Picture Yourself In a Better Future

@ Green Country Technology Center

Fall, 2016
Course Catalog

Your Success Starts Here

www.gctcok.edu

“I have always wanted to be a nurse. At Green Country Technology Center I can get the same education in less time than I would at other schools.”

- Britany Aranda, LPN student
Preparing you for success!
Full & Short-Term Programs
also offering
Customized Training for Business & Industry

Green Country Technology Center
1100 N. Loop 56
Okmulgee, OK 74447
(918) 758-0840
www.gctcok.edu

Special Interest Classes

Intro to Cabinet Making
Learn the woodworking and finishing skills required to design and construct cabinets and other furniture. We will teach you how to plan out your project, measure it, make the blueprint, use power tools and finally assemble, stain, finish and install your cabinet project.
T TH 5:00PM - 9:00PM 36 HRS $125
July 12 - Aug 12, 2016

Intro to Photography
This course will teach you everything you need to know to build a solid foundation in photography while learning how to properly and effectively operate your SLR camera. Must bring your own camera.
T TH 5:30PM - 8:30PM 24 HRS $100
July 5 - July 29, 2016
Oct 25 - Nov 17, 2016

Grammar Refresher (online)
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work.
Online Start Dates: 24 HRS $89
May 16, June 15, July 13, Aug 17, 2016
www.ed2go.com/gctcok/

Discovering Digital Photography (online)
An informative introduction to the fascinating world of digital photography.
Online Start Dates: 24 HRS $89
May 18, June 15, July 13, Aug 17, 2016
www.ed2go.com/gctcok/

The best way to predict the future is to create it.
- Abraham Lincoln
Special Interest Classes

Cake Decorating I
Develop the skills necessary for creating exciting cakes for all occasions. Take home your first creation the second week of class. Learning icing techniques, figure piping, fill-in designs, borders, writing, flowers and leaves. Supplies are not included in the tuition price.

M 5:00 PM-8:00PM 21 HRS $75
Aug 1 - Sept 19, 2016

Cake Decorating II
Learn to create tiered cakes for weddings and special occasions using fondant and special icing techniques. Projects will be assigned throughout the class that includes different style of wedding cakes. Supplies are not included in the tuition price.
Pre-requisite: Cake Decorating I
T 5:00PM-8:00PM 21 HRS $75
Aug 2 - Sept 20, 2016

Introduction to Sewing Part I
Learn sewing basics like, stitches, hems, buttons, facing, and seams. You will learn how to use a sewing machine to make several starter projects. The goal of this course is to help you establish the basics of sewing so that you can embark on more sewing adventures independently. Supplies and fabric not included. Supply list is provided before class.
M T 5:30PM - 8:30PM 24 HRS $85
June 6 - Jun 28, 2016

Introduction to Sewing Part II
Must have a general machine sewing knowledge. This class will cover how to make button holes, install zippers, read patterns and lots more. You will make several projects. Supplies and fabric not included. Supply list is provided before class.
M T 5:30PM - 8:30PM 24 HRS $85
July 18 - Aug 9, 2016

Intro to Welding
You choose which processes to learn and practice. SMAW (Arc), GMAW (Mig), FCAW (Fluxcore), GTAW (Tig), Oxy-Ace Cutting, Plasma Cutting, and/or Air Carbon Arc Gouging.
Learn how to weld on the same state of the art equipment that is used in the welding industry.
NCCER Certified Instructor.
T Th 5:30PM-8:30PM 36 HRS $225
Sep 6-Oct 13, 2016

Oil Painting I
Learn to mix colors, use brush and knife techniques and procedures to care for brushes in this informal class. Students are asked to bring a picture they would like to paint. Instruction for group and individual learning will be given. Students furnish supplies. No previous painting required. Supplies are not included in the tuition price.
T 6:00 PM-8:30PM 25 HRS $100
July 12 - Sept 20, 2016

Oil Painting II
Continuation of Oil Painting I. Enhancement on basics of sketching, blending, shadowing, framing, etc. Student supplies are not included in the tuition price.
T 6:00 PM-8:30PM 25 HRS $100
Oct 4 - Dec 13, 2016

The education of man is never completed until he dies.”
- Robert E. Lee
Medical Classes

Medical Terminology
Designed to provide the student with the use of prefixes, suffixes, and root combinations to better understand terminology used in the medical field. This class is helpful to business people who have frequent contact with medical information or those who wish to further their careers in the medical field. (Textbook included)
T TH 6:00PM-9:00PM 45 HRS $190
July 12 - Aug 30; Sept 13 - Nov 3, 2016
Nov 29 - Jan 31, 2017

Introduction to Phlebotomy
Learn to properly draw blood specimens by venipuncture and capillary puncture. Understand the proper handling of the specimen for clinical laboratory testing. Patient contact, medical ethics, and legal problems will be discussed. Anatomy and physiology of the vascular system as they pertain to phlebotomy will be reviewed. (Textbook included)
T TH 5:30PM-8:30 PM 48 HRS $185
Jul 12-Sep 1; Sep 13-Nov 8, 2016; Nov 29 - Feb 2, 2017

Phlebotomy II
This course will consist of 56 hours of clinical training. The goal of this course is to allow the student, while under proper supervision, to perform a minimum of 100 venipunctures.
Prerequisite: Completion of Intro to Phlebotomy course at GCTC AND recommendation by the Phlebotomy instructor.
96 HRS $245
Course day and time varies by clinical site.
Jul 12-Sep 1; Sep 13-Nov 8, 2016; Nov 29 - Feb 2, 2017

Med Terms & Anatomy for Medical Coding
This course is a pre-requisite for the Medical Insurance Coding & Billing Course. In this course students will gain knowledge in human anatomy and medical terminology necessary to enter into the Medical Coding field. (Textbook included)
T TH 5:30PM-8:30PM 60 HRS $300
Sept 8 - Nov 15, 2016

Medical Insurance Billing & Coding
This course focuses on applications of coding principles learned in CPT and ICD-10. Students will analyze and synthesize documents to apply ICD-10, CPT and HCPC codes based on documentation. Students will also learn how to assign ICD-10 diagnostic and procedural codes in medical and health records to ensure accurate and complete insurance reimbursements. In addition, students will gain an understanding of the life cycle of a claim from start to finish, including submission of insurance claims, patient billing and collections. (Textbook & coding books included)
Prerequisite: Medical Terms & Anatomy for Medical Coding
T TH 5:30PM-8:30PM 120 HRS $885
May 3-Sep 22, 2016

Long Term Care Nurse Aide
Learn the basic nursing skills needed to gain employment as a nurse assistant in nursing homes, hospitals, or as a home health care assistant in a home care setting. Instruction includes practice techniques combined with on-location training. Upon completion, students will be eligible to take the state certification test by the Oklahoma State Department of Health for Long Term Care/Home Health Aide. (Textbook included)
Prerequisite: TB skin test, social security card, and government issued ID required.
M T TH 11:00AM-3:00PM 120 HRS $495
CR 4:30PM-8:30PM
Jul 11-Sep 1; Oct 3-Dec 5, 2016

Certified Medication Aide
The Certified Medication Aide course is approved by the Oklahoma State Department of Health. Participants that successfully complete this course and pass the certification exam will be certified as CMAs and will be allowed to perform the duties of a CMA in long-term care facilities for the developmentally disabled, residential care facilities, and adult day care facilities. Clinical practices are a requirement of this class and are included in the 56 hours. (Textbook included)
Prerequisite: proof of current CNA with 6 months work experience as a CNA, TB skin test, social security card, and a government issued photo ID required. Students must be 18 years of age and have a high school diploma or GED.
T TH 5:00PM-8:00 PM 56 HRS $270
Jul 12-Aug 23; Sep 13-Oct 27, 2016; Nov 29-Jan 24, 2017

There are no secrets to success. It is the result of preparation, hard work, and learning from failure. - Colin Powell
Medical Classes

CMA Update (CEU)
This course is the required yearly update for CMAs to renew their certification.
Prerequisite: Must provide proof of CMA and CNA, government issued photo ID required.
PRE-REGISTRATION REQUIRED
F 8:00AM-4:30PM 8HRS $40

CMA - Advanced Training Medication and Nutrition via Nasogastric and Gastrostomy Tubes and administration of oral metered dose inhalers and nebulizers.
6 hours classroom - 2 hours supervised clinical.
Students must dress in scrubs for clinical.
Prerequisite: Must provide proof of current CMA and CNA, government issued photo ID required.
PRE-REGISTRATION REQUIRED
F 8:00AM-4:30PM 8 HRS $65
Jul 8; Sept 9; Nov 4, 2016

EMT & Dental

EMT
This course prepares you to take the State of Oklahoma EMT-Basic exam and be employed as an entry level Emergency Medical Technician in a pre-hospital setting. Class consists of 216 classroom hours and 40 clinical hours. (Textbook, workbook, shirt included)
T TH 5:30-9:30 PM 256 HRS $885
July 26, 2016-April 6, 2017

EMT Refresher
This course meets the skills update requirement for EMTs by the National Registry of EMTs and the Oklahoma State Department of Health that must be met every two years.
T TH 5:30PM-9:30PM 24 HRS $75

Dental Assistant
Dental assistants prepare patients for the dental exam and assist dentists with procedures to include extractions, fillings and root canals.
Instruction for the program includes: dental terminology, anatomy, X-ray techniques, impressions and aseptic techniques. A strong emphasis is placed on chair side patient care including hands-on instruction in instrument technique, dental charting, and overall office procedures. This class is limited to 16 students. Class will consist of 102 classroom hours and 156 clinical hours. (Textbooks included)
Prerequisite: TB skin test, GED or High School Diploma and Entrance Exam - Enrollment Begins October 5, 2016
$100 due upon enrollment
T TH 5:30PM-8:30PM 233 HRS $690
Jan 5-May 11, 2017

“Education is the most powerful weapon which you can use to change the world.” — Nelson Mandela
Computer & Business Classes

Microsoft Excel 2010 Complete
This instructor-led course provides hands-on instruction to create and maintain day-to-day spreadsheets productively. After learning fundamental techniques, you will progress to intermediate and advanced spreadsheet features to manage data entry, calculations, editing, formatting, managing multi-sheet workbooks, formula creation, sorting and filtering data, charts and pivot tables, and more.

Prerequisite: Intro to Computers
M T 4:30PM-7:30PM 42 HRS $215
July 11 - Aug 23, 2016

Online Start Dates:
May 18, June 15, July 13, Aug 17, 2016
www.ed2go.com/gctcok/

Introduction to Photoshop
Photoshop is an industry-standard tool for editing photographs and creating digital imagery. Students will design graphics, edit photos, scan images, and create montages while learning the tips and tricks of Photoshop.
T TH 5:30PM - 8:30PM 24 HRS $100
Aug 9 - Sept 1, 2016

Online Start Dates:
May 18, June 15, July 13, Aug 17, 2016
www.ed2go.com/gctcok/

Intro to Social Media
Learn how to use the most popular social media platforms: Facebook, Twitter, LinkedIn, Pinterest, Instagram and Google for personal & business use.
T TH 5:30PM-8:30PM 24 HRS $100
Sept 13 - Oct 6, 2016

Marketing Your Business on the Internet
Develop and Internet marketing plan for your business that incorporates how to get the most from search engines like Google and YahooSearch, email, advertising, and more.
Online Start Dates:
May 18, June 15, July 13, Aug 17, 2016
www.ed2go.com/gctcok/

Understanding the Cloud
Learn everything you need to truly understand the cloud including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

Online Start Dates:
May 18, June 15, July 13, Aug 17, 2016
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Law Enforcement

Unarmed Security Guard Phase I & II
The basic security guard (unarmed) course provides the knowledge and skills needed to function as in-house security officers or guards for contract security companies. This course meets the requirements for the State of Oklahoma. Applicants must be at least 18 years of age.
T TH 6:00PM-8:30PM 40HRS $225
June 7 - July 28, 2016

Private Investigator Phase III
Receive the skills and knowledge needed to function as a private investigator for security agencies. This course meets the training requirements for the State of Oklahoma. To meet certification requirements, students must attend all 35 hours and maintain a passing grade on each test.
Prerequisite: Unarmed Security Guard Phase I & II
T TH 6:00PM-8:30PM 35HRS $225
Sept 13 - Nov 1, 2016

Armed Security Guard Phase IV
Receive instruction in weapon nomenclature and inspection, shooting fundamentals, and safety. 18 hours of firing range shooting is required. Must furnish your own weapon and ammunition and be at least 21 years of age. Weapon may be either a revolver or a semi-automatic pistol.
NOTE: If student desires to complete training with both types of handguns, it will be necessary to enroll in the course two times. Handguns shall be limited to revolvers in .38 and .357 caliber. Semi-Auto 9 mm or larger
Prerequisite: Unarmed Security Guard & MMP Requirements for Range: Semi-Auto or Revolver, Eye & Ear Protection and 400 Rounds of Ammunition (No Hand Loads)
Class: T TH 6:00PM-10:00PM 32HRS $225
Range: Sat-Sun 8:30AM-4:30PM August 2 - Aug 14, 2016

Education and CPR

Paraprofessional
This course meets State of Oklahoma requirements to prepare paraprofessionals to provide services to children and young adults with disabilities.
(Textbook is included)
T W TH 8:00AM - 4:30PM 24 HRS $95
June 28, 29, 30, 2016

Bus Driver
Must be 18 years old, should have a CDL or permit. Must be able to obtain an Oklahoma Commercial Driver’s License with Passenger and School Bus endorsements. For more information, contact www.dps.state.ok.us/dls/okdm.html.
M T 5:00PM - 9:00PM
SAT 8:00AM - 5:00PM 24 HRS $95
July 11, 12, 16, 19, 23, 2016

CPR - AHA Basic Life Support for Health Care Providers
This course is intended for Healthcare Providers and the Professional Rescuer. One and two-rescuer adult CPR, one rescuer child, infant CPR, adult/child/infant obstructed airway techniques, mouth-to-mouth mask ventilation, critical pressure and the modified jaw thrust barrier devices. Formal testing is required as part of this course.
Last Thursday of each month.
5:00PM-9:00PM 4HRS $45
PRE-REGISTRATION REQUIRED
HEARTSAVER 1ST AID/CPR/AED
By Arrangement 4 HRS $45

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Online Classes:
Green Country Technology Center offers a wide range of highly interactive courses that you can take entirely over the internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. To see a complete list of online classes, visit www.gctcok.edu

Full-time Programs:
Full-time programs are offered Monday-Friday from 8:00 a.m. to 3:30 p.m. High school juniors and seniors may attend free of charge. Tuition for adults varies by program. Financial aid is available for students who qualify.

- Air Conditioning & Refrigeration Technology
- Carpentry
- CNC Manufacturing
- Drafting
- Digital Media
- Health Careers *
- Practical Nursing (LPN)
- Pre-Nursing *
- Sports Medicine *
- Welding

* High School enrollment only.

It is the policy of Green Country Technology Center to provide equal opportunities for Title VI, Title IX, and Section 504 ADA, without regard to race, color, national origin, gender, age, disability, or status as a veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.