

Red River

TECHNOLOGY CENTER

2021 Fall Class Schedule

Session I. M/W Classes Begin: August 16 to October 6, 2021

Session I. T/TH Classes Begin: August 17 to October 7, 2021

Session II. M/W Classes Begin: October 20 to December 15, 2021

Session II. T/TH Classes Begin: October 19 to December 16, 2021

To enroll in short term courses call 580-255-2903

Toll free: 1-888-607-2446 or online www.rrtc.edu under short term tab

Enrollment is on-going for any session. Students must be 16 years old to enroll in most classes. Medical courses require a minimum age of 18

Daytime Administrative Assistant- Kalee Fleetwood 580-255-2903 ext. 223
kfleetwood@rrtc.edu

Evening Administrative Assistant- Ashley Adams 580-255-2903 ext. 330
aadams@rrtc.edu

Online classes: <http://www.rrtc.edu/six-week-online-courses>
www.careertraining.ed2go.com/redriver

(Course dates, times, and costs are subject to change)

Payment Information

- Tuition/Supply Fee due first night of class
- Tuition/Supply Fee may vary and is subject to change
- Call to cancel enrollment prior to beginning of course
- Payment methods: cash, check, money order credit or debit
- Payment contract may be arranged with Director pre-approval
- Invoice community agencies with proper authorization
- No Free Federal Aid for short-term courses but assistance may be available through the local workforce office, Bureau of Indian Affairs, or others.

Withdraw Information

- 1st day of Class - 100% refund tuition with \$10.00 drop fee
- 2nd day of Class - 75% refund tuition
- 3rd day of Class - 50% refund tuition
- Supply/Fee refunded with Director approval

Funding Opportunity Contact: Oklahoma Works- American Job Center

Amber Meyer
SCOK Talent Development Specialist
Equus Workforce Solutions
405-786-6555
amber.meyer@equusworks.com



Title IX 504 Coordinators: Brook Holding, Assistant Superintendent| 3300 W. Bois D'Arc PO BOX 1807 Duncan, OK 73534| 580.255.2903, ext. 226| bholding@rrtc.edu| Lisa Williams, A&CD and BIS Director 3300 W. Bois D'Arc PO BOX 1807 Duncan, OK 73534 580.255.2903, ext. 225| lgwilliams@rrtc.edu

Red River Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. 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.

General Interest and Trade Industry

Small Animal Veterinarian Aide

Cost: \$305 | T: \$105 S: \$200 | Hours: 42

Assist the veterinarian in treating small animals, administer immunizations, meds, and surgeries, wounds, and much more.

Sept 13 to Nov 1 | M/W | 6:30-9:30p

Holiday Floral Arranging

(Supply list required)

Cost: \$50 | T: \$45 S: \$5 | Hours: 18

Create artificial, silk and dried flower arrangements and displays.

Oct 12 to Nov 16 | Tuesdays | 6-9p

ACT Prep

Cost: \$70 | T: \$40 S: \$30 | Hours: 42

Focus will be on ACT general test taking tips and the following subjects: English; general ACT test-taking tip. Math (review of algebra, geometry skills, & trig skill; Science; and reading

Sept 27 to 30 | M/T/W/TH | 6-9P
Nov 29 to Dec 2 | M/T/W/TH | 6-9p

DC Circuits for Electronics Technicians

Cost: \$186 | T: \$120 S: \$66 | Hours: 48

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)

Call for dates

AC Circuits for Electronics Technicians

Cost: \$186 | T: \$120 S: \$66 | Hours: 48

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)

Sept 28 to Nov 11 | T/ TH | 6-9p

Welding

Cost: \$383 | T: \$105 S: \$278 | Hours: 44

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. *Recommended minimum of 126 hours before state certification.

Aug 17 to Sept 21 | T/TH | 4-8p
Oct 14 to Nov 18 | T/TH | 4-8p



Entry- Level Child Care Training and Special Education Para Professional

CDA- 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.

Module I

Cost: \$398 | T: \$348 S: \$50 | Hours: 80

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 (15 hrs)
Unit 4: Child Growth & Development Concepts (30 hrs)
Unit 6: Guiding Children (15 hrs)

Module II

Cost: \$305 | Hours: 70

Unit 5: Ensuring Development Appropriate Practice (25 hrs)
Unit 7: Involving Families and the Community (10 hrs)
Unit 8: Program Plans and Record Keeping (10 hrs)
Unit 9: Developing as an Early Education Professional (10 hrs)
Unit 10: Putting It all Together CDA or CCP (15 hrs)

Module I: Aug 18- Dec 15, 2021 | Wednesday | 5:30-9:30p

Module II: Jan 12- May 11, 2022 | Wednesday | 5:30-9:30p

Scholarships are available through: Gina McPherson,

Scholarship Administrator, OK State Regents for Higher Education

Qualifications apply. Call 405-225-9369 for information. <https://okregistry.org>

Special Education Para-Professional

Cost: \$199 (Certification Exam Included) | T: \$60 S: \$139 | Hours: 24

Meets the requirements for Special Ed Teachers Assistants. Exam required by the State Department of Education.

Aug 24- Sept 9 | T/TH | 5:30-9:30p

Nov 2- Nov 18 | T/TH | 5:30-9:30p



Security Guard Training

Certified by CLEET

Unarmed Security Guard - Phase I & II

Cost: \$210 | T: \$105 S: \$105 | Hours: 40

Write accurate field notes, respond to emergency situations, hone your observation skills, interpret legal documents, patrolling techniques, public relations, documentation tips, and investigative procedures. Exam required.

Aug 24 to Sept 23 | T/TH | 6-10p
Oct 19 to Dec 16 | T/TH | 6-10p

Security Guard Private Investigator-Phase III

Cost: \$185 | T: \$80 S: \$105 | Hours: 40

Surveillance, investigations, communications and court testimony skills. Developing and maintaining client trust. Study federal and state statutes, contracts and disclosures. Exam required.

Call for dates

Armed Private Security - Phase IV

Cost: \$185 | T: \$80 S: \$105 | Hours: 32

Prerequisite: Successful completion of Phases I and II prior to enrollment; minimum age 21; and pass the Minnesota Multiphasic Personality Inventory (MMPI). Armed Security and/or Armed Private Investigator Licensing. Includes: weapon nomenclature and inspection, shooting fundamentals, and safety. Successful completers will have pass all CLEET qualifications on range, and pass the CLEET Phase IV testing to be eligible for making application for licensing. You will be required to supply all personal protective equipment, weapon, belt, holster, 3 magazines, and 400-450 rounds of NEW ammunition. DO NOT BRING YOUR WEAPON ON TO ANY CAMPUS! Limited to five students

Call for dates

Bail Enforcer Phase V - Unarmed and Armed

Cost: TBA | T: TBA S: TBA | Hours: 32

Unarmed: Complete Phases I, II, III and V.
Armed: Complete Phases I, II, III, IV and V.

Call for dates



ONLINE - CLEET approved CE Ed2GO Six- Week C courses
Visit www.ed2go.com/redriver/ or visit the
Oklahoma CLEET website www.ok.gov/cleet

Medical & Health Career Courses

ONLINE - Math for Health Professionals

Instructor- led Cost: \$255 | T: \$105 S: \$150 | Hours: 42
Online cost with book: \$249 | T: \$99 S: \$150 | Hours: 24
Online cost without book: \$99 | T: \$99 | Hours: 24

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

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

ONLINE - Medical Insurance ICD-10

Online cost with book: \$699 | T: \$99 S: \$600 | Hours: 24
Online cost without book: \$99 | T: \$99 | Hours: 24

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.

*Recommended - Medical Terminology

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

ONLINE - Administrative Medical Assistant

Cost: \$99 | Hours: 24

Master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you will learn how to create, maintain, and file medical charts. You will also learn to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits and apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You will also learn what a day sheet is, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Apply the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

Medical Terminology

Hybrid (zoom lecture) Instructor Led Cost: \$270 | T: \$120 S: \$150 | Hours: 48
Online Med Term I cost with book: \$249 | T: \$99 S: \$150 | Hours: 24
Online Med Term II cost with book: \$249 | T: \$99 S: \$150 | Hours: 24
Online Med Term Series with book: \$349 | T: 199 S: 150 | Hours: 48
Online Med Term I (Self- Paced) cost with book: \$249 | T: \$99 S: \$150 | Hours: 24
Online Med Term II (Self- Paced) cost with book: \$249 | T: \$99 S: \$150 | Hours: 24

Online cost without book (For Med Term I & II and Med Term Self Paced I & II)
\$99 | T: \$99 | Hours: 24

Online cost without book (For Med Term Series)
\$199 | T: \$199 | Hours: 48

Build a medical vocabulary, terms and abbreviations on a word building system. *This course is required to apply for RRTC's Practical Nursing program. Available online or instructor-led.

**Aug 17 to Oct 7 | T/TH | 6-7p
Oct 19 to Dec 16 | T/TH | 6-7p**

Pharmacy Technician - Phase I

Cost: \$350 | T: \$150 S: \$200 | Hours: 60 instructor- led/ 90 hrs online

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.

Sept 6- Nov 15 | T/TH | 6-9p

Clinical Medical Procedures

Cost: \$325 | T: \$120 S: \$205 | Hours: 48

*Prerequisites: Medical Terminology, Phlebotomy, Anatomy/Physiology I and II, & ICD-10 Medical Coding

Clinical Medical Procedures is part of the medical assistant career pathway.

Taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.

Aug 17 to Oct 7 | T/TH | 6-9p

Oct 19 to Dec 16 | T/TH | 6-9p

Heart Saver CPR/First Aid/AED or Pediatric CPR

Cost: \$80 | T: \$40 S: \$40 | Hours: 6

American Heart Association with Basic First Aid certification. Designed for most industries from manufacturing to child care.

For dates and times contact Pam Boles ext. 272

CPR/Basic Life Support

Cost: \$60 | T: \$20 S: \$40 | Hours: 4-8

HEALTHCARE PROFESSIONALS ONLY. Lifesaving skills for a person in cardiac arrest. Includes adult, child and infant CPR and obstructed airway. American Heart Association.

For dates and times contact Pam Boles ext. 272

CPR Recertification

Cost: \$35 | T: \$8 S: \$27 | Hours: 3

Basic Life Support recertification if student has held a certification in the past 2 years and it is not more than 30 days expired.

For dates and times contact Pam Boles ext. 272

Phlebotomy

*must be 18 years old

Cost: \$325 | T: \$120 S: \$205 | Hours: 48

Techniques to draw blood specimens and the proper handling of the specimen for clinical laboratory testing. Patient contact, medical ethics and legal problems will be discussed.

**Aug 16 to Oct 6 | M/ W | 6-9p
Oct 18 to Dec 15 | M/W | 6-9p**

Medical & Health Career Courses

Long-Term Care Aide (CNA)

Cost with CPR: \$562 | T: \$260 S: \$302 | Hours: 96
Cost without CPR: \$502 | T: 240 S: 262 | Hours: 96

(If CPR certified class will start at 1p on Sept 13 & Oct 25)

Basic care skills used in a long-term health care facility.
Approved through Oklahoma State Dept. of Health.
Certification required. *Prerequisite of CPR/HCP

Sept 13 to Sept 30 | M-F | 8a-4:30p (CPR on Sept 13 at 8a)
Oct 25 to Nov 11 | M-F | 8a-4:30p (CPR on Oct 25 at 8a)

Home Health Aide Deeming

Cost: \$75 | T: \$40 S: \$35 | Hours: 16

Certified long-term care nurse aides can add home health certification with this course.

Oct 4 & 5 | Monday & Tuesday | 8a-4:30p
Nov 15 & 16 | Monday & Tuesday | 8a-4:30p

Certified Medication Aide (CMA)

Cost: \$445 | T: \$180 S: \$265 | Hours: 72/ 56 hrs theory and 16 hr lab required

Course includes: legal responsibilities, ethical conduct, charting and reporting skills, and the skills necessary to identify and provide proper services to patients.
Prerequisite: Must currently be a state Long-Term Care Aide to enroll. Must read, write and speak English, have six months experience in Long Term Care, be 18 years of age, and have a high school diploma or equivalency diploma.

Sept 13 to Oct 8 | Varies | 8:30a-4:30p
Oct 25- Nov 19 | Varies | 8:30a-4:30p

Certified Medication Aide Continuing Ed (CMACE)

Cost: \$35 | T: \$20 S: \$15 | Hours: 8

Class will be offered monthly. Meets the requirements for CMA recertification.

Aug 3 or Sept 7 or Oct 5 or Nov 2 or Dec 7
| Tuesdays | 8a-5p



Advanced Certified Medication Aide:

Diabetes Care/Glucose Monitoring and Insulin Administration

Cost: \$130 | T: \$40 S: \$90 | Hours: 16

Certification exam with 80% required with 100% skill proficiency.
Must have current CMA certification.

Oct 11 & 12 | Monday & Tuesday | 8a-4:30p
Dec 6 & 7 | Monday & Tuesday | 8a-4:30p

Advanced Certified Medication Aide:

Nasogastric/Gastrostomy, Oral Metered Inhaler/Nebulizer

Cost: \$75 | T: \$20 S: \$55 | Hours: 8

No exam required. 100% skill proficiency.

Oct 13 | Wednesday | 8a-4:30p
Dec 8 | Wednesday | 8a-4:30p

Medication Administration Technician (MAT)

Cost: \$75 | T: \$40 S: \$35 | Hours: 16

Units: Ethical/Legal Issues and Documentation; Administering Medications; Infection Control; and Vital Signs.

Oct 7 & 8 | Thursday & Friday | 8a-4:30p
Nov 18 & 19 | Thursday & Friday | 8a-4:30p

MAT Recertification

Cost: \$45 | T: \$20 S: \$25 | Hours: 8

A review of: Administering Medications; Ethical/Legal Issues and Documentation; Vital Signs; Infection Control; and Medical Emergencies.

Oct 6 | Wednesday | 8a-4:30p
Nov 17 | Wednesday | 8a-4:30p

Physical Therapy Tech. Aid/Restorative Aid

Cost: \$320 | T: \$120 S: \$200 | Hours: 48

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 in a hospital or long-term care setting.

Aug 17 to Oct 7 | T/TH | 6-9p

Medical & Health Career Courses

State of Oklahoma Emergency Medical Services Approved Courses

Emergency Medical Responder (EMR) or EMR Refresher

Cost: TBA | T: TBA | S: TBA | Hours: 72 for EMR and 16 hours for EMR Refresher

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.

Call for dates

Advanced Emergency Medical Technician (AEMT)

Cost: TBA | T: \$TBA | S: \$ TBA | Hours: 320

Students must have completed EMT to enroll. Students receive 180 hours classroom instruction and 140 hours of clinical assignments. Before completing the advanced program, students are required to pass EMT certification.

Call for dates



**For more information visit
the state or national
emergency medical
services websites**

Emergency Medical Technician (EMT) or EMT Refresher

Cost: \$ 1,049 | T: \$540 | S: \$509 | Hours: 264 for EMT and 24 hours for EMT Transition

216 hours of classroom training and 48 hours in a clinical setting of a licensed ambulance service. 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 and/or Human Anatomy/Physiology course is recommended.

EMT Day: Aug 16- Dec 9 | TBA | 9a-3p

EMT Evening: Aug 16- Dec 9 | M/T/W/TH/S | 5:30-9:30

Paramedic

Paramedic Anatomy and Physiology: Feb 2, 2022 to April 13, 2022

Cost: \$650 | T: \$300 | S: \$350 | Hours: 120

Paramedic: April 18, 2022- June 30, 2023

Cost: \$4,823 | T: \$2,005 | S: \$2,818 | Hours: 1210

The Paramedic Program requires students to successfully complete the EMT and Paramedic Anatomy & Physiology prerequisites. Course is taught Monday and Wednesday, 9 am to 4:20 pm, by distance learning through Kiamichi Technology Center, Poteau Campus, in Poteau, Okla. Spring 2022

This training will allow you many opportunities to work in the health care field. Examples: Ambulance Services; Fire Departments; Hospital Emergency Departments; Clinics; Industrial EMS, including off-shore; and medical flight services. (1210 hrs)

Prerequisites:

1. Must be 18 years of age to be certified.
2. Must take the TABE 11/12 Academic Assessment.
3. Must have High School Diploma or GED®.
4. Must have current National EMT license and pass Anatomy & Physiology (120 hrs ITV Poteau EMS course only) before beginning the Paramedic Course.
5. Must pass a drug test
6. Must have current CPR
7. Must show verification of immunizations

Business and Computer Application

Red River Technology Center, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in demand occupations. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

EASY PAYMENT OPTIONS

1. Pay on-line with a credit card.
2. Billing community agencies with approved authorization.
3. Costs vary according to Career Courses.

Various Marketing and Sales Associate online career options also available! Visit www.careertraining.ed2go.com/redriver/ for more detailed course listings.

Accounts Receivable and Payable Clerk with Quickbooks

Maintains accounting ledgers by posting account transactions. Verifies accounts by reconciling statements and transactions. Resolves account discrepancies by investigating documentation; issuing payments, stop payments, or adjustments while learning Quickbooks software to preform accounting functions.

- Window 10 - Online
- Understanding the Cloud
- Effective Business Writing
- Introduction to Computers
- MS Word 2019 Series with 365 Office Suite: Beginning and Intermediate
- MS Excel 2019 Series with 365 Office Suite: Beginning and Intermediate
- Professional Bookkeeping with QuickBooks 2019
- Performing Payroll in Quickbooks
- Accounting Fundamentals I and II.

Human Resource Professional

Human resources specialists are responsible for recruiting, screening, interviewing and placing workers. Learn to handle employee relations, payroll, benefits, and training. Human resources managers plan, direct and coordinate the administrative functions of an organization. Prepare for the National Human Resource Professional exam.

- MS Word 2019 with 365 Office Suite
- MS Access 2019 Series: Beginning, Intermediate, and Advanced
- MS Excel 2019 Series: Beginning, Intermediate and Advanced
- Interpersonal Communication
- Keys to Effective Communication
- Achieving Success with Difficult People
- Managing Customer Service
- Fundamental of Supervision and Management
- Human Resource Professional

Medical Office Assistant with ICD-Coding and Insurance Billing

From clinics to hospitals to physicians' offices, medical billers and coders use medical codes to document patient diagnoses and treatments. Specifically, their duties include: Reading and analyzing patient records, filing insurance claims and working front office to schedule appointments and ensure record accuracy while using customer service skills to interact with patients, physicians and assistants to ensure patient records accuracy.

- Keyboarding (must be able to Key 45 words a minute)
*optional
- Discovering Computers/Windows 10
- Administrative Assistant Fundamentals
- MS Office 365 - 2019 Word or Excel
- Medical Terminology
- Human Anatomy I & II
- Business Math
- Effective Business Writing
- Key's to Effective Communication
- Medical ICD-10 Coding online
- Medical Insurance Processing
- Accounting Fundamentals I

Professional Bookkeeping with Quickbooks

What Is a QuickBooks Specialist? QuickBooks specialists are individuals who are experts in using the QuickBooks accounting software program. As bookkeepers, they might use QuickBooks to manage an organization's general ledger, including all transactions, debits and credits.

- Quickbooks Basics
- Bookkeeping Building Blocks
- Preparing the Company File
- Cash and Fixed Asset Transactions
- Understanding Accounts Payable
- Reviewing Accounts Receivable
- Managing Inventory Transactions
- Closing the Books and Reporting in QuickBooks

Business and Computer Application

Six-Week Instructor-Led Online Courses

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
- Technical support 24 hours a day
- Quick email response from instructors through online communication
- Course syllabus, description of course, and technology needed to support training
- Books may be purchased online or in the front office at RRTC (when applicable)

EASY PAYMENT OPTIONS

1. Pay on-line with a credit card.
2. Billing community agencies with approved authorization.
3. Costs vary according to Career Courses.



Visit www.rrtc.edu/six-week-online-courses/ to see the full list of courses. New courses start the third Wednesday of every month.

Accounting Fundamental Series

(Accounting Fundamentals & Accounting Fundamentals II)

Cost: \$174
Cost with book: \$474 | T: \$174 S: \$300 |

Course includes: Double-entry bookkeeping, how to analyze and record financial transactions, handling accounts receivable, accounts payable, payroll procedures, sales taxes, writing checks, preparing an income statement, closing out accounts at the end of each fiscal period, understanding corporate accounting practices, special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends and retained earnings

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

Quickbook Series 2019

(Introduction to Quickbooks 2019 & Intermediate to Quickbooks)

Cost: \$174
Cost with book: \$374

The introductory course will teach you the basics of QuickBooks 2019. You will learn how to reconcile accounts, enter and pay bills, track inventory, and generate reports. By course completion, you will know how to automate several common bookkeeping tasks, and ultimately streamline your business. The Intermediate course will teach you more in-depth features and applications, which is ideal if your business is growing. It is designed for those QuickBooks users that have a firm understanding of the basics, or those that successfully completed the Introduction to QuickBooks course.

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

Performing Payroll in QuickBooks 2015

Cost: \$99

Create checks, pay taxes, generate forms and reports, troubleshoot tip solutions to help you solve common problems and mistakes to simplify the payroll process.

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

Discover Digital Photography

Cost: \$99

This course will teach you all about digital cameras, from DSLRs to smart phone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. And if you have old slides, negatives, or prints, this course will also teach you how to scan those "old school" photo assets.

Aug 18 or Sept 15 or Oct 13 or Nov 17 or Dec 15

ADDITIONAL ONLINE COURSES

Technology Courses

- Certificate Prep
- Computer Fundamentals
- Computer Programming
- Database Management
- Graphic and Multimedia Design
- Networking and Communications
- Security
- Web Technology
- Understanding the Cloud

Microsoft Courses

- Outlook
- Excel Pivot Tables
- Project Management
- Publisher

QuickBooks Courses

- Introduction and Intermediate
- For Contractors
- Performing Payroll
- Performing Quickbooks Online

Business and Computer Application

Courses offered M/W Nights August 16 to October 6, 2021
Courses offered T/TH Nights August 17 to October 7, 2021

Courses offered M/W Nights October 20 to December 15, 2021
Courses offered T/TH Nights October 19 to December 16, 2021

Also offered Fridays from 8a-5p
One Day Microsoft Computer Classes (8 hours) cost reflected for each session

Microsoft Excel

Introduction, Intermediate, and Advance

Cost: \$235 | T: \$60 S: \$175 | Hours: 8

Keyboarding I

Cost: \$116 | T: \$105 S: \$11 | Hours: 42

Microsoft Access

Intermediate and Advance

Cost: \$235 | T: \$60 S: \$175 | Hours: 8

AutoCAD 2019

Cost: \$320 | T: \$120 S: \$200 | Hours: 48

Microsoft Word

Intermediate and Advance

Cost: \$235 | T: \$60 S: \$175 | Hours: 8

Solidworks 2019

Cost: \$250 | T: \$120 S: \$200 | Hours: 48

Microsoft Excel 2019 or Microsoft Word 2019 or Microsoft Office 2019/365 Suite

Cost: \$295 | T: \$120 S: \$175 | Hours: 48

Computer Introduction/ Windows 10

Cost: \$280 | T: \$105 S: \$175 | Hours: 42

Outlook 2019

Cost: \$235 | T: \$60 S: \$175 | Hours: 42

Powerpoint

Cost: \$225 | T: \$120 S: \$105 | Hours: 48

