

# *Red River*

TECHNOLOGY CENTER

## *Short-Term Courses Catalog*



2022-2023

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**Administration**  
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 580-255-2903 • 3300 West Bois D'Arc Ave., Duncan, OK 73533

**2** For more information, visit [www.rrtc.edu](http://www.rrtc.edu) or call 580-255-2903, ext. 223/330.

2022-23 Short-term Sessions

Fall I 2022  
 Enrollment Ends: Aug. 10  
 Classes Begin: Aug. 15  
 Classes End: Oct. 13

Fall II 2022  
 Enrollment Ends: Oct. 12  
 Classes Begin: Oct. 18  
 Classes End: Dec. 15

Winter 2023  
 Enrollment Ends: Jan. 11  
 Classes Begin: Jan. 16  
 Classes End: March 9

Spring 2023  
 Enrollment Ends: March 8  
 Classes Begin: March 20  
 Classes End: May 11

Summer 2023  
 Enrollment Ends: May 31  
 Classes Begin: June 5  
 Classes End: July 21

ONLINE ENROLLMENT FORM AVAILABLE!  
 View seasonal short-term courses listings, full short-term catalog, and RRTC's on-line courses anytime at [www.rrtc.edu](http://www.rrtc.edu). Plans of study may also be listed for some courses.

Enrollment

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.

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 or 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

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 Department of Labor
- CLEET
- International Society of Certified Electronics Technicians (ISCET)
- American Heart Association

Serving You...

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

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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."

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](http://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](http://www.rrtc.edu) or call 580-255-2903, ext. 223/330.

Jerry D. Morris Business and Industry Service Center  
 “Leaders in Customized Education and Training.”



Industrial Coordination

The Red River Technology Center Industrial Coordination program:

- Works with new and existing businesses
- Provides customized training and services
- Pro-actively assists companies by brining 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 Jacob Johnson at ext. 275, or jjohnson@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
- Human Resource Department training topics

Business Development Services Trainer at ext. 271 or ext. 275.

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 walk-throughs 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

HUMAN RESOURCE COURSES - 4 hrs

- Quality Customer Service
- Effective Performance Appraisals
- Discrimination Prevention
- Time Management
- Communication “I Talk Therefore I Communicate”
- Harassment Prevention
- Legal and Effective Interviewing
- Employee Discipline Measures and Effective and Legal Termination

EHS Coordinator Kent Brown at ext. 236 or kbrown@rrtc.edu.

OkPTAC

Oklahoma Procurement Technical Assistance Center

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 clients' use to print/scan drawings of projects at a low cost.

Bid Assistance Coordinator (OBAN/OkPTAC) Letitia Weast at ext. 270 or lweast@rrtc.edu.

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 272.

**Rural Fire Department Training**

A variety of courses are offered to local rural fire departments for training. Courses include:

- Advanced Fire Behavior
- Air Management
- Basic Fire Standpipe Operations
- Basic Response to Grain Handling Hazards
- Calling the Mayday
- Confined Space Rescue Technician Level I & II
- Driver/Operator – Aerial
- Driver/Operator – Pumper
- Electrical Safety
- Emergency Services Instructor (Instructor I)
- Essentials of Firefighting
- Exterior Offensive Fire Attack / Structure Fire Scene Size Up
- Extrication Fundamentals
- Firefighter I
- Firefighter II
- Fire Officer I
- Fire Officer II
- Flammable Liquids and Gas/LPG
- Hazardous Materials Awareness
- Hazardous Materials Operations
- Intro to Boat Rescue
- Intro to Water Rescue
- Intro to Farm Rescue
- Leadership for Small Departments: Administration
- Leadership for Small Departments: Recruitment and Retention
- Leadership for Small Departments: Training
- New Vehicle Technology
- NFA Fire Investigation for the First Responder
- NFA Leadership In Supervision: Creating Environments for Professional Growth
- NFA Leadership in Supervision: Frameworks to Success
- NFA Leadership in Supervision: Perspectives in Thinking
- OK Emergency Vehicle Driver Training (EVDT)
- Pump Operations
- Respiratory Protection Fit Test
- Responding to the May Day
- Rope Rescue Technician Level I Part A
- Rope Rescue Technician Level I Part B
- Rope Rescue Technician Level II Part A
- Rope Rescue Technician Level II Part B
- Rope Rescue: Low Angle Operations
- Structural Firefighter
- Swift Water Rescue Operations
- Tanker Safety
- Traffic Incident Management (TIMS)
- Trench Rescue Technician Level I
- Trench Rescue Technician Level II
- UTV/ATV
- Vehicle Fire Fighting
- Vehicle Rescue Technician Level I Part A
- Vehicle Rescue Technician Level I Part B
- Water Shuttle
- Wildland Foam
- Wildland Firefighting: Fundamentals
- Wildland Firefighting: Skills
- Wildland Incident Command Toolbox



For more information, or to schedule a training, call Jacob Johnson at 580-255-2903, ext. 275, or email jjohnson@rrtc.edu.

For more information, visit www.rrtc.edu or call 580-255-2903, ext. 272.

## Environmental, Health & Safety Services

The following is a list of courses available. For customized training, please contact the Environmental, Health & Safety Services Coordinator at 580-255-2903, ext. 236.

Accident Investigation 2 hrs  
Asbestos Awareness 1-2 hrs  
Behavior Based Safety 4 hrs  
Back Injury Prevention 1 hr  
Bloodborne Pathogens 1-2 hrs  
Bus Driver Safety 1-2 hrs  
Coaching the Experienced Driver 4-6 hrs.  
Cold Weather Safety 1 hr  
Confined Space Awareness 1 hr  
Confined Space Entry 8 hrs  
Crane Safety - up to 8 hrs  
American Heart Association CPR/AED/First Aid 4-8 hrs  
American Heart Association Basic Life Support 3-4 hrs.  
Coaching the Experienced Driver: Defensive Driving 4-6 hrs  
Drug & Alcohol Awareness 1 hr  
Electrical Safety 1-2 hrs  
Emergency Response 1 hr  
Environmental Awareness 1 hr  
Ergonomics 1-2 hrs  
Eye Safety 1 hr  
Fall Protection 2 hrs  
Fire Extinguisher Safety 2 hrs  
Forklift Safety Training 4-8 hrs  
Hand Safety 1 hr

Hand & Power Tool Safety 1-2 hrs  
Hazard Communications 1-2 hrs  
Hearing Protection 1-2 hrs  
Heat Stress Awareness 1 hr  
Hotwork 1-2 hrs  
Housekeeping 1 hr  
Hydrogen Sulfide (H2S) Awareness 4-8 hrs  
Indoor Cranes 2 hrs  
Job Safety Analysis (JSA) 2 hrs  
Lockout/Tagout (LOTO) 2 hrs  
Machine Guarding 1 hr  
Office Safety 1 hr  
OSHA for General Industry 10-30 hrs  
Personal Protection Equipment (PPE) 1-2 hr  
Respiratory Protection 2 hrs  
Respiratory Fit Test 1 hr  
Safeland /Energy Training Council (ETC) Orientation 10 hrs  
Safety Culture 4 hrs  
Scaffolding 2 hrs  
Severe Weather Safety 1 hr  
Sling and Rigging Safety 2 hrs  
Slips, Trips and Falls 1 hr  
Spill Prevention and Control 1 hr  
Storm Water Run-off 1 hr  
Trenching and Shoring - 6-8 hrs  
Welding Safety 2 hrs  
Workplace Violence 1 hr

## Customized Industry Training

Specialized Manufacturing Training  
Coaching in Action  
Conflicts - What's Next  
Customer Service  
Effective Business Writing Skills  
Emotional Intelligence  
Engaging Employees: Buyers vs. Renters  
Exceeding Customer Expectations  
Facilitating for Success  
First Line of Defense Legal Employment  
Five Dysfunctions of a Team/Five Waves of Trust  
How to be a "Profit" for Your Company  
How to be a Better Communicator  
How to Connect in Business in 90 Seconds or Less  
Leadership Skills  
Making Change That Doesn't Jingle in Your Pocket  
Making the Most of Meetings  
Needs Analysis to Develop Training  
Negotiating with Partners  
Overview: 7 Habits of Highly Successful People  
Prescription for Derailed Teams  
Presentation Skills

Quality Training  
API Spec Q1 9th Edition Understanding  
ISO 9001: Understanding or 2015 Auditing or Lead Auditor (RABOSA)  
Lean 101 - Manufacturing

### Software Training

Microsoft Office Suite including Word, Excel, Access, Project and PowerPoint

### Specialized Professional Enrichment Training

Advanced Facilitation for Success  
Advanced Learning Facilitation  
Bringing Out the Best in People  
Can We Count on You  
Change Management

*Many more training options available, along with custom specialized training to meet specific needs. For more information, contact the Industrial Coordinator at 580-255-2903, ext. 275.*



## Adult Education & High School Equivalency Classes

RRTC offers free Adult Education and High School Equivalency courses to prepare students to take the GED® or HiSET® test. Academic instruction is available in a variety of areas including math, science, reading, social studies and writing.

Classes are offered at RRTC on Monday through Thursday, with daytime and evening options available.

Pre-registration for all classes is required and students must schedule an appointment to pre-test before attending class.

### 2022-2023 HSE Class Schedule

August 15, 2022 - December 15, 2022  
 January 9, 2023 - May 11, 2023  
 June 5, 2023 - July 20, 2023

Monday through Thursday  
 8:00 am - 11:00 am  
 12:00 pm - 3:00 pm  
 6:00 pm - 9:00 pm

Contact Adult Education at 255-2903, ext. 222, for more information.

### High School Equivalency Diploma Testing Information

*Earn your Oklahoma High School Equivalency Diploma with the GED® or HiSET® test.*

Individuals at least 18 years of age (persons 16-17 with special permission) may receive a high school diploma from the State of Oklahoma upon successful completion of the GED® or HiSET® test.

- The GED® and HiSET® tests are available in computer-based format only. RRTC is an authorized PearsonVue and ETS Testing Center.
- Pre-registration for testing is required 24-48 hours in advance and must be completed online at [www.MyGED.com](http://www.MyGED.com) for PearsonVue and [www.hiset.ets.org](http://www.hiset.ets.org) for HiSET®.

#### Pearson GED® Test:

- Subject Areas: Reasoning Through Language Arts (includes Writing), Science, Social Studies, Mathematical Reasoning
- \$134.00 for all 4 tests
- Up to 2 retakes

For more information, visit [www.rrtc.edu](http://www.rrtc.edu) or call 580-255-2903, ext. 222.

#### HiSET® Test:

- Subject Areas: Reading, Writing, Science, Social Studies, Mathematics
- \$101.25 for all 5 tests
- Up to 2 retakes

*Must present valid ID and report to testing center 15 minutes prior to testing time.*

**REQUEST GED® TRANSCRIPT:** Order an official GED® transcript or a duplicate diploma from DiplomaSender™. Choose to receive your document by email, fax or mail. Go to <https://www.diplomasender.com>. To order by phone: 855-313-5799.

### 2022-2023 GED® and HiSET® Testing Schedule

GED®/HiSet testing is available every Wednesday during regular business hours. Testing will not be available when Red River Technology Center is closed for holidays or inclement weather.

#### English Literacy

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

#### Testing and Assessment\*

Testing and Assessment is available to schools, individuals, and business and industry. RRTC is an official test site for the following organizations:

Oklahoma Department of Career Technology Education: Various State of Ok certifications and ODCTE certifications

Pearson Vue: <https://home.pearsonvue.com>  
 National testing for various licensures including:

OK Teacher certification program, [www.ceoe.nesinc.com](http://www.ceoe.nesinc.com)

Emergency Medical Technician [www.nremt.org](http://www.nremt.org)

HiSet <https://hiset.ets.org>. : Adult Education and completion of High School Diploma

TABE (Testing for Adult Basic Education) measures ability in Reading, Math, Language

AP Testing for High School Students; Career Technology Competency; Test Proctoring; College Admission Exams

\*Cost for exams vary and details will be given at the time of registration

Call 580-255-2903, ext. 276 to schedule.

## General Interest Courses

Don't see the course you need on the schedule? Have an idea for a general interest course? Contact the Adult & Career Development Director at extension 225 about creating a customized training course for your group!

#### Small Animal Vet Tech

Assist the veterinarian in treating small animals, immunizations, administer meds, surgeries, wounds, and much more. (42 hrs)

#### Digital Court Reporting w/Legal Transcription

This 100% online course will prepare you to enter the court reporting field as a digital court reporter and a legal transcriber. You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams offered by the American Association of Electronic Reporters and Transcribers (AAERT). The AAERT's nationally recognized certifications are leading credentials required by various court systems. (6 months online/certification exam separate)

#### Floral Arranging (offered Fall II session only)

Create artificial, silk and dried flower arrangements and displays. (18 hrs)

#### Defensive Driving

Improve knowledge and understanding of driving. Designed to meet the needs of the mature operator. Drivers may be eligible to receive insurance premium discounts. (4 hrs)

#### Forklift Safety and Certification

Learn to operate forklift, includes safety training. Taking the time to practice safe forklift operating procedures can protect workers from painful injuries and financial loss. (4-8 hrs - Recert every 2 years)

## Design Software Application Courses

#### AutoCAD

Beginner, Intermediate and Advanced - Basics of computer-aided design and drafting. Study 2-D drawings, and create and edit textual data. Edit and verify drawing data integrity. Prerequisite: Basic computer and Microsoft Word knowledge. (48 hrs)



#### ONLINE - AutoCAD 3D

Basics of computer-aided design and drafting. Study 3-D drawings Prerequisite: Basic computer and AutoCAD knowledge. (90 hrs)

#### Solidworks

Beginner, Intermediate and Advanced - Tools for engineering, design documentation, and simulation 3-D software. (48 hrs)

Additional drafting and design courses are available through online learning.

#### Design and Composition

- Adobe Software
- Digital Photography
- Drawing, Color Theory & Cameras
- Graphic Design
- Multimedia
- Web Design
- Word Press

#### Adobe Creative Suite Programs

- Photoshop
- Illustrator
- InDesign
- Creative Cloud
- Lightroom Classic
- Game Development

For more information, visit [www.rrtc.edu](http://www.rrtc.edu) or call 580-255-2903, ext. 223/330.

**Medical & Health Career Courses**

ONLINE - Math for Health Professionals

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. Online or instructor-led. (24 hrs or 42 hrs)

ONLINE - Medical Insurance ICD-10

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. Online (up to 500 hrs) Recommended - Medical Terminology

ONLINE - Medical Office

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 Coding I and Medical Terminology. (up to 500 hrs)

Medical Terminology\*\*

Build a medical vocabulary, terms and abbreviations on a word building system. \*\*This course is approved for RRTC's Practical Nursing program. Available online or instructor-led. (48 hrs)

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. (48 hrs classroom)

Physical Therapy Tech. Aid/Restorative Aid

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. (48 hrs)

*Visit [www.rrtc.edu](http://www.rrtc.edu) to view career plans of study and the combination of courses required for medical careers.*

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 hrs Instructor-led or 90 hrs online)

Heart Saver CPR/First Aid/AED or Pediatric CPR\*

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

CPR Recertification\*

Basic Life Support recertification if student has held a certification in the past 2 years and it is not more than 30 days expired. (3 hours)

CPR/Basic Life Support\*

HEALTHCARE PROFESSIONALS ONLY. 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.

Clinical Medical Procedures

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.



**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. Prerequisite of CPR/HCP. (96 hrs)

Home Health Aide Deeming

Certified long-term care nurse aides can add home health certification with this course. (16 hrs)

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 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. (72 hrs - 56 hrs theory and 16 hrs lab required)

Advanced Certified Medication Aide

Diabetes Care/Glucose Monitoring and Insulin Administering Certification exam with 80% required with 100% skill proficiency. Must have current CMA certification. (16 hrs)

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

Certified Medication Aide Continuing Ed

Class will be offered monthly. Call for dates. Meets the requirements for CMA recertification. (8 hrs)



**Oklahoma Department of Human Services Approved Courses**

Medication Administration Technician (MAT)  
Units: Ethical/Legal Issues and Documentation; Administering Medications; Infection Control; and Vital Signs. (16 hrs)

MAT Recertification

A review of: Administering Medications; Ethical/Legal Issues and Documentation; Vital Signs; Infection Control; and Medical Emergencies. (8 hrs)

DDMAT and DDMAT Recertification is also available.

*All featured courses are approved by the Oklahoma Nurse Aide Registry.*

## Pre-Nursing

Prepare for a career in the nursing field. Start by taking short-term classes that prepare you to enter the Practical Nursing Program, or allow you to work while pursuing a degree as a Registered Nurse.

### PRACTICAL NURSING REQUIREMENTS

An approved Medical Terminology course must be completed prior to applying for the RRTC Practical Nursing program. Several options are available, including instructor-led and online courses:

- Medical Terminology (hybrid/online) 48 Hrs
- Medical Terminology (online) 48 Hrs

### SUGGESTED COURSES

The following courses are suggested, but not required, for admission to the RRTC Practical Nursing program. Must be 18 years old to enroll.

- Phlebotomy - 48 hrs
- Basic life Support CPR/HCP (card included) - 4 hrs
- Long-Term Care Aide - 96 hrs/clinical
- Certified Medication Aide - 72 hrs/clinical
- Advanced Certified Medication Aide Diabetes Monitor/Insulin Administration 16 hrs
- Advanced Certified Medication Aide Inhaler/Naso/Gastro - 8 hrs
- Math for Health Care Professionals (online) - 24 hrs
- Human Anatomy/Physiology I & II (online) - 48 hrs
- Pharmacy Technician - 60 hrs/field trip
- Physical Therapy Aide or Restorative Aide - 48 hrs/field trip
- Clinical Medical Procedures



### VARIOUS COURSE REQUIREMENTS

- Students must have high school diploma or High School Equivalency Diploma
- Students must be able to pass OSBI background check for criminal record
- Students will be required to sign release of liability
- Students will be required to lift at least 50 pounds, bend, stoop, climb and crawl
- Students must attend 100% of all training hours and 100% of all hours in clinical or skill demonstration.

### COMPETENCY EXAMS

Pharmacy Technician, Clinical Medical procedures, Vet Tech, Medical Office, and Phlebotomy: These exams are available at no charge. Must pass with a 70% accuracy. Written competency exam for ODCTE certification.

### STATE CERTIFICATION EXAMS

Oklahoma Health Care Authority Certification Exams

- Long-Term Care – must pass skill exam with 80% and written exam with 70%
- Certified Medication Aide – must pass medications to 20 residents with 100% accuracy and written exam with 70%
- Advanced Certified Medication Aide – must pass medications with 100% and written exam with 80%

### Practical Nursing Assessment Test

As part of the application process for the Practical Nursing program at RRTC, potential students must complete an assessment test.

For information and/or a packet, contact the RRTC Counselor at 580-255-2903, ext. 230.

### 2022-23 Practical Nursing Testing Schedule

Please note that testing start times differ based on testing date. Must present valid ID.

#### 8:30 am Test

September 1, 2022	November 3, 2022
January 10, 2023	February 7, 2023
March 7, 2023*	

#### 5:00 pm Test

October 4, 2022	December 6, 2022
January 26, 2023	February 23, 2023
March 23, 2023	

\*Applicants testing prior to March 7 may retest if necessary.

## State of Oklahoma Emergency Medical Services Approved Courses

### Emergency Medical Responder (EMR) or 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. (72 hrs for EMR and 16 hrs for EMR Refresher)

### Emergency Medical Technician (EMT) or EMT Refresher

216 hours of classroom training and 48 hours in a clinical setting of the 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. (264 hrs for EMT and 24 hrs for EMT Transition)

### Advanced Emergency Medical Technician (AEMT)

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. (320 hrs)

### Paramedic\*\*\*

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

\*\*\*Applications due Jan. 2023. The Paramedic course will begin Jan. 2023 and end June 2024.

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. (1330 hrs)

### Prerequisites:

1. Must be 18 years of age to be certified.
2. Must take the TABE 11/12 Academic Assessment or equivalent.
3. Must have High School Diploma or GED®.
4. Must have current OK/NREMT EMT license.
5. BLS/CPR
6. Current Shot Record
7. Pass drug testing and an OSBI background check.

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



For more information, visit [www.rrtc.edu](http://www.rrtc.edu) or call 580-255-2903, ext. 223/330.



## Business and Financial Courses

### 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 perform 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 interacting 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 Fundamental 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

Various Marketing and Sales Associate online career options also available! Visit [www.careertraining.com/redriver](http://www.careertraining.com/redriver) for more detailed course listings.

## Computer Application Courses

### ONLINE - Technology Information

- A+ Certification: Essentials and Application
- Security + Certification
- Network+
- LPI Linux
- Visual Basics
- Blogging and Podcasting for Beginners
- Many More!

### QuickBooks 2019

Instructor-led or Online. Accounting knowledge required. Automated accounting software. Manage business payroll and accounting. Create invoices tracking sales and expenses. Organize your personal or business finances.

### Software Application Courses

*Courses are available as instructor-led (42 hrs) or online (24 hrs).*

### Discovering Computers/Windows 10

Designed for beginning users. Learn Microsoft, Windows fundamentals, Program Manager, and other applications.

### Microsoft Office 2019 with 365 Office Suite

Learn the basic components of this software group--Access, Excel, Power Point and Word.

### Access 2019

Learn to use this interactive database to organize, find, and present information. Graphical querying capabilities and produce professional forms and reports.

### Excel 2019

Manage budgets and track expenses. Build spreadsheets used in business settings.

### Word 2019

Word processing, typing, and saving documents.

### PowerPoint 2019

Develop professional presentations and slide shows.

### Windows 10

Learn the basics of the Windows 10 operating system.

ONLINE - Fundamental Accounting I and II  
Learn the accounting cycle in its easiest form. Students use a practice set to simulate the business cycle.

### ADDITIONAL ONLINE COURSES

A large variety of courses are available through instructor-led online learning. Visit [www.ed2go.com/redriver](http://www.ed2go.com/redriver) to see the full list of courses. New courses start the second Wednesday of every month.

### 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





## 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 hrs)

### 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 hrs)

\*Students who complete both the DC and AC portions of the Electronics curriculum may have the opportunity to take the Oklahoma State Electronics Assembler Certification exam free of charge.

### 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 hrs)



### 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 hrs)

\*\*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).

### Electronics Assembler

Assemble electrical or electronic systems or support structures and install components, units, sub-assemblies, wiring, or assembly casings, using rivets, bolts, soldering or micro-welding equipment. Build products such as electric motors, computers, electronic control devices, and sensing equipment. (24 hrs)

## 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. (42 hrs)

### Blue Print Reading for Manufacturing

Learn to read basic blueprints used in manufacturing. (24 hrs)



### 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. (84 hrs)

### Manual Lathe Operation

Basic operation of a lathe to produce machine parts to blue print specifications. (42 hrs)



## Construction Courses

### HVACR 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. Certification exam available at minimum cost. (5 sessions - 42 hrs each)



### Welding

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 hrs each)  
\*Recommended minimum of 126 hours before state certification.

## Security Guard Training

Certified by CLEET

### Unarmed Security Guard - Phase I & II

Write accurate field notes, respond to emergency situations, hone your observation skills, interpret legal documents, discuss patrolling techniques, public relations, documentation tips, and investigative procedures. Exam required. (40 hrs)



### Security Guard Private Investigator-Phase III

Surveillance, investigations, communications and court testimony skills. Developing and maintaining client trust. Study federal and state statutes, contracts and disclosures. Exam required. (40 hrs)

### Armed Private Security - Phase IV

*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! (32 hrs)

### Bail Enforcer - Phase V - Unarmed and Armed

**Unarmed:** Complete Phases I, II, III and V.

**Armed:** Complete Phases I, II, III, IV and V. (32 hrs)

### ONLINE - CLEET Continuing Education

CLEET approved CE classes with Ed2go. Six-week classes. Visit [www.ed2go.com](http://www.ed2go.com), or visit the Oklahoma CLEET website.

## Public Educator Training

Educators in RRTC partner school districts may take courses at a discounted price, with a variety of instructor-led and online staff development courses from which to choose. Visit [www.rrtc.edu](http://www.rrtc.edu) for a full list of course offerings. Call for more information about pricing.

Teacher Certification testing now available! Call 580-255-2903, ext. 276, for more information!

### Special Education Para-Professional

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

### Bus Driver Certification - Okla. Schools

ONLINE - Requirements set forth by the OSDE. *Prerequisite:* CDL (Commercial Drivers License) and P&S endorsement. (24 hrs)

No cost for drivers in the RRTC district.

## 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 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 5: Ensuring Development Appropriate Practice (25 hrs)

Unit 6: Guiding Children (15 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)

### For scholarship assistance:

Bailey Maxey, Scholarship Admin.  
Scholars for Excellence in Child Care  
Okla. State Regents for Higher Ed.  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73103-603

Office: 405-225-9133

Fax: 405-225-9398

Email: [bmaxey@osrhe.edu](mailto:bmaxey@osrhe.edu)



## Career and Six-Week Instructor-Led Online Courses

For more information, call 580-255-2903, ext. 223 or 330.

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 your instructor through online communication.
- Course syllabus, description of the course, and technology needed to support training.
- Books may be purchased online or in the front office at RRTC.

### CAREER AREAS

- Arts and Design
- Business
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Math and Science
- Teacher Professional Development
- Test Prep
- Writing

### EASY ENROLLMENT

#### Six-Week Online Courses

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

- Begins the third Wednesday of each month.

#### Career Training Online Courses

[www.careertraining.com/redriver](http://www.careertraining.com/redriver)

- Begins the first of each month and may allow up to one year to complete.
- Free career guidance is available through RRTC. Call to schedule.

### EASY PAYMENT OPTIONS

1. Pay on-line or in the RRTC main office with a credit card.
2. Billing community agencies with approved authorization.
3. Costs vary according to Career Courses.

Let us help you design a career pathway!



For more information, visit [www.rrtc.edu](http://www.rrtc.edu) or call 580-255-2903, ext. 223/330.

# 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.

***Red River***

TECHNOLOGY CENTER

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Duncan, OK 73533

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Duncan, OK

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