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ENROLLMENT BEGINS JULY 1st



Pryor Campus

6195 W. Hwy 20, Pryor OK 74362

918-825-5555 / 918-341-8324 / 888-832-7988

Fall 2009

Short-Term Evening Class Schedule

Claremore Campus

1901 N. Hwy 88, Claremore OK 74017

918-342-8066

CODE	CLASS	DAY	TIME	SESSIONS	TUITION	BOOKS/FEES	BEGINS	ENDS
TECHNICAL TRADE & INDUSTRY TRAINING								
A01	General Auto Maintenance	Th	6-10	7	\$35	\$0 / \$20	8/20	10/1
A02	Powder Puff Auto Maintenance	Tu	6-9	5	\$12	\$0 / \$10	10/27	11/24
A03	Auto Steering & Suspension	Th	6-10	7	\$35	\$0 / \$20	10/22	12/10
A04	Beginners Auto Body	Tu	6-10	14	\$70	\$0 / \$35	8/25	11/24
A05	Advanced Auto Body	Th	6-10	14	\$70	\$0 / \$35	8/27	12/3
A06	Motor Controls	M, Th	6-10	12	\$50	\$0 / \$30	11/2	12/14
A07	Basic Residential Wiring	Tu	6-10	10	\$50	\$0 / \$25	9/1	11/3
A08	Understanding the National Electric Code	W	6-9	14	\$70	\$85 / \$0	9/2	12/9
A09	Basic Electricity	Th	6-9	8	\$30	\$0 / \$35	9/10	10/29
A10	Beginners Welding	Tu	6-10	14	\$70	\$0 / \$225	8/25	11/24
A11	Advanced Welding	M	6-10	14	\$70	\$0 / \$285	8/24	11/30
A12	Furniture Making, Fundamentals I	M	1-5	10	\$50	\$0 / \$90	8/31	11/9
A13	Furniture Making, Fundamentals I	M	6-10	10	\$50	\$0 / \$90	8/31	11/9
A14	Furniture Making, Fundamentals II	Tu	1-5	10	\$50	\$0 / \$180	9/1	11/3
A15	Furniture Making, Fundamentals II	Tu	6-10	10	\$50	\$0 / \$180	9/1	11/3
A16	Furniture Making, Intermediate I	W	1-5	10	\$50	\$0 / \$190	9/2	11/4
A17	Furniture Making, Intermediate II	W	6-10	10	\$50	\$0 / \$450	9/2	11/4
A18	Furniture Making, Advanced I	Th	6-10	10	\$50	\$0 / \$275	9/3	11/5
A19	Small Engine Repair	Tu	6-9	7	\$27	\$50 / \$20	8/25	10/6
COMPUTER TECHNOLOGY - PRYOR CAMPUS BETWEEN PRYOR & CLAREMORE								
B01	Hands on Computer Maintenance and Repair	Tu	6-9	7	\$27	\$10 / \$10	9/8	10/20
B02	How do I use this Digital Camera?	M	6-9	5	\$19	\$30 / \$0 + Student buys	9/14	10/12
B03	How to Buy & Sell on Ebay (1st session)	W	6-9	7	\$27	\$20 / \$0	8/26	10/7
B04	How to Buy & Sell on Ebay (2nd session)	W	6-9	7	\$27	\$20 / \$0	10/21	12/9
B05	Internet & Email for Seniors	Th	4-6	7	\$10	\$30 / \$0	9/10	10/22
B06	Internet Searching for Ancestors (Genealogy)	Th	6-9	7	\$27	\$0 / \$10 + Student buys	9/10	10/29
B07	Intro to Computers & Windows XP	W	6-9	5	\$27	\$30 / \$0	11/4	12/9
B08	Intro to Computers for Seniors -XP	Tu	4-6	6	\$10	\$30 / \$0	9/15	10/20
B09	Microsoft Access '07 (Basic)	M	6-9	4	\$15	\$30 / \$0	10/5	10/26
B10	Microsoft Access '07 (Comprehensive)	Tu	6-9	12	\$45	\$65 / \$0	9/15	12/1
B11	Microsoft Excel '07 Level 1 (Basic)	Th	6-9	4	\$15	\$30 / \$0	8/13	9/3
B12	Microsoft Excel '07 Levels 1-3 (Comprehensive)	M	6-9	12	\$45	\$65 / \$0	9/21	12/7
B13	Microsoft Outlook 2007 FastCourse	W	6-9	2	\$10	\$30 / \$0	8/19	8/26
B14	Microsoft PowerPoint '07 (Basic)	W	6-9	4	\$15	\$30 / \$0	9/2	9/23
B15	Microsoft Publisher 2007 Fast Course	W	6-9	2	\$10	\$30 / \$0	9/30	10/7
B16	Microsoft Word '07 Levels 1-3 (Comprehensive)	Th	6-9	12	\$45	\$65 / \$0	9/10	12/3
B17	Microsoft Word '07 Levels 1 (Basic)	Tu	6-9	4	\$15	\$30 / \$0	9/8	9/29
B18	Setting up Wireless Computing in your Home	Tu	6-9	2	\$10	\$20 / \$0	10/6	10/13
B19	Photoshop CS3	W	6-9	7	\$27	\$38 / \$0	10/14	12/2
B20	Photoshop Elements	M	6-9	7	\$27	\$38 / \$0	10/19	11/30
B21	Web Design Dreamweaver	W	6-9	7	\$27	\$45 / \$0	8/26	10/7
B22	Transitioning from MS Office 2003 to 2007	W	6-9	3	\$27	\$30 / \$0	9/9	9/23

ACADEMIC ENHANCEMENT

D01	Tutorial (Math, Reading, Science, etc.)	Tu/Th	4:30-6:30	24	\$60	none	1/18	12/10
D02	ACT Prep Course for Sept 12th Test	W	6-9	4	\$15	\$0 / \$10	8/19	9/9
D03	ACT Prep Course for Oct 24th Test	W	6-9	4	\$15	\$0 / \$10	9/30	10/21
D04	ACT Prep Course for Dec 12th Test	W	6-9	4	\$15	\$0 / \$10	11/11	12/9
D05	Reading Proficiency Test	T	4:30	9	\$35	none	1st & 3rd Tues. of Month	

CERTIFICATION TRAINING**** Unarmed Security Guard requires Phases I & II - Private Investigator requires Phases I & III ****

E01	*Private Security Training Phase I	M, W	6-10	5	\$25	\$20 / \$0	8/17	8/31
E02	*Private Security Training Phase II	M, W	6-10	5	\$25	\$20 / \$0	9/14	9/28
E03	*Private Security Training Phase III	M, W	6-10	9	\$45	\$20 / \$0	10/5	11/2
E04	*Private Security Training Phase IV (firearms)	M,W/(Sat & Sun)	6-10/(TBA)	6	\$55	\$20 / \$0	11/9/(12/5)	11/30/(12/6)
E05	*Private Security Continuing Education	M, W	6-10	2	\$10	\$0 / \$5	12/14	12/16
E06	*Bus Driver Training	M-F	5-10	5	\$32	\$0 / \$5	7/20	7/24
E07	*Bus Driver Inservice	Tu	5-10	1	\$10	\$0 / \$5	7/28	7/28
E08	*Bus Driver Training	M-F	5-10	5	\$32	\$0 / \$5	8/17	8/21
E09	*Bus Driver Inservice	Tu	5-10	1	\$10	\$0 / \$5	8/25	8/25
E10	*Bus Driver Training	M-F	5-10	5	\$32	\$0 / \$5	10/5	10/9
E11	*Bus Driver Inservice	Tu	5-10	1	\$10	\$0 / \$5	10/13	10/13
E12	*Paraprofessional Training-Claremore	M-Th	9-3	4	\$102	\$30 / \$0	7/27	7/30
E13	*Paraprofessional Training-Pryor	M,W	6-9	8	\$102	\$30 / \$0	8/31	9/28
E14	*Paraprofessional Training-Claremore	Sat.	9-3	4	\$102	\$30 / \$0	8/8	8/29
E15	*Paraprofessional Training-Claremore	Sat.	9-3	4	\$102	\$30 / \$0	9/19	10/10
E16	*Basic Real Estate	M, W	6-9	30	\$120	\$40 / \$0	8/24	12/9

HEALTH & MEDICAL TRAINING

F01	*Certified Nurse Aide/Home Health Care	M,Tu,W	8-4:30	12	\$125	\$125/\$100 + Student buys	8/17	9/14
F02	*Certified Nurse Aide/Home Health Care	M,Tu,W	8-4:30	12	\$125	\$125/\$100 + Student buys	9/21	10/14
F03	*Certified Nurse Aide/Home Health Care	M,Tu,W	8-4:30	12	\$125	\$125/\$100 + Student buys	10/19	11/11
F04	*Certified Nurse Aide/Home Health Care	M,Tu,W	8-4:30	12	\$125	\$125/\$100 + Student buys	11/16	12/14
F05	*Basic Phlebotomy	M,Th	6-10	10	\$50	\$50 / \$50	8/17	9/21
F06	*Basic Phlebotomy	M,Th	6-10	10	\$50	\$50 / \$50	10/12	11/16
F07	*CPR American Heart Renewal	M	6-10	1	\$10	\$25 / \$0	8/31	8/31
F08	*CPR/First Aid Red Cross/AED for the Workplace	M,Tu	6-10	2	\$10	\$25 / \$0	10/9	10/10
F09	*CPR, American Heart for Health Care Providers	M,Tu	6-10	2	\$10	\$25 / \$0	9/15	9/15
F10	*TABE Testing for Nurses	T	4:30	9	\$35	none	1st & 3rd Tues. of Month	
F11	*Dosage Calculations **	T, Th	6-9	12	\$45	\$100 / \$0	8/18	9/24
F12	*Dosage Calculations **	M,W	6-9	12	\$45	\$100 / \$0	10/5	11/11
F13	*Nursing Concepts **	M,W	6-9	12	\$45	\$80 / \$0	8/17	9/28
F14	*Nursing Concepts **	T, Th	6-9	12	\$45	\$80 / \$0	10/5	11/11
F15	*Medication Administration Technician**	Tu,W	5-9	4	\$20	\$20 / \$0	9/15	9/23
F16	*Medication Administration Technician **	Tu,W	5-9	4	\$20	\$20 / \$0	10/20	10/28
F17	*MAT Update **	Tu,W	5-9	2	\$10	\$20 / \$0	10/6	10/7
F18	*Medication Administration Technician**	Tu,W	5-9	4	\$20	\$20 / \$0	11/9	11/18
F19	*Certified Medication Aide**	M,Tu	5-9	10	\$50	\$50 / \$25	9/14	10/14
F20	*Certified Medication Aide**	M,Tu	5-9	10	\$50	\$50 / \$25	11/2	12/7
F21	*Medical Terminology (Pre-Nursing)**	Sat.	10-2	11	\$55	\$60 / \$0	7/11	9/26
F22	*Medical Terminology (Pre-Nursing)**	Tu	6-9	15	\$55	\$60 / \$0	8/18	12/1
F23	*Medical Terminology (Pre-Nursing) **	Sat	10-2	11	\$55	\$60 / \$0	10/24	1/9
F24	*ICD-9 Medical Coding Basic	M,W	6-9:30	16	\$70	Student buys	9/14	10/7

****Prerequisite(s) Required - contact Adult Education office for specific details****EMERGENCY SERVICES TRAINING**

G01	*EMT-Basic Training (3 Saturdays)	M,W	5:30-9:30	36	\$290	\$140 / \$70	8/17	12/16
		Sat	8am-5	3				
G02	*First Responder (test on 12/14/09)	M,W	6-10	11	\$150	\$0 / \$20	11/2	12/14

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

CODE	CLASS	DAY	TIME	SESSIONS	TUITION	BOOKS/FEES	BEGINS	ENDS
VOLUNTEER FIRE FIGHTERS INITIATIVE								
H01	*Fire Fighter I #	M, W	5-9	13	\$300	\$40 / \$10	8/17	9/30
		Sat.	8-5	6				
H02	*Haz-Mat Awareness #	Tu, Th	5-9	2	\$25	\$40 / \$10	9/15	9/17
H03	*Haz-Mat Ops #	Tu, Th	5-9	10	\$90	\$65 / \$10	9/22	10/29
H04	*Agriculture Rescue #	S, S	8-5	2	\$25	\$40 / \$10	10/3	10/4
H05	*Wildland Fundamentals & Skills #	M,W	5-9	2	\$25	\$0 / \$10	10/5	10/7
		S	8-5	1			10/10	10/10
CHILD DEVELOPMENT ASSOCIATE								
I01	Pathway to CDA (open enrollment during semester)	Th	6:30-9:50	20	\$88	\$35 / \$0	8/6	12/17
INTERIOR & DOMESTIC TECHNOLOGY								
J01	Beginning/Advanced Cake Decorating	M	6-9	7	\$27	\$0 / \$20	8/24	10/12
J02	Beginning/Advanced Cake Decorating	M	6-9	7	\$27	\$0 / \$20	10/26	12/7
J03	Fall Floral	Th	6-9	2	\$10	\$0 / \$10	9/10	9/17
J04	Holiday Floral	Sat.	9-noon	2	\$10	\$0 / \$10	11/7	11/14
J05	Four Season Gardening	Sat.	9-noon	4	\$15	\$0 / \$15	9/26	10/3
J06	Production & Use of Herbs	Sat.	9-noon	1	\$10	\$0 / \$10	10/10	10/10
J07	Market Gardening	Sat.	9-1	1	\$10	none	11/14	11/14
J08	Beginning Glass Fusing	W	6-9	6	\$23	none	9/1	10/6
J09	Advanced Glass Fusing	W	6-9	6	\$23	none	10/20	11/24
J10	Sewing	Th	6-9	6	\$23	\$0 / \$10	8/27	10/8
J11	Quilting	M	6-9	7	\$27	\$0 / \$10	8/31	10/19
J12	Quilting Projects	M	6-9	7	\$27	\$0 / \$10	10/26	12/7
J13	Beading & Jewelry	M,T,W,Th	5:30-9:30	4	\$20	\$0 / \$5	9/28	10/1
J14	Beading & Jewelry	M,T,W,Th	5:30-9:30	4	\$20	\$0 / \$5	11/9	11/12
SPECIAL INTEREST								
K01	Event/Wedding Planning 101	M	6-9	4	\$15	\$0 / \$20	9/14	10/5
K02	Exploring Antiques	Th	6-8	7	\$18	\$0 / \$5	9/17	11/5
K03	Beginning Taxidermy	W	6-9	8	\$30	\$0 / \$55	8/26	10/14
K04	Introduction To Spanish	M	6-9	10	\$38	\$15 / \$25	9/28	11/30
K05	Survivalist Spanish (phrases you need)	W	6-9	6	\$23	\$32 / \$10	9/23	10/28
K06	Basic Photography	T	6-9	6	\$23	\$10 / \$5 + Student buys	9/22	10/27
K07	Photography: The Personal Portrait	Th	6-9	6	\$23	\$0 / \$5 + Student buys	10/29	12/17
K08	Guitar for Beginners	W	6-8	6	\$15	\$0 / \$10	9/23	10/28
K09	Intro to Private Pilot Ground School	T	6-8	5	\$13	Student buys / \$10	9/28	10/27
K10	Intro to Instrument Flying for Private Pilots	T	6-8	5	\$13	Student buys / \$10	11/10	12/8
K11	Hunter Safety	Sat	8-5	1	n/a	n/a	8/23	8/23
K12	Hunter Safety	Sat	8-5	1	n/a	n/a	9/19	9/19
K13	Hunter Safety	Sat	8-5	1	n/a	n/a	0/3	10/3
K14	*Passport To Retirement	W	6:30-9	3	\$49 in advance/ \$69 at the door		11/5	11/19
K15	Sign Language	M	6-9	8	\$30	\$20 / \$0	10/5	11/23

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Cultivate, Nurture, Grow Your Enterprise



We can help!

The Business Development Program

Del McClung, CPA

Northeast Technology Center
Pryor Campus

Phone: (918) 825-5555 or (918) 341-8324

Email: del.mcclung@netech.edu

Website: www.netech.edu



Tommy Allsup Fiddle/Guitar Music Camp

*Tommy will be the instructor for
the Advanced Music Camp.*

About Tommy Allsup... In a music career spanning more than 60 years, Tommy has played over 100 country chart toppers and has worked with artists and groups as diverse as Bob Wills and the Texas Playboys, Buddy Holly and the Crickets, Gene McDaniels, Walter Brennan, Roy Orbison George Jones, Bob Luman, Tanya Tucker, Buddy Knox, Asleep at the Wheel, the Ventures, Kenny Rogers, Jan & Dean, Paul McCartney, May West, Charlie Rich and Willie Nelson.

Now aged 76 he's produced a New Bob Wills CD and is still gigging several months a year, displaying the guitar licks which have made him a true living legend and with no intention of slowing down. Read more about Tommy Allsup at <http://www.westmainproductions.com>.

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	Tu	6:30-9	1	N/A	N/A	10/13	10/13
Accounting Principles	Tu	6:30-9	1	N/A	N/A	11/8	11/8
Record Keeping Systems	Tu	6:30-9	1	N/A	N/A	12/10	12/10

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	Th	1:30-3:30	1	N/C	None	10/8	10/8
*Government Contracting 101 - Session II	Th	1:30-3:30	1	N/C	None	10/29	10/29
*Government Contracting 101 - Session III	Th	1:30-3:30	1	N/C	None	11/5	11/5
*Government Contracting 101 - Session IV	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
*Cash Flow - <i>Controlling Your Cash Before It Controls You</i>	M	6:30-9	1	\$10	\$10	7/27	7/27
*Business Forecasting - <i>Understand Where You Want to Go & How to Get There</i>	M	6:30-9	1	\$10	\$10	8/24	8/24
*Management Control - <i>What Needs to Be Done, By Whom, & When</i>	M	6:30-9	1	\$10	\$10	9/28	9/28
*Target Marketing - <i>The Key to Success - Focus, Focus, Focus</i>	M	6:30-9	1	\$10	\$10	10/26	10/26
*Time Management - <i>Time Is an Asset - Once Its Gone, Its Gone</i>	M	6:30-9	1	\$10	\$10	11/23	11/23
*Financing - <i>Use & Abuse</i>	M	6:30-9	1	\$10	\$10	12/7	12/7

Classes are free for Business Development Program Participants

Contact Del McClung, Business Development Coordinator, for further information or to enroll in a seminar.

Office: 918-825-5555 ext. 2149 ♦ Toll Free: 888-832-7988 ♦ Email: del.mcclung@netech.edu

MANAGEMENT TRAINING

	DAY	TIME	SESSIONS	TUITION	BOOKS/FEEES	BEGINS	ENDS
*GLMC Supervisor Training	W	8am-11:30	7	\$165	N/A	9/23	11/4

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

	DAY	TIME	SESSIONS	TUITION	BOOKS/FEEES	BEGINS	ENDS
*Industrial First Aid, CPR, and AED	Th	8-4:30	1	\$50	NC	8/20	8/20
*Industrial First Aid, CPR, and AED	Tu	8-4:30	1	\$50	NC	11/10	11/10
*OSHA 10 For Contractors	Tu	8-4:30	1	\$50	NC	8/18	8/18
*OSHA 10 For Contractors	Th	8-4:30	1	\$50	NC	11/12	11/12

Contact Jerad Girten, Industrial Coordinator, for further information, to enroll in training or if you need customized or onsite training.

Office: 918-825-7040 ♦ Toll Free: 888-458-8895 ♦ Cell: 918-549-0226 ♦ Email: jerad.girten@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
- Defensive Driving
- Motor Vehicle Accident Prevention
- Personal Protective Equipment
- Fall Protection
- Trenching and Shoring
- Electrical Safety
- Crane Safety
- Back Safety / Ergonomics
- Emergency Evacuation
- Heat / Cold Stress
- Emergency Action Plans
- Accident Investigation
- Training is not limited to just these areas

Contact Jerad Girten, Industrial Coordinator, for further information, to enroll in training or if you need customized or onsite safety & health training for your business.

Office: 918-825-7040 ♦ Toll Free: 888-458-8895 ♦ Email: jerad.girten@netech.edu

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