Medical  Language and Arts
Law and Legal  Personal Development  Teaching and Education
Technology  Writing and Publishing

Visit www.rrtc.edu for more information!
Just scroll down on the home page and click on “Six-Week On-line Courses” under the Links section

Easy Enrollment:
• Visit www.rrtc.edu and scroll down to the Links section on the homepage. Just click on the “Six-Week On-line Courses” link.
• Search for the course you are interested in and follow the easy enrollment steps.
• Courses begin the third Wednesday of each month.
• Easy payment options:
  1. Pay on-line with a credit card.
  2. Pay later with cash, check or money order. This allows you to enroll, view two lessons and pay in the front office.
  3. Funding source allows us to bill an approved agency that has authorized payment
• Instructor led: instructor availability through on-line communication
• Technical support 24 hours a day
• Course Syllabus and quick e-mail response from your instructor
• Description of the course and technology needed to support training
• Any necessary books may be purchased on-line or in the front office at RRTC.

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Ed2Go on-line educational courses - making education easy and convenient.
**Special Interest Courses**

**Short-term Courses**

**ACT Preparation**
The computer format allows for study time on the areas of concentration needed by each student. The sessions are geared for those who are taking the exam for the first time, and for those who want to raise their scores. Students also have the opportunity to take a practice ACT on CD-ROM and work on test-taking skills. Nine hour ACT Prep review classes are held throughout the year prior to the test.

Fall 2012 National ACT Test Dates: Sept. 8, Oct. 27 & Dec. 8

2012 Prep Classes
4:00 - 7:00 p.m.: Aug. 27, 28 & 30
Oct. 15, 16 & 18
Nov. 26, 27 & 29

2013 National Test dates:
Feb. 9, April 13 & June 8

2013 Prep Classes
4:00 - 7:00 p.m.: Feb. 4, 5 & 7
April 8, 9 & 11
June 3, 4 & 6

**American Sign Language I and II**
Learn to communicate with others using sign language. This course is designed for the everyday communications needed by parents, teachers, and health care providers, among others. (42 hours)

**Cake Decorating**
Students create novelty cake decorations, lettering for cake designs. Additional courses available from beginner to intermediate to wedding cake/cupcake design. (21 hours)

**Floral Arranging (offered Fall II session only)**
Students create artificial, silk and dried flower arrangements and displays. (18 hours)

**Drawing I and II, Chalks and Pastels**
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! (42 hours)

**Security Guard Training - Phase I & II (Unarmed)**
Learn about the Oklahoma Security Guard and Private Investigator Act. The legal powers and limitations of an unarmed private guard are detailed. Trainees study first aid and fire safety skills, public relations, and how to write field notes and reports. Performing fixed post duties, patrolling, and investigating security incidents are also covered. This course is CLEET approved. Exam $25 (40 hrs)

**Special Education Paraprofessional Training**
This class meets the requirements established by the State Department of Education for Special Ed Teachers Assistants. (24 hours)

**Bus Driver Certification**
Gain state certification as an Oklahoma school bus driver. This 25-hour course fulfills the requirements set forth by the Oklahoma State Department of Education. (Offered August and May) Pre-requisite: CDL (Commercial Drivers License) (25 hours)

**Commercial Drivers License Prep. (CDL/HazMat)**
Prepare for all aspects of the CDL written test. Instruction will include information on general knowledge tests, safety rules and required endorsements. (9 hours)

**Bus Inspector Training**
Learn inspections on a school bus for maintenance and repairs. Yearly inspections required by the Oklahoma State Department of Education Transportation Division. (6 hours)

**AAA Driver Improvement Program**
Program is available as a fleet operator class, or for volunteers who wish to improve their knowledge and understanding of driving. A course designed to meet the information needs and interests of the mature operator is also available. Drivers who successfully complete the program may be available to receive insurance premium discounts. (6 hours)

Find more courses at www.rrtc.edu
### Short-Term Course Enrollment Form

*Please print and return or call 580-255-2903, ext. 330.*

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### Short-term Evening Sessions

**Fall I 2012**
- Enrollment Ends: Aug. 15
- Classes Begin: Aug. 20
- Classes End: Oct. 8

**Fall II 2012**
- Enrollment Ends: Oct. 17
- Classes Begin: Oct. 23
- Classes End: Dec. 12

**Winter 2013**
- Enrollment Ends: Jan. 9
- Classes Begin: Jan. 14
- T/Th Classes End: March 7
- M/W Classes End: March 11

**Spring 2013**
- Enrollment Ends: March 13
- Classes Begin: March 25
- Classes End: May 9

**Summer 2013**
- Enrollment Ends: May 22
- Classes Begin: May 28
- M/W Classes End: July 15; T/Th Classes End: July 16

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**Enroll Early!**

Excellent courses with knowledgeable instructors may be cancelled if you wait too late to enroll. Each course requires a minimum number of students.

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Payment is due in full the first day of class. Tuition prices reflect the in-district rate. Tuition for evening classes is double for residents outside the Red River Technology Center district. Must be 16 years old to enroll in seven-week evening classes. Cost of books, materials and supplies may vary.

### Serving You...

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www.rrtc.edu • (580) 255-2903 • (888) 607-2446
### Quick Survey Form

*Please circle or print your answer and return with enrollment.*

1. **How did you hear about Red River Technology Center?**
   - a. Newspaper
   - b. Website
   - c. Family/Friend/Counselor
   - d. D-TV slide

2. **Are there courses you would like to take that are not currently offered?**

3. **Are you interested in on-line courses?**
   - a. Yes
   - b. No

4. **What may be keeping you from enrolling in a full-time, part-time or evening course?**

5. **Are the times that courses are offered convenient for you? If no, when would be better?**
   - a. Yes
   - b. No

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“Taking dreams and building realities.”