

Red River

TECHNOLOGY CENTER

2022 Summer Class Schedule

Session I. M/W Classes Begin: June 6 to July 21, 2022

Session I. T/TH Classes Begin: June 7 to July 21, 2022

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: [httpwww.rrtc.edu/six-week-online-courses](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

Mallari Reed
SCOK Talent Development Specialist
Equus Workforce Solutions
580-498-1243
Call for appt.
mallari.reed@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

Veterinarian Assistant

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 12 to Oct 31 | M/W | 6:30-9:30p



ACT Prep

Cost: \$70 | T: \$30 S: \$40 | Hours: 12

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 26- Sept 29 or Nov 28 to Dec 1 | M,T,W,TH | 6-9



Holiday Floral Arranging

(Supply list required)

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

Create artificial, silk and dried flower arrangements and displays.

Oct 11 to Nov 15 | T/TH | 6-9p

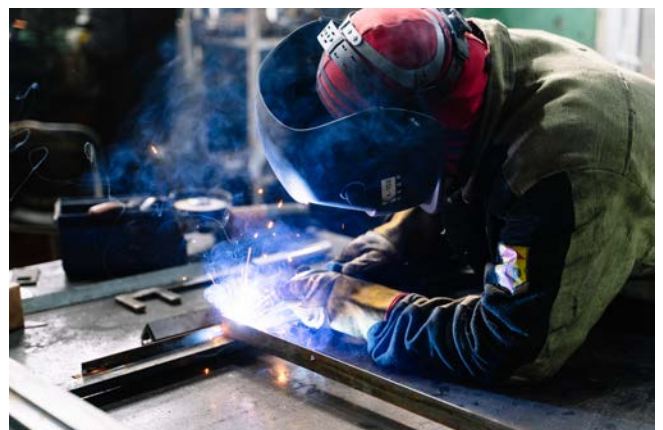


Welding

Cost: \$388 | T: \$110 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.

June 7 to July 21 | 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)

Aug 17 to Dec 14

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)

Jan 11 to May 10



**For scholarship assistance, contact:
Bailey Maxey, Scholarship Administrator
Scholars for Excellence in Child Care
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 7310-3603
Office: 405-225-9133
Fax: 405-225-9398
Email: bmaxey@osrhe.edu**

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.

June 7 to July 21 | T/TH | 5:30-9:30P



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

May 18 or June 15 or July 13

ONLINE - ICD-10 Medical Coding

Online cost with book: \$699 | T: \$99 S: \$600 | Hours: 24
Online cost without book: \$99 | T: \$99 | Hours: 24
*Self-paced tutorial available

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

May 18 or June 15 or July 13

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.

May 18 or June 15 or July 13

Instructor Led Medical Terminology

(Required to apply for RRTC'S Practical Nursing Program)

Cost: \$270 | T:\$120 S: \$150 | Hours: 48

June 7 to July 21 | T/TH | 6-7p

Ed2Go Medical Terminology

(Med Term I & II required to apply for RRTC's Practical Nursing Program)

Online Med Term I cost with book: \$249 | T: \$99 S: \$150 | Hours: 24
Online Med Term II cost: \$99 | T: \$99 S: No book | Hours: 24

Online Med Term Series with book: \$349 | T: \$199 S: \$150 | Hours 48

Online Med Term I (Self- Paced) cost with book: \$265 | T: \$115 S: \$150 | Hours: 24
Online Med Term II (Self- Paced) cost without book: \$115 | T: \$115 S: No book | Hours: 24

May 18 or June 15 or July 13

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.

September Fall Session

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.

June 7 to July 21

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 details contact Pam Boles 580-255-2903 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 details contact Pam Boles 580-255-2903 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 details contact Pam Boles 580-255-2903 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.

June 6 to July 21 | M/ TH | 6-9p

Medical & Health Career Courses

Course dates,times, and cost are subject to change

Long-Term Care Aide (CNA)

Cost with CPR: \$562 | T: \$260 S: \$302 | Hours: 100
Cost without CPR: \$502 | T: 240 S: 262 | Hours: 96

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

June 1 to June 23 | M-F | 8a-4:30p (CPR on June 1 8a-12p or 1p-5p)

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.

July 5 & 6 | 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.

July 11 | 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.

June 7 or July 5 | 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 LTC & CMA certification.

July 25 & 26 | 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.
Must have current LTC & CMA certification

July 27 | 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.

July 11 & 12 |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.

July 13 | 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.

June 7 to July 21 | T/TH | 6-9p



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 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 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
- Career in Medical Office
- 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, noncollectable accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends and retained earnings

May 18 or June 15 or July 13

Quickbook Series 2019

(Introduction to Quickbooks 2019 & Intermediate to Quickbooks)

Cost: \$199

Cost with book: \$374 | T: \$199 S: \$175

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.

May 18 or June 15 or July 13

Quickbooks Online Series

(Introduction and Intermediate)

Cost: \$199

Cost with book: \$374 | T \$199 S \$175

Create checks, pay taxes, generate forms and reports, troubleshoot tip solutions to help you solve common problems and mistakes to simplify the payroll process. Learn to operate Quickbooks in the cloud and gain remote access.

May 18 or June 15 or July 13

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.

May 18 or June 15 or July 13

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
- Windows 10
- Understanding the cloud

QuickBooks Courses

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

Business and Computer Application

Session I. M/W Classes Begin: June 6 to July 21, 2022

Session I. T/TH Classes Begin: June 7 to July 21, 2022

Courses offered online through Ed2Go

Also offered Fridays from 8a-5p

One Day Microsoft Computer Classes (8 hours) cost reflected for each session

Microsoft Excel 2019/ Office 365

(Introduction, Intermediate, and Advanced)

also available in suite

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

This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features. Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software.

Microsoft Access 2019/ Office 365

(Intermediate and Advanced)

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

As the most widely-used desktop database management programs, knowing how to use Microsoft Access adds a valuable skill to your professional profile. The Microsoft Access 2019 Series will teach beginners how to use Access to efficiently build, customize, and manage databases and bring their skills to an intermediate level.

Microsoft Word 2019/ Office 365

(Intermediate and Advance)

also available in suite

Cost: \$235 | T: \$120 S: \$ 175 |

This course bundle will introduce you to Microsoft Word 2019 and teach you the software's more advanced functions. You will learn foundational skills needed to create professional-looking letters, reports, and documents as well as desktop publishing and mail merging.

Introduction to Microsoft Outlook 2019/Office 365

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

Are you overloaded with emails, meetings, and to-do lists? Make use of Microsoft Outlook 2019 functions, and you will rapidly increase your efficiency and productivity.

Keyboarding

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

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

Introduction to Windows 10

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

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the web with the new Microsoft Edge browser

Introduction to Microsoft PowerPoint 2019/Office 365

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

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

Auto CAD 2019

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

Computer-Aided Drafting program provides students with an understanding of the features associated with the operation of a computer-aided drafting and design system.

Solidworks 2019

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

Develop mechatronics systems from beginning to end. At the initial stage, the software is used for planning, visual ideation, modeling, feasibility assessment, prototyping, and project management