

### Location Schedules

All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.

Enroll online at [www.sotech.edu](http://www.sotech.edu) - Click Short Term Offerings tab, then Enrollment.

#### ARDMORE CAMPUS to enroll call (580)224-8201

| Class Name  | Days       | Begin  | End    | Start   | Finish   | HRS | In-Dist |
|---|------------|--------|--------|---------|----------|-----|---------|
| Lasagna   | M          | Apr 2  | Apr 2  | 6:00 PM | 8:30 PM  | 2.5 | \$36    |
| Administrative Assistant 3                        | M          | Apr 2  | Apr 30 | 6:00 PM | 9:00 PM  | 15  | \$93    |
| Cosmetology                                       | M,T,Sat    | Apr 2  | Apr 30 | 5:00 PM | 9:30 PM  | 48  | \$221   |
| Deaf Studies                                      | M          | Apr 2  | Apr 9  | 6:00 PM | 8:00 PM  | 4   | \$27    |
| Esthetician                                       | M,T,Sat    | Apr 2  | Apr 30 | 5:00 PM | 9:30 PM  | 48  | \$221   |
| Getting Stuff Done                                | M          | Apr 2  | Apr 23 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| Quickbooks  | M,W        | Apr 2  | Apr 25 | 6:00 PM | 9:00 PM  | 24  | \$189   |
| Real Estate Pre-Licensing                         | M,T,W,Th,F | Apr 2  | Apr 13 | 8:00 AM | 5:00 PM  | 90  | \$609   |
| Cake Decorating: Advanced                         | T          | Apr 3  | Apr 17 | 6:00 PM | 9:00 PM  | 9   | \$74    |
| MOS Outlook Level 1                               | T,Th       | Apr 3  | Apr 12 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| Orientation for CNA                               | T          | Apr 3  | Apr 3  | 7:30 AM | 11:30 AM | 3   | FREE    |
| PowerPoint - Text & Objects                       | T          | Apr 3  | Apr 3  | 6:00 PM | 8:00 PM  | 2   | \$15    |
| ASIST - Applied Suicide Intervention              | Th,F       | Apr 5  | Apr 6  | 8:30 AM | 4:00 PM  | 16  | FREE    |
| Friends and Family CPR Anytime                    | Th         | Apr 5  | Apr 5  | 6:30 PM | 8:30 PM  | 2   | \$21    |
| Business Writing That Works                       | F          | Apr 6  | Apr 27 | 9:00 AM | 12:00 PM | 12  | \$60    |
| BLS CPR for Health Care Provider                  | F          | Apr 6  | Apr 6  | 8:30 AM | 2:30 PM  | 5.5 | \$57    |
| Heartsaver CPR-AED                                | F          | Apr 6  | Apr 6  | 8:30 AM | 12:30 PM | 3.5 | \$60    |
| Agribusiness Business Plans                       | Sat        | Apr 7  | Apr 7  | 8:30 AM | 12:30 PM | 4   | \$30    |
| ATV/UTV - 4 Stroke Engines                        | Sat        | Apr 7  | Apr 21 | 9:00 AM | 3:00 PM  | 12  | \$120   |
| Bullying in the Workplace                         | Sat        | Apr 7  | Apr 7  | 9:00 AM | 4:00 PM  | 6   | \$35    |
| Backhoe/Loader CASE 580 N                         | Sat        | Apr 7  | Apr 7  | 9:00 AM | 3:00 PM  | 6   | \$75    |
| Confined Space - Permit Required                  | Sat        | Apr 7  | Apr 7  | 8:00 AM | 4:00 PM  | 7   | \$60    |
| Digital Photography Workshop                      | Sat        | Apr 7  | Apr 7  | 9:00 AM | 4:00 PM  | 6   | \$47    |
| Excel - Working with Data                         | Sat        | Apr 7  | Apr 7  | 9:00 AM | 11:00 PM | 2   | \$15    |
| Forklift Training and Certification               | Sat        | Apr 7  | Apr 7  | 8:00 AM | 12:00 PM | 4   | \$50    |
| Word - Working with Objects                       | Sat        | Apr 7  | Apr 7  | 1:00 PM | 3:00 PM  | 2   | \$15    |
| Progressive Blacksmith 3                          | Sat        | Apr 7  | Apr 7  | 8:00 AM | 4:00 PM  | 8   | \$50    |
| Self-Defense Act: Conceal Carry                   | Sat        | Apr 7  | Apr 7  | 8:00 AM | 5:00 PM  | 8   | \$65    |
| Windows 10 Workshop                               | Sat        | Apr 7  | Apr 7  | 9:00 AM | 12:00 PM | 3   | \$25    |
| Fudge   | M          | Apr 9  | Apr 9  | 6:00 PM | 8:30 PM  | 2.5 | \$36    |
| Android Phone/Tablet Workshop                     | M          | Apr 9  | Apr 9  | 6:00 PM | 8:00 PM  | 2   | \$16    |
| Complete Your Pinterest Project                   | M          | Apr 9  | Apr 16 | 6:00 PM | 8:30 PM  | 5   | \$35    |
| Business Leadership: Becoming Management Material | M,T,W      | Apr 9  | Apr 11 | 9:00 AM | 4:00 PM  | 18  | \$105   |
| CNA Fast-Track-136                                | M,T,W,Th,F | Apr 9  | May 1  | 7:30 AM | 4:00 PM  | 136 | \$455   |
| MAT - Medication Administration Technician        | M          | Apr 9  | Apr 30 | 5:30 PM | 9:30 PM  | 16  | \$122   |
| MAT Update  | M          | Apr 9  | Apr 16 | 5:30 PM | 9:30 PM  | 8   | \$73    |
| MOS Excel Level 2                                 | M,T,W,Th   | Apr 9  | Apr 12 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| Handlettering for Beginners                       | T,Th       | Apr 10 | Apr 10 | 6:00 PM | 8:00 PM  | 4   | \$33    |
| Working with Parents                              | T          | Apr 10 | Apr 17 | 6:00 PM | 8:00 PM  | 4   | \$25    |

### Location Schedules

All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.

Enroll online at [www.sotech.edu](http://www.sotech.edu) - Click Short Term Offerings tab, then Enrollment.

#### ARDMORE CAMPUS to enroll call (580)224-8201

| Class Name                                   | Days     | Begin  | End    | Start   | Finish   | HRS | In-Dist |
|--|----------|--------|--------|---------|----------|-----|---------|
| Digital Photography 2                        | T,Th     | Apr 10 | Apr 19 | 6:00 PM | 9:00 PM  | 12  | \$72    |
| Managing Money: Financial Literacy           | T        | Apr 10 | Apr 24 | 6:00 PM | 9:00 PM  | 9   | \$63    |
| MOS Word Level 1                             | T,Th     | Apr 10 | Apr 19 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| safeTALK - Suicide Alertness                 | T        | Apr 10 | Apr 10 | 6:00 PM | 8:30 PM  | 4   | FREE    |
| Estate Planning                              | W        | Apr 11 | Apr 11 | 6:00 PM | 9:00 PM  | 3   | \$25    |
| Security Guard Phase 4                       | T,W,Th,F | Apr 11 | Apr 27 | 6:00 PM | 9:00 PM  | 33  | \$145   |
| Safety Awareness - Welding Safety            | Th       | Apr 12 | Apr 12 | 6:00 PM | 7:00 PM  | 1   | \$10    |
| Google Classroom                             | M,W      | Apr 16 | Apr 18 | 9:00 AM | 4:00 PM  | 12  | \$35    |
| HAZWOPER Awareness                           | M,W      | Apr 16 | Apr 18 | 5:00 PM | 9:00 PM  | 8   | \$75    |
| 10 Hour OSHA - General                       | T,W,Th   | Apr 17 | Apr 19 | 5:00 PM | 9:00 PM  | 10  | \$65    |
| Writing Reports and Proposals                | T        | Apr 17 | Apr 24 | 9:00 AM | 12:00 PM | 6   | \$40    |
| MOS Outlook Level 2                          | T,Th     | Apr 17 | Apr 26 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| Word - Working with Text                     | T        | Apr 17 | Apr 17 | 6:00 PM | 8:00 PM  | 2   | \$15    |
| Preventing & Responding to Identity Theft    | T        | Apr 17 | Apr 17 | 6:00 PM | 8:00 PM  | 2   | FREE    |
| Wreath Making: Summer                        | W        | Apr 18 | Apr 18 | 6:00 PM | 8:30 PM  | 2.5 | \$25    |
| Photoshop for Photographers                  | Sat      | Apr 21 | May 5  | 9:00 AM | 4:00 PM  | 12  | \$72    |
| Sewing & Quilting Workshop                   | Sat      | Apr 21 | Apr 21 | 9:00 AM | 3:00 PM  | 6   | \$39    |
| Bulldozer CAT D3                             | Sat      | Apr 21 | Apr 21 | 9:00 AM | 3:00 PM  | 6   | \$75    |
| Classroom Technology                         | Sat      | Apr 21 | Apr 21 | 9:00 AM | 4:00 PM  | 6   | \$19    |
| Forklift Training and Certification          | Sat      | Apr 21 | Apr 21 | 8:00 AM | 12:00 PM | 4   | \$50    |
| Heartsaver CPR, First Aid, & AED             | Sat      | Apr 21 | Apr 21 | 8:30 AM | 2:30 PM  | 6   | \$72    |
| Leadership & Management (Beginner)           | Sat      | Apr 21 | Apr 21 | 8:30 AM | 12:00 PM | 3.5 | \$27    |
| PowerPoint - More Objects                    | Sat      | Apr 21 | Apr 21 | 1:00 PM | 3:00 PM  | 2   | \$15    |
| Canvas Painting                              | M        | Apr 23 | Apr 23 | 6:00 PM | 8:30 PM  | 2.5 | \$21    |
| Excel - Doing More with Excel                | M        | Apr 23 | Apr 23 | 6:00 PM | 8:00 PM  | 2   | \$15    |
| MOS Excel Level 3                            | M,T,W,Th | Apr 23 | Apr 26 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| iPhone/iPad Workshop                         | M        | Apr 23 | Apr 23 | 6:00 PM | 8:00 PM  | 2   | \$16    |
| DIY Handlettered Sign                        | T,Th     | Apr 24 | Apr 24 | 6:00 PM | 8:00 PM  | 2   | \$31    |
| BLS CPR for Health Care Provider             | T        | Apr 24 | Apr 24 | 4:00 PM | 9:30 PM  | 5.5 | \$57    |
| Digital Photography 3                        | T,Th     | Apr 24 | May 3  | 6:00 PM | 9:00 PM  | 12  | \$72    |
| Word - Reviewing Documents & Collaboration   | T        | Apr 24 |        | 6:00 PM | 8:00 PM  | 2   | \$15    |
| Pre-Pharmacy Tech (Orientation)              | W        | Apr 25 | Apr 25 | 9:00 AM | 10:00 AM | 1   | FREE    |
| Educator Roundtable                          | Th       | Apr 26 | May 3  | 6:00 PM | 9:00 PM  | 4   | \$25    |
| Safety Awareness - Fall Protection           | Th       | Apr 26 | Apr 26 | 6:00 PM | 7:00 PM  | 1   | \$10    |
| Teriyaki Flank Steak                         | Th       | Apr 26 | Apr 26 | 6:00 PM | 8:00 PM  | 2   | \$152   |
| Transform Terracotta Pots into a Tiered Tray | M        | Apr 30 | Apr 30 | 6:00 PM | 8:00 PM  | 3   | \$25    |
| Critical Elements of Customer Service        | M        | Apr 30 | May 21 | 6:00 PM | 9:00 PM  | 12  | \$75    |
| Facebook and Skype for Beginners             | M        | Apr 30 | Apr 30 | 6:00 PM | 8:00 PM  | 2   | \$16    |

# Corporate & Career Development

April 2018

## Location Schedules



*All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.*

**Enroll online at [www.sotech.edu](http://www.sotech.edu) - Click Short Term Offerings tab, then Enrollment.**

### **ARDMORE CAMPUS to enroll call (580)224-8201**

| <b>Class Name</b>       | <b>Days</b>                            | <b>Begin</b> | <b>End</b> | <b>Start</b> | <b>Finish</b> | <b>HRS</b> | <b>In-Dist</b> |
|-------------------------|--|--------------|------------|--------------|---------------|------------|----------------|
| Security Guard Phase 1  | M,T,W,Th                               | Apr 30       | May 9      | 6:00 PM      | 9:00 PM       | 21         | \$95           |
| MMPI Exam               | Call for Appointment                   |              |            |              |               | 3          | \$100          |
| Nurse Refresher         | Call or Go Online for More Information |              |            |              |               | 160        | \$2,599        |
| Pre-Pharmacy Technician | FLEX Track                             |              |            |              |               | 300        | \$399          |

# Corporate & Career Development

## April 2018



## Location Schedules

All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.

Enroll online at [www.sotech.edu](http://www.sotech.edu) - Click Short Term Offerings tab, then Enrollment.

### LOVE COUNTY EXTENSION CENTER to enroll call (580)224-8201

| Class Name                       | Days                                   | Begin  | End    | Start   | Finish  | HRS | In-Dist |
|----------------------------------|--|--------|--------|---------|---------|-----|---------|
| Buying and Selling on Ebay       | T                                      | Apr 3  | Apr 10 | 6:00 PM | 8:00 PM | 3   | \$29    |
| Excel - Working with Data        | T                                      | Apr 10 | Apr 10 | 3:00 PM | 5:00 PM | 2   | \$15    |
| Android Phone/Tablet Workshop    | T                                      | Apr 17 | Apr 17 | 6:00 PM | 8:00 PM | 2   | \$16    |
| Excel - Doing More with Excel    | T                                      | Apr 24 | Apr 24 | 3:00 PM | 5:00 PM | 2   | \$15    |
| Facebook and Skype for Beginners | T                                      | Apr 24 | Apr 24 | 6:00 PM | 8:00 PM | 2   | \$16    |
| Nurse Refresher                  | Call or Go Online for More Information |        |        |         |         | 160 | \$2,599 |
| Pre-Pharmacy Technician          | FLEX Track                             |        |        |         |         | 300 | \$399   |

### MURRAY COUNTY EXTENSION CENTER to enroll call (580)622-6710

| Class Name                                   | Days                                   | Begin  | End    | Start    | Finish   | HRS | In-Dist |
|--|--|--------|--------|----------|----------|-----|---------|
| Diversity in the Workplace                   | M                                      | Apr 2  | Apr 9  | 9:00 AM  | 12:00 PM | 6   | \$40    |
| Explore Oklahoma                             | M                                      | Apr 2  | Apr 23 | 6:00 PM  | 9:00 PM  | 12  | \$82    |
| Event Planning and Budgeting                 | Th                                     | Apr 5  | Apr 5  | 5:30 PM  | 8:00 PM  | 2.5 | \$20    |
| Be Your Own Boss, Entrepreneurship 101       | Th                                     | Apr 5  | May 3  | 6:00 PM  | 9:00 PM  | 15  | \$70    |
| Canvas Painting: Watermelon                  | Th                                     | Apr 5  | Apr 5  | 10:00 AM | 12:00 PM | 2   | FREE    |
| Quilting: Choose Your Pattern                | T                                      | Apr 10 | May 1  | 5:00 PM  | 8:00 PM  | 12  | \$67    |
| Quilting: Choose Your Pattern Extended Hours | T                                      | Apr 10 | May 1  | 12:00 PM | 5:00 PM  | 20  | FREE    |
| MOS Word Level 2                             | T,Th                                   | Apr 10 | Apr 19 | 6:00 PM  | 9:00 PM  | 12  | \$75    |
| Safety Awareness - Bloodborne Pathogens      | Th                                     | Apr 12 | Apr 12 | 5:00 PM  | 7:00 PM  | 2   | \$15    |
| Word - Reviewing Documents & Collaboration   | Th                                     | Apr 12 | Apr 12 | 6:00 PM  | 8:00 PM  | 2   | \$15    |
| Anger Management                             | M                                      | Apr 16 | Apr 23 | 9:00 AM  | 12:00 PM | 6   | \$40    |
| Friends and Family CPR Anytime               | W                                      | Apr 18 | Apr 18 | 6:00 PM  | 8:00 PM  | 2   | \$21    |
| Excel - Working with Data                    | Th                                     | Apr 19 | Apr 19 | 6:00 PM  | 8:00 PM  | 2   | \$15    |
| Wreath Making - Patriotic Burlap             | Th                                     | Apr 19 | Apr 19 | 5:30 PM  | 8:00 PM  | 2.5 | \$15    |
| Word - Doing More with Word                  | T,Th                                   | Apr 19 | Apr 19 | 6:00 PM  | 8:00 PM  | 2   | \$15    |
| Excel - Doing More with Excel                | T                                      | Apr 24 | Apr 24 | 6:00 PM  | 8:00 PM  | 2   | \$33    |
| Word - Working with Text                     | T                                      | Apr 24 | Apr 24 | 1:00 PM  | 3:00 PM  | 2   | \$15    |
| Android Phone/Tablet Workshop                | W                                      | Apr 25 | Apr 25 | 3:00 PM  | 6:00 PM  | 2   | \$16    |
| Cookie Press & Thumbprint Cookies            | M                                      | Apr 30 | Apr 30 | 6:00 PM  | 8:30 PM  | 2.5 | \$36    |
| Nurse Refresher                              | Call or Go Online for More Information |        |        |          |          | 160 | \$2,599 |
| Pre-Pharmacy Technician                      | FLEX Track                             |        |        |          |          | 300 | \$399   |

# Corporate & Career Development

## April 2018

### Location Schedules



*All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.*

**Enroll online at [www.sotech.edu](http://www.sotech.edu) - Click Short Term Offerings tab, then Enrollment.**

#### **WESTERN EXTENSION CENTER to enroll call (580)224-8201**

| <b>Class Name</b>                             | <b>Days</b>                            | <b>Begin</b> | <b>End</b> | <b>Start</b> | <b>Finish</b> | <b>HRS</b> | <b>In-Dist</b> |
|---|--|--------------|------------|--------------|---------------|------------|----------------|
| Excel - Working with Data                     | T                                      | Apr 3        | Apr 3      | 6:00 PM      | 8:00 PM       | 2          | \$15           |
| Word - Working with Objects                   | T                                      | Apr 3        | Apr 3      | 3:00 PM      | 5:00 PM       | 2          | \$15           |
| Word - Working with Text                      | W                                      | Apr 4        | Apr 4      | 2:00 PM      | 4:00 PM       | 2          | FREE           |
| Purchasing & Procurement Basics               | Th                                     | Apr 5        | Apr 26     | 6:00 PM      | 9:00 PM       | 12         | \$75           |
| Introduction to Becoming a Geology Technician | T,Th                                   | Apr 10       | Apr 17     | 6:00 PM      | 9:00 PM       | 8          | \$45           |
| Event Planning and Budgeting                  | Th                                     | Apr 12       | Apr 12     | 5:30 PM      | 8:00 PM       | 2.5        | \$20           |
| BLS CPR for Health Care Provider              | M                                      | Apr 16       | Apr 16     | 4:00 PM      | 9:30 PM       | 5.5        | \$57           |
| Easy Desserts                                 | M                                      | Apr 16       | Apr 16     | 6:00 PM      | 8:30 PM       | 2.5        | \$36           |
| Excel - Doing More with Excel                 | T                                      | Apr 17       | Apr 17     | 6:00 PM      | 8:00 PM       | 2          | \$15           |
| Stress Management                             | T                                      | Apr 17       | Apr 24     | 6:00 PM      | 9:00 PM       | 6          | \$40           |
| iPhone/iPad Workshop                          | W                                      | Apr 18       | Apr 18     | 2:00 PM      | 4:00 PM       | 2          | FREE           |
| Amazing Carrot Cake                           | M                                      | Apr 23       | Apr 23     | 6:00 PM      | 8:30 PM       | 2.5        | \$36           |
| Facebook and Skype for Beginners              | Th                                     | Apr 26       | Apr 26     | 6:00 PM      | 8:00 PM       | 2          | \$16           |
| Wreath Making - Spring                        | Th                                     | Apr 26       | Apr 26     | 5:30 PM      | 8:00 PM       | 2.5        | \$15           |
| Nurse Refresher                               | Call or Go Online for More Information |              |            |              |               | 160        | \$2,599        |
| Pre-Pharmacy Technician                       | FLEX Track                             |              |            |              |               | 300        | \$399          |

**\*\*Meeting at the Ringling Library**

*All classes require pre-enrollment. Please call, go online, or stop by the main campus to pay and enroll.*

**SOTC is a Title IX School**