Red River Technology Center
2013-2014 Short-Term Courses
Enrollment Guidelines and Information

Business & Industry Service Center

Adult Education & Literacy and GED® Testing

Medical and Health Careers

Trade and Industry

Computer and Information Technology

General Interest

Entry-Level Child Care Training

ed2go Online Courses

Administration
Dennis Loafman, Superintendent
Brook Holding, Principal
Lisa Williams, Adult & Career Development and Business & Industry Services Director

Board of Education
Rodney Love
Dee Williams
Mark Ely
Ricky Sanders
Kristie Gaines

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Enrollment Guidelines and Information

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**2013-14 Short-term Sessions**

Fall I 2013
Enrollment Ends: Aug. 14
Classes Begin: Aug. 19
Classes End: Oct. 7

Fall II 2013
Enrollment Ends: Oct. 16
Classes Begin: Oct. 22
Classes End: Dec. 11

Winter 2014
Enrollment Ends: Jan. 15
Classes Begin: Jan. 21
T/Th Classes End: March 6
M/W Classes End: March 10

Spring 2014
Enrollment Ends: March 12
Classes Begin: March 24
Classes End: May 8

Summer 2014
Enrollment Ends: May 21
Classes Begin: May 27
M/W Classes End: July 14
T/Th Classes End: July 10

View the seasonal short-term courses listing, full short-term catalog, and RRTC’s on-line courses anytime at www.rrtc.edu. Plans of study may also be listed for some courses.

**Withdraw Information**

Students can call to cancel enrollment prior to the beginning of the course.
Cancel day of the first class - 100% refund with a $5.00 fee
Cancel day of second class - 75% refund
Cancel day of third class - 50% refund

**RRTC Certifications**

RRTC is proud to be recognized with certifications from the following:
- Okla. State Dept. of Career & Technical Ed.
- Oklahoma Health Care Authority
- Oklahoma Nurses Aid Registry
- Okla. State Department of Education
- Oklahoma Emergency Management Systems
- Oklahoma Department of Human Services
- Oklahoma Real Estate Commission
- CLEET
- International Society of Certified Electronics Technicians (ISCET)

**Serving You...**

Information........255.2903 or 888.607.2446
Fax.................................580.252.1327

Enrollment..............................................330
Adult & Career Development Director.....225
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*Unless otherwise noted, required books are included in the tuition price.

In accordance with the Higher Education Act of 1964 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), as it relates to Textbook Information to be provided on Internet Course schedules, Red River Technology Center has determined the disclosure of textbook information is not practicable for textbook or supplemental material. This information is “To Be Determined.”

The Red River Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, veteran status or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operation. For special accommodations, contact the counselor at 580-255-2903, ext. 230. Visit www.rrtc.edu for graduation rates, median student debt and more information. DRUG FREE WORKPLACE. El Red River Technology Center no discrimina a raza, color, nacionalidad, genero, edad, o habilidad diferenciada.

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Bid Assistance

Millions of dollars are awarded each year to providers of goods and services to city, county, state, federal agencies, and the Department of Defense. The Bid Assistance program at RRTC can help businesses:

- Obtain a government contract
- Request an opportunity to bid
- Complete and submit a bid package
- A plan room is available for construction clients’ use to bid on projects.

Bid Assistance Coordinator Dana Harwell, CCAS, at ext. 270 or dharwell@rrtc.edu.

Industrial Coordination

The Red River Technology Center Industrial Coordination program:

- Works with new and existing businesses
- Provides customized training and services
- Proactively assists companies by bringing together those resources
- Outlines the content of training
- Outlines implementation and responsibility for completion
- Training can be conducted at your company’s facility or at RRTC.

Industrial Coordinator Sam Porter at ext. 275 or sporter@rrtc.edu.

Connect with Sam online at:
- www.linkedin.com/in/samporter

Environmental, Health & Safety Services

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
- Conduct safety walkthroughs at your site
- Customize and present topics at your safety meetings
- Provide a more extensive training program
- Direct your organization to be a safer, healthier workplace

EHS Coordinator Kent Brown at ext. 236 or kbrown@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
- Providing entrepreneurs with the resources and information they need to start and grow a successful business venture
- Providing financial education
- Providing training workshops and individual consultations

Business Development Services Trainer Jackie Jacobi at ext. 271 or jjacobi@rrtc.edu.

Connect with Jackie online at:
- www.linkedin.com/in/jackiejacobi
- www.twitter.com/jackiejacobi
- www.JackieJacobi.com

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
**Adult Education & 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.

**English Literacy**
English classes for non-English speaking adults. Classes and materials are free.

**Okla. High School Diploma - GED®**
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 paper and computer-based format. The test will become COMPUTER-BASED ONLY beginning JANUARY 1, 2014.

**Paper 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 11 testers.
- Test conducted over 2 days with mandatory attendance at both sessions.

**Computer-based test cost:**
- Credit/debit card payment only
- $120 for all 5 sections
- $24 per section for retest
- Registration is limited to testing lab seating

All computer-based testing registration is completed online at www.gedtestingservice.com. Paper test registration is completed through Red River Technology Center. RRTC is an authorized PersonVue Testing Center for the computer-based GED® test. Contact Adult Education at 255-2903, ext. 222.

Oklahoma's selected provider for GED® document fulfillment is DiplomaSender™. Order an official GED® transcript or a duplicate diploma. Choose to receive your document by email, fax or mail.


**Testing and Assessment**
Assistance in planning an educational and career path is available through testing services at RRTC. 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:
- TABE - $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.
- Engage - $5
- Many more available.

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

**2013-14 GED® Testing Schedule**

**GED® Paper Test** -
Results in approximately 4 weeks
All test sessions are two days. First day is 8am - 3pm. Second is 8:30am to 11:30am.

**2013 Test Dates**
- July 15-16
- August 27-28
- September 17-18
- October 15-16
- November 19-20
- December 10-11

**GED® Computer-Based Test** -
Immediate results on 4 of the 5 tests.
Writing exam results in 2-3 days. The test will become COMPUTER-BASED ONLY beginning JANUARY 1, 2014.

**2013 Test Dates**
- August 21-22
- September 25-26
- October 23-24
- November 13-14
- December 18-19

**2014 Test Dates**
- January 14-15
- February 11-12
- March 25-26
- April 15-16
- May 13-14
- June 18-19

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Important Information
Enrollees must be 18 years of age or older and must be able to pass an OSBI background check. Students will be required to provide shot records and pass immunization requirements. Students should be able to lift 50 pounds or more, bend, stoop, and crawl. A medical uniform may be required.

Medical Terminology is a prerequisite to Practical Nursing, Phlebotomy, Medical Insurance I and II, and Medical Transcription. It is recommended for all medical courses.

ONLINE - Anatomy and Physiology I and II
Students entering any health care field will benefit from learning this systematic approach to studying the human body.

ONLINE - Math for Health Occupations
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.

Medical Insurance I - Insurance Coding
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. Prerequisite - Medical Terminology (48 hours)

Medical Insurance II - Claims Processing
Claim filing rules for Medicare, Medicaid, TRICARD, Blue Cross/Blue Shield, Worker’s Compensation and private payers are covered in this course. Attention to insurance providers and their reimbursement methods. Prerequisite - Medical Insurance I and Medical Terminology. (48 hours)

Medical Transcription
Transcribe medical dictation using computers. Learn proper formatting for medical documents. Prerequisites: Medical Terminology, Keyboarding 50 wpm. (48 hours)

Medical Terminology*
Build a medical vocabulary, terms and abbreviations on a word building system. *This course is required to apply for RRTC’s Practical Nursing program. (48 hours)

Phlebotomy
Techniques to properly draw blood specimens and the proper handling of the specimen for clinical laboratory testing. Patient contact, medical ethics and legal problems will be discussed. Prerequisite of Medical Terminology and CPR/HCP. (48 hours classroom; 16 hours clinical; total 64 hours)

Physical Therapy Technician
Gain an understanding of anatomy, direction of movement, range of motion, strengthening and patient handling. Individuals will be able to assist physical therapists provide quality care to patients. (48 hours)

Pharmacy Technician - Phase I
Learn skills required to order, stock, package, and prepare medications. Entry-level pharmacy technician positions. Prepares students for the National Certification Exam offered by the Pharmacy Technician Certification Board. Phase II provided by pharmacy. (60 hours)

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

CPR/Health Care Provider*
Lifesaving skills for a person in cardiac arrest. Includes adult, child and infant CPR and obstructed airway. American Heart Association. (4-8 hours)

* Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.
State of Oklahoma Health Care Authority Approved Courses

Long-Term Care Aide (CNA)
Basic care skills used in a long-term health care facility. Approved through Oklahoma State Dept. of Health. Certification required. (96 hours)

Home Health Aide Deeming
Certified long-term care nurse aides can add home health certification with this course. (16 hours)

Certified Medication Aide (CMA)
Course includes: legal responsibilities, ethical conduct, charting and reporting skills, and the skills necessary to identify and provide proper services to patients. Medication Long-term care state certification test. Prerequisite: Must currently be a state Certified Nurse Aide (CNA) to enroll. Must 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. (72 hours - 56 hours theory and 16 hours lab required)

Advanced Certified Medication Aide
Diabetes Care/Glucose Monitoring and Insulin Administering (16 hours). Certification exam required with 100% skill proficiency.

Nasogastric/Gastrostomy, Oral Metered Inhaler/Nebulizer (8 hours). No exam required. 100% skill proficiency.

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

Medication Administration Technician (MAT)
Certification required for all employees in group homes and residential care facilities who administer or monitor medications. For a certificate of completion, successfully finish training and testing. The certificate meets Okla. Dept. of Human Services training requirements and is valid for one year. (16 hours).

MAT Recertification
Renew certification with 8 hours of additional training annually. Must show proof of MAT Certification. (8 hours)

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Emergency Medical Responder (EMR)
First on the scene, the EMR must be proficient in 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 required. (72 hours)

EMR - Refresher
A continuing education course for EMR. (16 hours)

Emergency Medical Technician (EMT)
216 hours of classroom training and 48 hours in a clinical setting of the hospital emergency department and licensed ambulance service. State Licensure and National Registry examinations offered. Licensure is required for emergency medical service, fire-rescue agencies, law enforcement, and emergency department technicians. Requirements: High school graduate or GED and 18 years of age by end of course. Must pass skills and written exam. Medical Terminology course is recommended. (264 hours)

Advanced Emergency Medical Technician (AEMT) Students must have completed EMT to enroll. Students receive 160 hours classroom instruction and 128 hours of clinical assignments. Before completing the advanced program, students are required to pass EMT certification. Limited enrollment. (288 hours)

EMS Transition
A must for the transition from previous EMS Certification to new national standards. Basic EMT to EMT and Intermediate to AEMT. (24 hours)
Medical and Health Career Pathways

RRTC recommends the following course combinations for the career pathways listed below.

**Medical Office Assistant**
- Keyboarding
- Computer Intro/Windows
- Microsoft Word
- Medical Terminology
- Accounting
- Medical Office Procedures
- Medical Insurance Coding

**Medical Office Coding/Claims Processing**
- Keyboarding
- Computer Intro/Windows
- Microsoft Word
- Medical Terminology
- Medical Insurance Coding
- Medical Claims Processing

**Medical Assistant**
- Long Term Care Nurse Aide
- Certified Medication Aide
- CPR/Health Care Provider
- Medical Insurance Coding
- Medical Claims Processing
- Math for Health Occupations
- Phlebotomy
- Anatomy & Physiology I and II

**Phlebotomist**
- Medical Terminology
- Phlebotomy
- Keyboarding
- CPR/Health Care Provider

**Physical Therapy Technician**
- Medical Terminology
- Physical Therapy Technician
- CPR/Health Care Provider

**Emergency Medical Technician**
- EMT
- Advanced EMT
- Optional: Medical Terminology
- CPR/HCP
- Hazmat
- Emergency Medical Responder
- Transition courses offered.

**Practical Nursing Preparation**
- Medical Terminology
- Anatomy and Physiology
- Phlebotomy
- Long Term Care Nurse Aide
- Optional: Certified Medication Aide
- Advanced CMA
- Home Health Aide
- Computer Intro/Windows
- Math for Health Occupations
- CPR/Health Care Provider

**Long-Term Care Aid**
- CPR/HCP
- Long-Term Care

**Home Health Aide**
- LTC Certified
- CPR/HCP

**Pharmacy Technician**
- Phase II
- Medical Terminology
- Optional: CMA

**Medication Administration Technician**
- CPR/HCP
- MAT

**Certified Medication Aid**
- Must be current LTC
- CPR/HCP
- Additional Advanced CMA available

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Trade and Industry

Electronics Technology Courses

DC Circuits for Electronics Technicians
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
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 Techs
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 at the completion of this course; Electronics Systems Association – ESA Solid-State Circuits Level 3 Certification ($35.00)** (48 hours)

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).

Residential Wiring
Basic wiring in A/C and D/C circuits, wiring methods, and conductors. Includes basic math calculation and measurements. (42 hours)

Transportation and Logistics Courses

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 & Electronics Training
Using actual car components, 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. (42 hours)

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

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Precision Machining Courses

Machining Technician
Principles of facing, turning, and boring as well as the tools and equipment involved. Safety, setup, blueprint reading, precision measuring instruments, nomenclature, facing, turning, boring, threading, and applied shop math.

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

CNC Machining Certification
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. Prerequisite: Machining Technician and Blue Print Reading for Manufacturing. (42 hours)

Manual Lathe Operation
Basic operation of a lathe to produce machine parts to blue print specifications. (42 hours)

Construction Courses

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 each)

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
Designed for those with little or no previous welding experience. Oxyacetylene welding and cutting and shielded metal arc welding. Gas metal and gas tungsten arc welding are also introduced. (42 hours)

Welding II
Pipe welding only. This course prepares students for the certifications exam required by the Oklahoma Department of Labor. Additional hours may be necessary to demonstrate skill proficiency. (42 hours)

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Drafting Design Software Application Courses

**AutoCAD**
Basics of computer-aided design and drafting. Study 3-D drawings, and create and edit textual data. Edit and verify drawing data integrity. Prerequisite: Basic Computer Knowledge. (84 hours)

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

Business and Information Technology Courses

**A+ Certification Preparation – Essentials**
Introductory and advanced training in personal computer hardware to achieve success in the Computer Technology Industry and satisfy the majority of the domains associated with the 2010 Comp TIA A+ Certification - Essentials exam (220-701).

**A+ Certification Preparation – Practical Applications**
Introductory and advanced training in personal computer software fundamentals prepares candidates for achieving success in the Computer Technology Industry and to satisfy the domains associated with the 2010 Comp TIA A+ Certification – Practical Applications exam (220-702).

**PC Troubleshooting (Beginning/Advanced)**
Determine if computer problems are hardware or software related. Learn how the complete system interacts and what common problems can be solved by the user. Designed for the novice user; Advanced for those with computer experience. (42 hours)

**Keyboarding I**
Build the basic skills necessary to work efficiently on a computer. (24 or 42 hours)

Software Application Courses

**Computer Introduction/Windows**
Designed for beginning users. Learn Microsoft, Windows fundamentals, Program Manager, and other applications. (42 hours)

**Windows 7 or 8**
What’s new in Windows and changes made to the Windows operating system. (42 hours)

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

**Access 2007 or 2010**
Microsoft Access is an interactive database to organize, find, and present information. Graphical querying capabilities and produce professional forms and reports. (42 hours)

**Excel 2007 or 2010**
Manage budgets, track expenses and even balance a checkbook. Build spreadsheets used in business settings. (42 hours)

**Word 2007 or 2010**
Basics of word processing. Fundamental elements in step-by-step instructions using examples and applications. (42 hours)

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

**QuickBooks 2012**
Automated accounting software. Manage business payroll and accounting. Create invoices tracking sales and expenses. Organize your finances. (42 hours)

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
ACT Preparation
Geared for students taking the exam for the first time, and for those who want to raise their scores. Practice ACT and test-taking skills. (9 hours)

Fall 2013 National ACT Test Dates: Sept. 21, Oct. 26 & Dec. 14

2013 Prep Classes
4:00 - 7:00 p.m.:
Sept. 9, 10, & 12
Oct. 7, 8 & 10
Dec. 2, 3 & 5

2014 National Test dates:
Feb. 8, April 12 & June 14

2014 Prep Classes
4:00 - 7:00 p.m.:
Feb. 3, 4 & 6
April 7, 8 & 10
June 9, 10 & 12

American Sign Language I and II
Communications needed by parents, teachers, and health care providers, among others. (2 sessions - 42 hours)

Cake Decorating
Create novelty cake decorations, lettering for cake designs. Beginner and intermediate to wedding cake/cupcake design. (21 hours)

Floral Arranging (offered Fall II session only)
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) CLEET Approved
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. Exam required. (40 hours)

Special Education Paraprofessional Training
Meets the requirements for Special Ed Teachers Assistants. Exam required by the State Dept. of Education. (24 hours)

Bus Driver Certification
Certification as an Oklahoma school bus driver. Course fulfills the requirements set forth by the Oklahoma State Department of Education. Prerequisite: CDL (Commercial Drivers License) (6 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. (CDL - 6 hours and HazMat - 3 hours).

Bus Inspector Training
Learn to perform inspections on a school bus for maintenance and repairs. Yearly inspections required by the Oklahoma State Department of Education Transportation Division. For public schools. (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. Designed to meet the needs of the mature operator also available. Drivers who successfully complete the program may be available to receive insurance premium discounts. (6 hours).

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

Real Estate Basic I
Prepares participants for the Oklahoma Real Estate Commission's licensing exam. Course entitles the participant to sit for the exam as a Provisional Sales Associate. Courses are delivered via interactive television. (Fall only - 90 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)

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Early Education: The Pathway to Your National Credential

Meets training requirements for CDA and 150 clock hours towards CDP. Meets the new CDA Professional Portfolio requirements.

Unit 1: Providing for Children’s Safety (10 clock hours)
Unit 2: Providing for Children’s Health (10 clock hours)
Unit 3: Providing an Environment for Learning (15 clock hours)
Unit 4: Child Growth & Development Concepts (30 clock hours)
Unit 5: Ensuring Development Appropriate Practice (25 clock hours)
Unit 6: Guiding Children (15 clock hours)
Unit 7: Involving Families and the Community (10 clock hours)
Unit 8: Program Plans and Record Keeping (10 clock hours)
Unit 9: Developing as an Early Education Professional (10 clock hours)
Unit 10: Putting It all Together CDA or CCP (15 clock hours)

Scholarships are available through:
Gina McPherson
Scholarship Administrator
OK State Regents for Higher Education
Phone: (405) 225-9396
Qualifications apply. Call for information.

Oklahoma Professional Development Registry (ODPR)

Check courses offered and the nearest location:

https://okregistry.org

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 330.
Career and Six-Week Instructor-Led Online Courses
For more information, call 580-255-2903, ext. 330.

Ready for a new career? Need to update your skills? Don’t have the time to attend classes? Online courses may be what you need to succeed. With a variety of career options, courses vary from 24-700 hours of online instruction.

- Instructor led: instructor availability through on-line communication.
- Technical support 24 hours a day.
- Course Syllabus and quick email response from your instructor.
- Description of the course and technology needed to support training.
- Any necessary books may be purchased online or in the front office at RRTC.

CAREER AREAS:
- Business Computer Applications
- IT/Software
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

EASY ENROLLMENT
- Visit www.rrtc.edu and scroll down to the ‘Links’ section on the home page.
- Six-week courses begin the third Wednesday of each month.
- 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.

Free career guidance is available through RRTC. To schedule a career guidance meeting, please contact:

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

Six-Week Online Courses
www.ed2go.com/redriver

Career Training Online Courses
www.gatlineducation.com/redriver
Our Vision

Red River Technology Center ensures our communities’ future by developing a career ready workforce.

Our Mission

Red River Technology Center supports economic development for our communities through leadership and training.

Summary of Our Core Values

Provide quality facilities, technology, programs, and staff.

Respond to the needs of students, clients, and employees.

Adapt quickly to meet current and future needs.

Commit to integrity, quality, and excellence.

Value the success of students, customers, clients and each other.

Develop and maintain partnerships which promote advancements in our communities.

“Taking dreams and building realities.”