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The Northeast Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion or veteran status in their educational programs or activities. This includes, but is not limited to recruitment, admissions, educational services and activities, financial aid and employment. Inquiries concerning application of this policy may be referred to Roger Crutchfield, Deputy Superintendent/ Compliance Coordinator, Northeast Technology Center, 483 Airport Road, P.O. Box 487, Pryor, OK 74362, or by phone at 918-825-7040.

ENROLLMENT BEGINS JULY 1st



Fall 2009

Short-Term Evening Class Schedule

Afton Campus

19901 S. Hwy 69, Afton OK 74331

918-257-8324 / 918-540-1111

888-513-2378

CODE	CLASS	DAY	TIME	SESSIONS	TUITION	BOOKS/FEES	BEGINS	ENDS
TECHNICAL TRADE & INDUSTRY								
1	Auto Air Conditioning	TH	6-9	10	\$40.00	\$15.00	9/10	11/19
2	Auto Body - Beginning	TU	6-9	15	\$57.00	\$40.00	8/18	11/24
3	Automotive Maintenance	TU	6-9	8	\$30.00	\$15.00	9/1	10/20
4	Chain Saw & Weedeater Repair	TU/TH	6-9	8	\$30.00	\$15.00	10/20	11/12
5	Electricity - Basic	TH	6-9	11	\$42.00	\$25/\$25	9/3	11/19
6	Heating & Air Conditioning	TH	6-9	4	\$15.00	possible book	8/20	9/10
7	Outboard Motor Repair	TU/W	6-9:30	18	\$80.00	\$15.00	8/18	10/14
8	Plumbing	W	6-9	7	\$27.00	\$27/\$35	10/7	11/18
9	Small Engine Repair	TU/TH	6-9:30	14	\$62.00	\$15.00	8/18	10/1
NO DISCOUNTS GIVEN ON WELDING CLASSES								
10	Welding - Stick(month of Sept. class meets only on Wed)	M/W	6-9	13	\$50.00	\$250.00	8/17	10/14
11	Welding - MIG	M/W	6-9	13	\$50.00	\$250.00	10/19	12/2
12	Welding - Introduction to TIG	TU/TH	6-9	8	\$30.00	\$250.00	8/18	9/10
13	Welding - TIG Part II	TU/TH	6-9	8	\$30.00	\$250.00	9/15	10/8
14	Woodworking & Hobby - Basic	M	6-9	12	\$45.00	\$25.00	9/14	11/30
ACADEMIC ENHANCEMENT								
15	Refresher Math	TU/W	6-9	14	\$53.00		8/11	9/23
COMPUTER TECHNOLOGY								
16	Basic Computer Information & Repair	TH	6-9	10	\$40.00	N/A	9/3	11/12
17	Digital Camera	TH	6- 8:30	6	\$20.00	\$25.00	9/3	10/8
18	E-Bay Buying & Selling	TH	4-6	4	\$10.00	N/A	10/22	11/2
19	E-Bay Buying & Selling	TH	6-8	4	\$10.00	N/A	10/22	11/2
20	Excel - Introduction	TH	6-9	6	\$23.00	\$35.00	9/3	10/8
21	Excel - Intermediate	TH	6-9	5	\$20.00	\$35.00	10/22	11/19
22	Introduction to Computers	W	6-8:30	6	\$23.00	\$25.00	10/7	11/11
23	Keyboarding & Word Processing	W	6-8:30	6	\$20.00	no charge	8/26	9/30
24	Microsoft Word - Introduction	M	6-9	5	\$20.00	\$25.00	9/14	10/26
25	Microsoft Word - Intermediate	M	6-9	5	\$20.00	\$25.00	11/2	11/30
26	Photoshop CS3	M	6-8	6	\$15.00		8/17	9/28
27	PowerPoint	TU	6-9	5	\$20.00	\$35.00	11/10	12/8
28	QuickBooks Pro 2008 - Introduction	TU	6-9	10	\$40.00	\$50.00	9/1	11/3
29	Web Page Design (computer experience required)	M	6-9	14	\$53.00	\$35.00	8/31	12/7
FIREFIGHTER TRAINING								
30	Emergency Vehicle Operator Course	W/TH/SAT	5-9 W/TH , 8-5 SA	3	\$20.00		9/23	9/26
31	Extrication Training (open to all firefighters)	SAT	8-5	1	\$10.00		8/22	8/22
32	Extrication Training (open to all firefighters)	SAT	8-5	1	\$10.00		11/7	11/7
33	Hazmat Awareness	SAT	8-5	1	\$10.00		8/22	8/22
34	Hazmat Awareness	SAT	8-5	1	\$10.00		11/7	11/7
35	Hazmat Opts (Pre-req to Firefighter 1)	SAT	8-5	1	\$10.00		9/26	9/26
36	Hazmat Opts (Pre-req to Firefighter 1)	SAT	8-5	1	\$10.00		11/14	11/14
37	Structural Firefighter ending with a Live Burn on Saturday	TU/TH/SAT	5-10 (TU/TH) 8am-5 SAT	8	\$60.00		10/20	11/14
38	Tanker Shuttle	SAT/SUN	8am-5	2	\$20.00		10/10	10/11
39	Wildland Roundup	TBA	TBA	TBA	TBA	TBA	TBA	TBA
SENIOR CITIZEN COMPUTER CLASSES								
40	Computer Literacy for Seniors & Internet for Seniors	TU	4-7	8	\$10.00	\$25.00	8/18	10/6
41	Computer Literacy for Seniors & Internet for Seniors	W	4-7	8	\$10.00	\$25.00	8/19	10/7
CERTIFICATION TRAINING (DISCOUNTS NOT AVAILABLE ON THESE CLASSES)								
42	Bus Driver Training	M-TH,SAT	5-10	5	\$32.00	\$10.00	8/3	8/8
43	Bus Driver Training	M-TH,SAT	5-10	5	\$32.00	\$10.00	9/14	9/19
44	Bus Driver Training	M-TH,SAT	5-10	5	\$32.00	\$10.00	10/19	10/24
45	Bus Driver Re-Certification	TU	5-10	1	\$10.00	Held Tu night of each Bus Driver Training Class		
46	Paraprofessional Training	M	9am-3	4	\$132.00	included	10/5	10/26
47	Private Investigation (Phase III)	M/W	6-9	10	\$40.00	\$10.00	9/21	10/21
48	Unarmed Security Guard Ph 1 & 2	M/W	6-9	10	\$40.00	\$12.00	8/10	9/14
HEALTH & MEDICAL TRAINING (DISCOUNTS NOT AVAILABLE ON THESE CLASSES)								
49	Certified Medication Aide	M/W	5:30-9:30	13	\$85.00	\$75/\$40	9/14	10/14
50	Certified Medication Aide	M/W	5:30-9:30	13	\$85.00	\$75/\$40	10/19	11/18
51	Certified Medication Aide Update	SAT	8am-4:30	1	\$20.00	\$5.00	10/10	10/10
52	Certified Medication Aide Update	SAT	8am-4:30	1	\$20.00	\$5.00	11/14	11/14
53	Certified Nurse Aide	M-F	8am-4:30	2 wks	\$135.00	\$75/\$90	9/14,10/5,11/13,11/30	

CODE	CLASS	DAY	TIME	SESSIONS	TUITION	BOOKS/FEES	BEGINS	ENDS
HEALTH & MEDICAL TRAINING (DISCOUNTS NOT AVAILABLE ON THESE CLASSES)								
54	CPR	M	5-9	1	\$10.00	\$14 (Student pays teacher for book/card)	8/10	8/10
55	CPR	M	5-9	1	\$10.00	\$14 (Student pays teacher for book/card)	9/14	9/14
56	CPR	M	5-9	1	\$10.00	\$14 (Student pays teacher for book/card)	10/5	10/5
57	CPR	M	5-9	1	\$10.00	\$14 (Student pays teacher for book/card)	11/2	11/2
58	CPR	M	5-9	1	\$10.00	\$14 (Student pays teacher for book/card)	12/7	12/7
59	EMT Basic	TU/TH	5:30-9:30	34	\$275.00	\$390.00	9/8	4/29/10
60	Emergency Medical Responder	M/TH	5:30-9:30	16	\$80.00	\$85.00	8/17	10/12
61	MAT	SAT	8 am-4:30	2	\$20.00	\$10.00	9/12	9/19
62	MAT Update	SAT	8 am-4:30	1	\$10.00	\$10.00	8/22	8/22
63	Math Dosage Calculations	TU/TH	5-8	12	\$42.00	\$45.00	10/1	11/12
64	Medical Terminology	M/TH	5-8	15	\$57.00	\$74.00	8/10	9/30
INTERIOR & DOMESTIC TECHNOLOGY								
65	Cake Decorating - Basic	TU	6-9	6	\$23.00	Student Buys/list provided	9/8	10/13
66	Cookie Making	TU	6-9	3	\$12.00	Student Buys/list provided	10/20	11/3
67	Holiday Decorations	TU	6-9	4	\$15.00	Students will buy supplies from instructor	9/8	9/29
68	Holiday Foods	TU	6-9	4	\$15.00	Students will buy supplies from instructor	11/10	12/1
69	Jewelry - Beginning	M	6-9	10	\$38.00	Student Buys/list provided	10/5	12/7
70	Rug Braiding	TU/TH	5-9	8	\$40.00	Student Buys/list provided	9/1	9/24
71	Sign Painting (Holiday yard ornaments)	TU	6-9	2	\$10.00	\$25.00 for projects	11/10	11/17
72	Sign Painting (3 different snowmen)	TU	6-9	1	\$10.00	\$25.00 for projects	11/24	11/24
SPECIAL INTEREST								
73	Archery	TH	6-9	6	\$23.00	N/A	9/17	9/29
74	Auctioneering	W	6-9	8	\$30.00	N/A	9/30	11/18
75	Banjo - Beginning	TU	6:30-8:30	12	\$30.00	Purchase clamp on style tuner before attending class	8/4	10/20
76	Cherokee Master Basketweaving	M/TU/W	6-9	3	\$15.00	Student pays teacher	9/14	9/16
77	Cherokee Master Basketweaving	M/TU/W	6-9	3	\$15.00	Student pays teacher	10/12	10/14
78	Cherokee Master Basketweaving	M/TU/W	6-9	3	\$15.00	Student pays teacher	11/9	11/11
79	Cherokee Master Basketweaving	TU/W/TH	6-9	3	\$15.00	Student pays teacher	12/1	12/3
80	Genealogy A-Z	M	6-9	8	\$30.00	\$10.00	10/19	12/7
81	Gig Making (Fishing)	M	6-9	4	\$15.00	\$30.00	9/14	10/5
82	Guitar - Beginning	TU	6-8	12	\$30.00	\$25.00	9/8	11/24
83	Guitar - Intermediate	TU	8-9:30	12	\$22.50		9/8	11/24
84	Guitar Making - Basic	TU/TH	6:30-9:30	17	\$64.00	Student pays teacher	9/8	11/5
85	Gun Maintenance	TH	6-9	4	\$15.00	Student brings supplies	8/20	9/10
86	Hunter Safety Course	SAT	8am-7	1	no charge	no charge	8/22	8/22
87	Hunter Safety Course	SAT	8am-7	1	no charge	no charge	9/26	9/26
88	Hunter Safety Course	SAT	8am-7	1	no charge	no charge	11/7	11/7
89	Knifemaking	W	6-9	8	\$30.00	N/A	9/9	10/28
90	Line Dancing	W	6:30-8:30	8	\$20.00	N/A	9/9	10/28
91	Passport to Retirement Seminar	M	6:30-9:00	3	\$49 register early / \$69 at the door	N/A	10/12	10/26
92	Portraiture - Beginning	TU	6-9	7	\$27.00		9/15	10/27
93	Quilting - Beginning	TH	6-9	10	\$38.00	Student Buys/list provided	9/10	11/19
94	Quilted Bags - Intermediate	M	6-9	10	\$25.00	Student Buys/list provided	9/14	11/16
95	Resort Maintenance	TH	6-9	4	\$15.00		9/17	10/8
96	Scrapbooking	TU	6-9	8	\$30.00	Student brings supplies	9/15	11/3
97	Sign Language I	M	6:30-7:30	10	\$30.00	\$27.00	8/17	10/26
98	Sign Language II	M	6:30-8:30	6	\$15.00		10/26	11/30
99	Skeetshooting	Th	9am-12	4	\$15.00	Student Buys	8/6	8/27
100	Stained Glass	TU/TH	6-8:30	12	\$30.00	\$40/buys own glass	9/29	11/10
101	Upholstery	M	6-9	12	\$45.00	\$17.00/\$30.00	8/17	11/9
102	Upholstery	TU	6-9	12	\$45.00	\$17.00/\$30.00	8/18	11/3
103	Workplace Spanish I	TU	6-9	12	\$45.00	\$25.00	8/25	11/10

Thanksgiving Holiday - November 25-27

We are looking for Teachers!

Do You Have A Special Skill, Talent or Hobby That You Would be Willing to Share in the Classroom?

Northeast Technology Center is looking for qualified individuals to teach what they know in a fun-filled, informal environment. As one of our part-time instructors, you get to design your class, determine how long it will be, and set class hours. All we require of you is to have good communication skills, enjoy working with adults, a thorough knowledge of your subject, a big smile and a willingness to share! If you think you have what it takes to teach and have knowledge of a subject that at least 10 people would enjoy learning, then we want you! For an interview, contact the adult education director at the campus nearest you!

Afton - Mike Reece - 918-257-8324 ext. 3115

Claremore - Melissa Overcash - 918-341-8324 ext. 2148

Kansas - Mike Seifried - 918-868-3535 ext. 222

Pryor - Melissa Overcash - 918-825-5555 ext. 2148

Oh, and did we mention the pay is good, too?

Help at NTC for
MANUFACTURERS!



- ◆ Quarterly Meetings on current manufacturing topics
- ◆ Support from Alliance Manufacturing Extension Agent
 - ↳ Assistance with OK State Incentives
 - ↳ Access to resources
- ◆ Annual Supervisor Training
- ◆ Quality Management and HR Organizations
- ◆ A UNITED VOICE for NE OK MANUFACTURERS!

Contact: Marsha Cole,
Mfg. Extension Agent
OK Manufacturing Alliance
Phone: 918/257-4033
Email: marsha.cole@okalliance.com
Website: glmc-ok.com & okalliance.com

Cultivate, Nurture, Grow Your Enterprise



We can help! The Business Development Program

Joy Justice

Northeast Technology Center
Afton Campus
Phone: (918) 257-8324 or (918) 540-1111
Email: joy.justice@netech.edu
Website: www.netech.edu

What We Do . . .

Industrial Training

Our coordinators can assist in developing a top-notch customized training program that will meet your unique goals.

- * Training for Existing Industry Initiative (TEI)
- * Training for Industry Program Grant (TIP)
- * Quality (ISO, Process Mapping, LEAN)
- * Computer Software (MS Office and more)
- * Precision Machining
- * Blueprint Reading

Safety & Health Program

NTC offers safety training and development services for annual OSHA compliance or customized training to meet your company's needs. Our goal is to assist you in reducing your annual worker's compensation premium, decreased accident rates, and improved state or federal facility audits.

- | | |
|------------------------|--------------------------|
| * Bloodborne Pathogens | * Hazard Communication |
| * First Aid & CPR/AED | * Respiratory Protection |
| * Forklift Safety | * Plus many more..... |

**Short or long-term training can be scheduled at any of the NTC campuses or your facility.
Please contact the Industrial Coordinator at the NTC campus nearest you for information on any of these programs.**

BUSINESS & INDUSTRY SERVICES

SEMINARS/TRAINING

AGRI-BUSINESS MANAGEMENT

	DAY	TIME	SESSIONS	TUITION	BOOKS/FEEES	BEGINS	ENDS
ABM is a comprehensive, multi year farm and ranch management program. The course features unlimited personal consultation/instruction as well as class meetings. Annual fee for the first year is \$125; subsequent years are \$75. Twelve classes are offered the first year. Fall sessions are:							
Introduction to Economics	Th	6:30-9	1	N/A	N/A	10/8	10/8
Accounting Principles	Th	6:30-9	1	N/A	N/A	11/10	11/10
Record Keeping Systems	Th	6:30-9	1	N/A	N/A	12/12	12/12

Contact Jay Franklin, Agri-Business Management Coordinator, for further information or to enroll in seminar.

Office: 918-257-8324 ext. 3104 ♦ Toll Free: 888-513-2378 ♦ Email: jay.franklin@netech.edu

BID ASSISTANCE

	DAY	TIME	SESSIONS	TUITION	BOOKS/FEEES	BEGINS	ENDS
*Government Contracting 101 - Session I - Pryor Campus	Th	1:30-3:30	1	N/C	None	10/8	10/8
*Government Contracting 101 - Session II - Pryor Campus	Th	1:30-3:30	1	N/C	None	10/29	10/29
*Government Contracting 101 - Session III - Pryor Campus	Th	1:30-3:30	1	N/C	None	11/5	11/5
*Government Contracting 101 - Session IV - Pryor Campus	Th	1:30-3:30	1	N/C	None	11/19	11/19

Contact Donna Martin, Government Contracting Coordinator, for further information or to enroll in a seminar.

Office: 918-825-5555 ext. 2113 ♦ Toll Free: 888-832-7988 ♦ Email: donna.martin@netech.edu

BUSINESS DEVELOPMENT

	DAY	TIME	SESSIONS	TUITION	BOOKS/FEEES	BEGINS	ENDS
Preparing to Start Your Own Small Business (Free 2 Part Series)							
*Paving the Way: Business Plans & Understanding Financial Statements	Tu	6-8:30	1	N/C	N/A	9/22	9/22
*Keeping It Legal: Licenses, Business Registrations, Payroll, & Legal Structure	Tu	6-8:30	1	N/C	N/A	10/6	10/6

Business Development Program

A comprehensive business management program providing one year of private, confidential consultations at your place of business and monthly business management classes at NTC. The all inclusive cost for business consultations and business management classes is \$125; optional subsequent year is \$75. (Individuals can elect to enroll in individual classes at \$15 per class)

*Break-Even Analysis and Its Applications	Tu	6-8:30	1	\$15	N/A	7/7	7/7
*Overcoming Business Growth Plateaus	Tu	6-8:30	1	\$15	N/A	8/18	8/18
*Marketing Your Products and Services to Your Target Market	Tu	6-8:30	1	\$15	N/A	11/3	11/3
*Low Cost Methods for Promoting Your Business & Principles of Layout and Design	Tu	6-8:30	1	\$15	N/A	12/1	12/1
*Effective Hiring Practices with Emphasis on Labor Law	Tu	6-8:30	1	\$15	N/A	1/5	1/5

Contact Joy Justice, Business Development Coordinator, for further information or to enroll.

Office: 918-257-8324 ext. 3134 ♦ Toll Free: 888-513-2378 ♦ Email: joy.justice@netech.edu

MANAGEMENT TRAINING

GLMC Supervisor Training

To be announced

Course Description: This class is designed for new supervisors and will include sessions on Team Building, Problem Solving, Fundamentals of Managing, Communication, Intro to Quality and Conflict in the Workplace.

Contact Bonnie Anderson, Industry Specialist, for further information.

Office: 918-257-8324 ext. 3145 ♦ Toll Free: 888-513-2378 ♦ Email: bonnie.anderson@netech.edu

Contact Tony Cordray, Industrial Coordinator, for customized management training.

Office: 918-257-8324 ext. 3103 ♦ Toll Free: 888-513-2378 ♦ Email: tony.cordray@netech.edu

CUSTOMIZED INDUSTRIAL TRAINING

*Forklift Safety	F	8am-Noon	1	\$20	N/C	8/28	8/28
*Forklift Safety	F	8am-Noon	1	\$20	N/C	10/16	10/16
*Defensive Driving	F	8am-2	1	\$30	\$5	9/25	9/25
*Customer Service	W	8am-4	1	\$65	N/C	10/14	10/14

Contact Tony Cordray, Industrial Coordinator for further information, to enroll in a seminar or if you need customized or onsite training.

Office: 918-257-8324 ext. 3103 ♦ Toll Free: 888-513-2378 ♦ Email: tony.cordray@netech.edu

SAFETY TRAINING

NTC's safety training center is set up to fulfill any safety training needs your company might have. Training can be done at our facility or on site at yours. The following are a few examples of areas we can do safety training in.

- Blood Borne Pathogens
- Confined Space
- Forklift Safety
- Fire Extinguisher
- Hazardous Communications
- Motor Vehicle Accident Prevention
- Personal Protective Equipment
- Fall Protection
- Trenching and Shoring
- Electrical Safety
- Back Safety / Ergonomics
- Emergency Evacuation
- Heat / Cold Stress
- Emergency Action Plans
- Accident Investigation
- Defensive Driving
- Crane Safety
- Training is not limited to just these areas

Contact Tony Cordray, Industrial Coordinator for further information, if you need customized or onsite safety & health training.

Office: 918-257-8324 ext. 3103 ♦ Toll Free: 888-513-2378 ♦ Email: tony.cordray@netech.edu

Full tuition will be charged to ALL students enrolled in classes denoted by *