

## **Career Development**

### **Private Security**

#### **Phase I Basic Private Security**

Instruction includes interpreting security guard law, first aid, fire extinguishers, writing field notes and reports, plus interpreting legal powers. Prerequisite: 18 yrs. old for license. \$75

Shawnee campus: M/W 6:00 pm - 10:00 pm, 8/22 - 9/07

Seminole campus: T/Th 6:00 pm - 10:00 pm, 9/13 - 9/27

#### **Phase II Security Guard**

Instruction is provided in public relations, performing fixed post duties, patrolling, and investigating security incidents. Prerequisite: 18 yrs. old for license. \$75

Shawnee campus: M/W 6:00 pm - 10:00 pm, 9/12 - 9/26

Seminole campus: T/Th 6:00 pm - 10:00 pm, 10/25 - 11/08

#### **Minnesota Multiphasic Personality Inventory-MMPI**

This is a test to determine the capability of an individual to exercise appropriate judgment, restraint, and self-control in carrying a firearm. Please note that the MMPI is only valid for a period of six months from the test date. Th 6:00 pm - 9:00 pm, 9/29. \$95

#### **Phase IV Firearms**

Instruction will focus on the handling and firing of a revolver or semi-automatic. Additional cost for required supplies. Prerequisite: Valid MMPI & 21 yrs. old. M/W 6:00 pm - 10:00 pm and Sat, Sun 8:00 am - 5:00 pm, 10/3 - 10/16. \$109.

#### **Phase III Private Investigator**

Students will learn the basic duties and tasks of private investigators. Prerequisite: Phase I and 18 yrs. old for license. M/W 6:00 pm - 10:00 pm, 10/31 - 12/5. \$125

### **Concealed Handgun Training**

The course will include firearm safety, fundamentals of handgun shooting, and unloading techniques as provided in the Oklahoma Self Defense Act. Students must be 21 years old to carry. Additional cost for supplies. M/W 6:00 pm - 9:00 pm and Sat 9:00 am - 1:00 pm, 8/15 - 8/20 or M/W/F 6:00 pm - 9:00 pm, 10/10 - 10/14. \$59

### **Phase IV Shotgun**

Shotgun safety, nomenclature and maintenance, fundamentals of marksmanship, shotgun handling skills, shotgun shooting positions, range procedures and legal issues will be included in the training. Additional cost for supplies. Prerequisite: Phase IV Firearms & 21 years of age. M/W 6:00 pm - 10:00 pm and Sat 8:00 am - 5:00 pm, 10/24 - 10/29. \$69

### **Custody and Control**

This class covers the legal aspects of arrest and physical custody. Students will learn the proper handcuffing techniques for a misdemeanor and felony offense. M 6:00 pm - 10:00 pm, 12/12. \$25

### **Report Writing**

Students will learn how to record data in an abbreviated style that will enable the writing of a complete report at the end of the shift or incident. Topics include the mechanics of note taking, the characteristics of a good report, and how reports are used. W 6:00 pm - 10:00 pm, 12/14. \$25

## **Health**

### **Long-Term Care Nurse Aide - CNA**

This long-term care nurse aide course will prepare you to pass the two-part competency test to become a certified nurse aide. At the completion of the class, you will take the skills and written test to complete your certification. Cost of testing is included in the tuition. 75 classroom hours plus 16 clinical hours. Prerequisite: Two negative TB skin tests within the last year or a doctor's report verifying you are TB free due the first week of class. \$279

Shawnee campus: T/Th 6:00 pm - 10:00 pm, 8/9 - 10/11

or M/W 6:00 pm - 10:00 pm, 8/29 - 11/2

Seminole campus: T/Th 5:00 pm - 9:00 pm, 8/30 - 11/3

### **Home Health Deeming**

Add Home Health Aide to your CNA certification by learning the regulations, principles and practices of the home health care provider and be eligible to take the clinical exam. Cost of testing is included in the tuition. Prerequisite: Current CNA and two negative TB skin tests within the last year or a doctor's report verifying you are TB free due the first week of class. \$135

Shawnee campus: T/Th 5:00 pm - 9:00 pm, 12/6 - 12/15

Seminole campus: T/Th 5:00 pm - 9:00 pm, 12/6 - 12/15

### **Certified Medication Aide - CMA**

This course will prepare CNAs for the additional challenge of passing medications in a long-term care setting. Cost of testing is included in the tuition. 40 classroom hours plus 16 clinical hours. Prerequisite: 18 yrs. old, GED or HS grad, current CNA plus 6 months experience working as a CNA. You will need 2 current TB skin tests or a doctor's report verifying you are TB free by the first week of class. \$259

Shawnee campus: M/W 5:00 pm - 9:00 pm, 11/7 - 12/14

Seminole campus: T/Th 5:00 pm - 9:00 pm, 11/8 - 12/15

### **CMA Continuing Ed**

This course is designed to improve and update the level of performance of a CMA. The course will review the basic role of the CMA and provide information on any changes or updates in medication administration. The course meets the required continuing education requirements. Sat 8:00 am - 5:00 pm, 10/1/ or 12/3. \$29

### **CMA Advanced Training I**

Students will learn the foundational aspects of diabetes care, including insulin administration. The testing fee is included in the tuition. 12 classroom hours and 4 clinical hours. Prerequisite: Current certification as a CMA and 2 current TB skin tests or a doctor's report verifying you are TB free due by the first week of class. T/Th/Fri 8:00 am - 2:30 pm, 11/15 - 11/18. \$139

## **CMA Advanced Training II**

Students will learn the foundational skills needed for the administration of nutritional feedings and medications via gastric tubes, as well as the administration of respiratory medications. 6 classroom hours and 2 clinical hours. Prerequisite: Current Certification as CMA and current TB skin test or a doctor's report verifying you are TB free due by the first week of class. Th 8:00 am - 5:00 pm, 12/1. \$49

## **Medication Administration Technician - MAT**

In just 16 short hours you will learn about administration of medication, measuring and documenting vital signs and legal aspects of patient care and be certified as a Medication Administration Technician. After receiving your certificate, you will be able to work with patients in residential care settings. T/Th 6:00 pm - 10:00 pm, 9/20 - 9/29 or 11/1 - 11/10. \$79

## **MAT Update**

This course is for you if you are currently certified as a MAT and need the eight hours of continuing education to meet the yearly requirement. Prerequisite: Current certification as a Medication Administration Technician. Sat 8:00 am - 5:00 pm, 9/10 or 11/19. \$39

## **EMT - Basic**

Discover the world of emergency medicine as you learn critical life-saving skills on your way to becoming a licensed EMT. Spend clinical hours working in local emergency departments and riding with local EMS units responding to actual calls. 136 classroom hours plus 48 clinical hours. Must be 18 yrs old to apply for acceptance. Application deadline is August 2nd. Call 405.273.7493, ext. 2236 or email for application. M/W 6:00 pm - 10:00 pm, 8/8/2011 - 12/14. \$795

## **Paramedic**

The Paramedic course is designed to train students to work within the Oklahoma Emergency Medical System providing direct patient care in a variety of emergency situations. At the end of the course, you will be eligible to take the national certification exam. Prerequisite: Must be a National Registered EMT Basic or Intermediate, and apply for acceptance. M/W/F Mon 9:00 am - 5:00 pm, 9/28/2011 - 09/21/2012. \$3999

### **AHA CPR-BLS/Health Care Providers**

This course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies. Learn the critical lifesaving skills needed to care for a patient in cardiac arrest. Includes adult, child and infant procedures. Sat 8:00 am - 5:00 pm, 10/1 or 12/3. \$59

### **AHA Heartsaver First Aid/CPR/AED**

This course teaches you what to do in an emergency before medical help arrives by learning how to recognize an emergency and how to respond. M/W 6:00 pm - 10:00 pm, 9/26 - 09/28 or Sat 8:00 am - 5:00pm, 11/5. \$65

### **ARC First Aid/CPR-Adult/Infant/Child**

This course teaches you what to do in an emergency before medical help arrives by learning how to recognize an emergency and how to respond. Book can be purchased day of class for additional cost. T/W/Th 6:00 pm - 10:00 pm", 11/15 - 11/17. \$49

### **Phlebotomy Technician - Level I**

Expand your skills or launch a new career as a Phlebotomy Technician. This course prepares you to collect blood specimens from clients for the purpose of laboratory analysis. You will become familiar with all aspects related to blood collection and develop comprehensive skills to perform vein punctures completely and safely. Must apply for acceptance. Application deadline is August 2nd. Call 405.273.7493, ext. 2236 or email [rustyg@gctech.org](mailto:rustyg@gctech.org) for application. M/W 6:00 pm - 10:00 pm, 9/12 - 10/19. \$189

### **\*NEW\* Pharmacy Technician**

This program will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. 128 classroom hours and 16 shadowing hours. M/W 6:00 pm - 10:00 pm, 8/15 - 12/12. \$385

### **\*NEW\* Medical Terminology - Self Paced**

Learn suffixes, prefixes and root words that make up the language spoken by people in the health care industry. This on-line class includes the price of the medical dictionary. The class meets the 45-hour requirements of GCTC's Practical Nursing Program and for the Medical Office Assistant certification. You may start the class at any time after August 1. \$95

### **\*NEW\* Administrative Medical Office Procedures**

If you've ever considered working in a medical office, then this class is for you. The class provides the basic knowledge to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. This class is part of the Medical Office Assistant certification.

Prerequisites: Proficient in Windows and keyboarding skills. Familiar with basic Word operations. T/Th 6:00 pm - 9:00 pm, 8/30 - 10/13. \$265

### **\*NEW\* Medical Document Processing**

Using your word processing skills, you will create medical documents in a variety of medical specialties.

This class is part of the Medical Office Assistant certification. T/Th 5:30 pm - 8:30 pm, 10/25 - 12/8. \$279

### **\*NEW\* Anatomy & Physiology for the Medical Office - Self Paced**

This is a basic anatomy & physiology course to help you identify anatomical structures and fundamental physiological processes that occur in the human body. This on-line class is part of the Medical Office Assistant certification. You may start the class at any time after August 1. \$29

## **School Bus Certification**

### **School Bus Driving Certification**

This workshop will teach the laws and regulations required for certification to drive a school bus.

Prerequisite: Class B CDL permit with passenger and school bus endorsements before class begins. Sat 8:00 am - 5:00 pm; Sun 1:00 pm - 5:00 pm; and M/T/W/Th 6:00 pm - 10:00 pm, 8/20 - 8/28 or 9/10 - 9/18 or 10/8 - 10/15 or 11/12 - 11/20 or 12/10 - 12/18. \$119

## **Commercial Driver's License (CDL) Prep**

This course will prepare you to take the written examination for a commercial driver's license. M -Thu 6:00 pm - 10:00 pm, 9/19 - 9/22 or 11/14 - 11/17. \$55

## **School Bus Inspector**

This course will prepare you to properly and thoroughly conduct the inspection of all school buses in accordance with the official rules. M/W 6:00 pm - 10:00 pm, 10/10 - 10/12. \$39

## **Business Development**

Accounting

### **QuickBooks**

QuickBooks is an easy-to-use computerized accounting system for small-business owners and bookkeepers. Prerequisite: Understanding of Windows. M/W 6:00 pm - 9:00 pm, 9/26 - 10/12. \$129

### **QuickBooks Payroll**

Learn how QuickBooks has a built-in payroll function that lets you process your payroll with just a few keystrokes. Additional cost for book. Prerequisite: Must be familiar with QuickBooks software. T/Th 6:00 pm - 9:00 pm, 10/25 - 10/27. \$35

Supervision & Management

### **\*NEW\* Hello Business World...Meet Human Resources**

Do you know the fundamentals of human resources and how important it is to the success of your business? If not, you need to join this workshop to see how HR has evolved, why it is important and what the legalities are. T 9:00 am - 4:00 pm, 11/1. \$39

## **Trade and Industry**

### **\*NEW\* O.S.H.A. General Industry & Construction**

This course is for private sector personnel and covers OSHA policies, procedures and standards, as well as general industry and construction safety and health principles. Topics include scope and application of the OSHA Construction and General Industry Standards. Special emphasis is placed on those areas that are most hazardous. M 8:00 am - 3:00 pm; T 8:00 am - 12:00 pm, 8/15 - 8/16 or 9/19 - 9/20 or 10/17 - 10/18 or 11/21 - 11/22. \$25

### **Fundamentals of Refrigeration**

This course will study theory, matter and energy, refrigeration and refrigerants, tools and equipment, fasteners, tubing and piping, system evacuation, calibration instruments, safety, system control components, compressors, expansion devices, and special refrigeration system components. M/W 6:30 pm - 9:30 pm, 9/12 - 12/12. \$345

### **Heating and Air Electrical Wiring**

Students will review refrigeration cycles, as well as study electricity applied to air conditioning and heating, including series and parallel wiring, basic air conditioning and heating controls, relationship between controls applied to mechanical principles of air conditioning, electric heat wiring principles and safety controls. Book is not included in the tuition. Prerequisite: Fundamentals of Refrigeration. T/Th 6:30 pm - 9:30 pm, 9/6 - 12/8. \$219

### **Refrigeration Recovery Tech Certification**

Acquire an EPA approved mandatory technician certification in refrigerant recovery in stationary equipment as required in Section 608 of the Clean Air Act of 1990. T/Th 6:30 pm - 9:30 pm and Sat 9:00 am - 1:00 pm, 12/13 - 12/17. \$89

### **Basic Auto Body**

Learn how to repair auto body damage, perform minor bodywork on fenders and small projects, apply undercoating to prepare for paint, and work safely in a shop environment. Additional \$25 cost for respirator fit test which is good for one year. T/Th 5:30 pm - 9:30 pm, 9/13 - 11/8. \$345

## **Welding I**

This course will prepare you to work in a welding job or provide you with the skills to do projects for yourself by providing an overview of the welding processes with applications and safety according to OSHA standards. M/W 6:00 pm - 9:30 pm, 8/29 - 10/17 or 10/25 - 12/15. \$159

## **Welding II**

This course will include more advanced welding techniques such as mig, tig, and plasma cutting. Prerequisite: Welding I. M/W 6:00 pm - 9:30 pm, 8/30 - 10/13 or 10/24 - 12/14. \$159

## **Introduction to Programmable Logic Controllers & Panel View**

An introduction class to programmable logic controllers using the Allen Bradley SLC500 and RSLogix 500 Software. Learn how industry controls all of its manufacturing equipment. M/T 6:00 pm - 9:00 pm, 9/12 - 11/15. \$269

## **Small Engine Repair**

This class will show you how to troubleshoot common and complicated problems with outdoor power equipment and small gasoline engines. \$39

Shawnee campus: M 6:00 pm - 9:00 pm, 9/12 - 10/3

Seminole campus: T 6:00 pm - 9:00 pm, 10/4 - 10/25

## **Automotive Air Conditioning Certification**

You will learn the approved use and handling of refrigerants as well as the use of recovery and recycling equipment. The class will prepare you to take the certification test. Additional cost for test. \$39

Shawnee campus: M/W 6:00 pm - 10:00 pm, 9/26 - 9/28

Seminole campus: T/Th 6:00 pm - 10:00 pm, 9/13 - 9/15

**\*NEW\* Cummins 5.9L 12 Valve Engine Familiarization**

This course will take you deep into the Cummins 5.9L 12 valve engine used in Light and Medium duty trucks. Students will overhaul the 5.9L engine and understand the internal operations of this engine. \$75

Shawnee campus: M/W 5:30 pm - 9:30 pm, 11/7 - 11/16

Seminole campus: T/Th 5:30 pm - 9:30 pm, 11/29 - 12/8

**\*NEW\* Intro to Diesel Electrical**

This course covers the basic operation of electrical components and their importance to over-the-road trucks. Learn the basic operation of electricity used in diesel trucks and how to perform basic troubleshooting on electronic components. \$39

Shawnee campus: M/W 5:30 pm - 9:30 pm, 9/12 - 9/14

Seminole campus: T/Th 5:30 pm - 9:30 pm, 9/20 - 9/22

**\*NEW\* Intro to Diesel Fuel Injection Systems**

This course covers the basic operation of mechanical injection fuel pumps and injectors. Understand how the diesel fuel injection system operates and learn how to perform basic troubleshooting procedures. T/Th 5:30 pm - 9:30 pm, 9/13 - 9/15. \$39

**\*NEW\* Advanced Diesel Electrical**

Use the information you learned from the Intro class and apply new tests to find problems with components and circuits. Learn how to understand electronic testing procedures, read and understand schematics, and perform advanced troubleshooting on electronic components and circuits. \$39

Shawnee campus: T/Th 5:30 pm - 9:30 pm, 10/4 - 10/6

Seminole campus: T/Th 5:30 pm - 9:30 pm, 10/11 - 10/13

## **Career Builders**

### **\*NEW\* Professional Communication**

Good communication is essential in leadership positions. This workshop will focus on understanding verbal communication, reading body language, confronting without negativity and quality listening skills. Join this workshop and take your communication skills to the next level. T 9:00 am - 4:00 pm, 10/11. \$39

### **\*NEW\* Interviewing Techniques**

Are you looking to land the perfect job and need to brush up on your interviewing skills? This workshop will focus on what to say or not to say, what questions to ask, and when to listen as you participate in actual interview situations. T 9:00 am - 4:00 pm, 9/13. \$39

## **Career Specialties**

### **Basic Real Estate**

Real Estate theory and practice is presented which prepares you to take the State examination for licensing as a Sales Associate. Class format is interactive video conferencing. M-F 9:00 am - 5:00 pm, 9/2 - 9/19. \$335

### **Special Education Paraprofessional Training**

This course prepares paraprofessionals to provide services to children and youth with disabilities in Oklahoma schools. The training is designed for existing paraprofessionals or individuals wishing to prepare for a special education paraprofessional career. Paraprofessionals assist teachers in the classroom with instructional and non-instructional activities for students in special education. Prerequisite: High school diploma or GED. T/Th 5:00 pm - 9:00 pm, 9/6 - 9/22 or 11/29 - 12/15. \$132

### **Successful Freelance Writing**

Get published and paid as a freelance writer! Step by step hands-on instructions shows you how to develop ideas, conduct research and interviews, write articles, and work with editors. Find out how to tap into local and national markets as well as online writing opportunities. Break into magazines, newspapers, e-publications, and even set yourself up for a future book deal! M/Th 6:00 pm - 8:00 pm, 9/12 - 10/6. \$59

## **Software and Networking**

### **Intro to PCs**

Need to learn the basics about using a computer? This is the class for you! This course covers basic PC concepts including how to search the Internet and send emails. \$89

Shawnee campus: M/W 6:00 pm - 9:00 pm, 8/29 - 9/19 or T/Th 6:00 pm - 9:00 pm, 8/30 - 9/15

Seminole campus: T/Th 6:00 pm - 9:00 pm, 8/30 - 9/15

### **Windows**

Welcome to Windows! Learn the newest operating system from Microsoft that boasts many new and easy to use features. T/Th 6:00 pm - 9:00 pm, 9/20 - 10/6. \$89

### **Excel I**

Learn the basics of this powerful spreadsheet application. Prerequisite: An understanding of Windows. \$89

Shawnee campus: T/Th 6:00 pm - 9:00 pm, 10/11 - 10/27

Seminole campus: T/Th 6:00 pm - 9:00 pm, 9/20 - 10/6.

### **Excel II**

Excel Level II will build on the workbook skills presented in Excel I. Prerequisite: Excel I or equivalent knowledge. \$89

Shawnee campus: T/Th 6:00 pm - 9:00 pm, 11/1 - 11/17

Seminole campus: T/Th 6:00 pm - 9:00 pm, 10/11 - 10/27.

### **Excel III**

Master advanced Excel features in this class. Prerequisite: Excel I & II or equivalent knowledge. T/Th 6:00 pm - 9:00 pm, 11/29 - 12/15. \$89

## **Word I**

Need to learn basic word processing? Then take this class and master the fundamental skills in Microsoft Word. Prerequisite: An understanding of Windows. \$79

Shawnee campus: M/W 6:00 pm - 9:00 pm, 10/17 - 11/2

Seminole campus: T/Th 6:00 pm - 9:00 pm, 11/1 - 11/15

## **Word II**

This class builds upon the fundamental skills required for the effective use of Microsoft Word. Prerequisite: Word I or equivalent knowledge. \$79

Shawnee campus: M/W 6:00 pm - 9:00 pm, 11/7 - 11/21

Seminole campus: T/Th 6:00 pm - 9:00 pm, 11/29 - 12/13

## **Adobe Photoshop CS5-Level 1**

This training provides you with the solution to create your own spectacular digital images. You will learn the fundamentals necessary to begin correcting and altering your images for print, multimedia, and Internet production. The primary focus is getting your image into the computer properly, isolating parts of an image for correction and preparing the image to achieve a good final output.

Seminole campus: T/Thu 5:30 pm - 8:30 pm, 9/6 - 9/29. \$239

## **\*NEW\* PowerPoint I**

Learn the basics of making powerful presentations. M/W 6:00 pm - 9:00 pm, 9/12 - 9/21. \$59

## **\*NEW\* PowerPoint II**

Learn how to work with more advanced functions to enhance your presentations. Prerequisite: PowerPoint I. M/W 6:00 pm - 9:00 pm, 10/3 - 10/12. \$59

## Personal Enrichment

### **Animal Care**

#### **Dog Manners Class - Small Dogs**

Reach out and take the lead in your relationship with your dog by learning how to use your dog's natural body language and communication to change bad behavior and enhance the good. You will learn to train your dog safely, intelligently, and efficiently to sit, stay, down, heel, and more. For dogs 5 months and older, 30 pounds and under, and with current vaccinations. No dogs the first class. M 7:00 pm - 7:50 pm, 9/12 - 10/17. \$45

#### **Dog Manners Class - Large Dogs**

Reach out and take the lead in your relationship with your dog by learning how to use your dog's natural body language and communication to change bad behavior and enhance the good. You will learn to train your dog safely, intelligently, and efficiently to sit, stay, down, heel, and more. For dogs 5 months and older, over 30 pounds, and with current vaccinations. No dogs the first class. M 6:00 pm - 6:50 pm, 9/12 - 10/17. \$45

### **Art**

#### **Drawing Fundamentals**

This course will provide you with a working knowledge of the elements of art such as line, shape, form, value, texture, space and color. In this hands-on class, you will produce finished drawings using each of the elements. Additional cost for supplies. \$79

Shawnee campus: M/W 6:00 pm - 8:00 pm, 9/12 - 10/19

Seminole campus: T/Th 6:00 pm - 8:00 pm, 9/6 - 10/13/2011.

#### **Oil Painting Fundamentals**

In this hands-on course, you will learn oil painting techniques such as mixing and blending colors as well as the proper use of tools for oil painting. Additionally, you will learn about hue, tint and shade and techniques such as dry brush, dirty brush and glazing. Each student will paint a color wheel, still life and landscape. Additional cost for supplies. M/W 6:00 pm - 8:00 pm, 10/24 - 12/7. \$95

## **Painting Powerful Pastels**

The ease of drawing and the vibrancy of painting combine to make pastels a favorite medium for many artists. Explore the basic techniques of this medium to create your own strong, glowing still lifes and landscapes. Additional cost for supplies. M/W 6:00 pm - 8:30 pm, 11/7 - 12/7. \$59

## **Glass Etching**

Glass etching is a quick, fun way to take a plain vase or mirror and make it spectacular. Come learn this exciting technique where you will create your own designs. Additional cost for supplies. T/Th 6:00 pm - 8:00 pm, 11/15 - 11/17. \$25

## **Drawing Portraits from Photographs**

This class focuses on basic portrait techniques to create a mid-size to large (18"x24") finished portrait. You will work in pencil for the most part, but will also experiment in charcoal and simplified colored pencil works. \$39

Shawnee campus: M/W 6:00 pm - 8:00 pm, 9/12 - 9/28.

Seminole campus: T/Th 6:00 pm - 8:00 pm, 10/25 - 11/10

## **Crafts**

### **Gathering Basket**

This useful basket can be used as an herb gathering, garden basket or casserole carrier. This is a beginner's class where you will learn to weave a basket with handles. Cost of supplies included in the tuition. M/W 6:00 pm - 9:00 pm, 10/3 - 10/5. \$39

### **\*NEW\* Cathead Basket**

The unique design of this basket gives it its name. This round basket starts with a square base and sits on 4 pointed "ears" which make you think of cat's ears. We will explore some new weaving techniques and embellishments while making your basket. The basic basket is woven with natural reed and a variety of colors will be available for enhancing your design. This basket is designed for the more advanced weaver and you must have woven some basic beginner baskets beforehand. M/W 6:00 pm - 9:00 pm, 11/7 - 11/9. \$49

### **\*NEW\* Earrings, Bracelets, & Necklaces, Oh My!**

Join this class and learn basic jewelry making from simple stringing to more complex designs. In just 4 short classes you will be making customized jewelry, unique gifts, and simple repairs. Additional cost for supplies. T 6:00 pm - 9:00 pm, 9/6 - 9/27. \$39

### **\*NEW\* Wire Wrapped Jewelry**

"Want unique pieces of jewelry and items for home décor? If so, this class is for you where you will learn a centuries old craft of wire wrapping to make beautiful pieces of jewelry. The technique wraps wire around itself to hold the pieces together without solder. Additional cost for supplies. T 6:00 pm - 9:00 pm, 10/25 - 11/15. \$39

### **\*NEW\* Stained Glass**

You will learn the basic techniques for stained glass construction. Instruction will include glass-cutting, lead, and foil construction for all types of projects in stained glass. Additional cost for supplies. T/Th 6:00 pm - 9:00 pm, 9/20 - 10/13. \$89

### **Beginning Crochet**

If you have always wanted to crochet but thought you couldn't, here is some good news--crochet has a new face! Come learn from the best with one-on-one instruction. Left or right handed students welcome. Additional cost for supplies. T/Th 5:30 pm - 8:30 pm, 9/6 - 9/29. \$69

### **Intermediate Crochet**

Learn to read patterns and put to use the stitches you learned in beginning crochet to create a project in class. Additional cost for supplies. Prerequisite: Beginning Crochet. T/Th 5:30 pm - 8:30 pm, 11/1 - 12/1. \$69

### **Beginning Quilting**

The beginner quilt class is designed for the person who has a desire to learn to make a quilt top and considers themselves a novice with a sewing machine. Tools, sewing machines, fabrics and techniques will be discussed. A simple pieced quilt top will be taught step by step so that students should piece a quilt top by the end of the class. M 4:15 pm - 6:15 pm or 6:30 pm - 8:30 pm, 9/19 - 10/24. \$45

## **Intermediate Quilting**

The intermediate quilt class is designed for the person who has some experience piecing a quilt top and using a sewing machine and is ready to take the next step. Tools, fabrics, and techniques will be discussed and a quilt top will be taught step by step using a variety of skill sets that increase in difficulty. M 4:15 pm - 6:15 pm or 6:30 pm - 8:30 pm, 9/19 - 10/24. \$45

## **Floral Design**

Learn the art of creating beautiful floral bows, breath-taking wreaths and captivating centerpieces to display for every day or during the holidays. \$39

Shawnee campus: M/W 6:00 pm - 9:00 pm, 11/7 - 11/14

Seminole campus: T/Th 6:00 pm - 9:00 pm, 9/27 - 10/4

## **Culinary**

### **\*NEW\* Christmas Food Gifts with the Perfect Wrappings**

What better way to give a part of yourself than a food gift you have personally made and is perfectly wrapped, ready to give to that special person. This hands-on class will get you off to a great start for holiday gift giving. Sat 9:00 am - 1:00 pm, 12/1. \$25

### **\*NEW\* French Cuisine**

What is Ratatouille? Join this class and learn how to make this French peasant farmland dish along with baguettes and crepes. T 6:00 pm - 9:00 pm, 9/8. \$25

### **\*NEW\* Halloween Treats**

Let's decorate some cookies and other spooky party goodies. T 6:00 pm - 9:00 pm, 10/3. \$25

### **\*NEW\* Thanksgiving Dishes**

Turkey, traditional side dishes and pumpkin pie for dessert. Yummy! T 6:00 pm - 9:00 pm, 11/7. \$25

### **Feastful Freezing**

You wouldn't be tempted to order takeout if there were a hearty chicken stew or lasagna in your freezer, ready for the microwave. This class teaches a cooking system for busy cooks on how to fill your freezer with nutritious and great tasting foods! Spend a few hours or spend a whole day and crank out a freezer full of meals for your family. If you want to save money, time, and your sanity feeding your family, this class is for you. T 6:00 pm - 9:00 pm, 9/6 and Sat 9:00 am - 3:00 pm 9/17. \$35

### **Feastful Freezing Cooking Sessions**

If you did not attend the September 17 or October 8 session, ask the enrollment counselor for a copy of the supply list. Sat 9:00 am - 3:00 pm, 10/8 or 11/5 \$29

### **\*NEW\* How to Boil Water without Burning it: Cooking Basics**

If you need to learn basic cooking skills, this hands-on series of classes are for you! Skills such as proper measuring, how to saute, deglaze, how to boil and peel eggs and then make deviled eggs, and how to have peeled potatoes without peeling. T/Th 6:00 pm - 9:00 pm, 9/13 - 9/22. \$55

### **\*NEW\* Never Too Many Pies**

Get rave reviews when you share your pies with others. You will make fabulous pie crusts with delicious fillings plus lots of extra recipes you will use over and over. Th 6:00 pm - 9:00 pm, 10/27. \$25.

### **\*NEW\* Christmas Food Gifts with the Perfect Wrappings**

What better way to give a part of yourself than a food gift you have personally made and is perfectly wrapped, ready to give to that special person. This hands-on class will get you off to a great start for holiday gift giving. Sat 9:00 am - 1:00 pm, 11/19. \$25

**\*NEW\* Breakfasts on the Go**

Stock your freezer with meals for mornings when there is simply no time to sit at the table. T 6:00 pm - 9:00 pm, 10/11. \$25

**\*NEW\* Lunch is Ready and Waiting**

Can't decide where to go for lunch? How about your own freezer? T 6:00 pm - 9:00 pm, 10/4. \$25

**\*NEW\* Freezer Soups**

Yes you can freeze soup ahead for fast homemade meals on busy winter days. Join this class and learn how. T 6:00 pm - 9:00 pm, 10/18. \$25

**\*NEW\* Holiday Freezer Cooking**

Cook ahead and freeze the stuffing, sweet potatoes and pumpkin pies and then relax on the holiday. T 6:00 pm - 9:00 pm, 11/1. \$25

**\*NEW\* Appetizers for the Freezer**

Have your appetizers all ready for the holidays and then you can enjoy the party too. Tue 6:00 pm - 9:00 pm, 11/15. \$25

**\*NEW\* Quick and Easy Christmas Candy**

Really, really easy recipes for rocky road, divinity, fudge and much more. T 6:00 pm - 9:00 pm, 11/29. \$25

**\*NEW\* Dinner Fit for a King or Queen**

Add to your collection of unusual and outstanding recipes in this hands-on class where you will help prepare a complete meal and enjoy eating it. Don't miss this experience! Sat 9:00 am - 12:00 pm, 10/15. \$25

### **\*NEW\* Special Soups to Please**

Get ready for cold weather ahead with some very unusual soup recipes as well as classic soups. Th 6:00 pm - 9:00 pm, 11/10. \$25

### **\*NEW\* Homemade Yeast Rolls & Other Breads**

Who can resist a hot roll, dripping with butter? Just in time for the holidays you can learn to make your own homemade rolls and other breads. Th 6:00 pm - 9:00 pm, 11/3. \$25

### **\*NEW\* Potluck Dinners**

Nothing matches the good old-fashioned meals you take to eat at functions and meetings. This hands-on class will only further your collection of outstanding dishes and bring rave reviews for your efforts. Th 6:00 pm - 9:00 pm, 10/6. \$25

### **Beginning Cake Decorating**

Learn a new skill in this class to use as a profession or at home by learning the correct way to bake and ice a cake. Come and design your own masterpiece to take home with you. Additional cost for supplies. \$39

Shawnee campus: W 6:30 pm - 9:30 pm, 8/31 - 9/21

Seminole campus: T 6:30 pm - 9:30 pm, 8/30 - 9/20

### **Intermediate Cake Decorating**

This class is a continuation of the beginning class. Learn more techniques and the use of different types of icing. Gum paste, royal icing, fondant, and others will be explored in this course. Additional cost for supplies. Prerequisite: Beginning Cake Decorating. \$39

Shawnee campus: W 6:30 pm - 9:30 pm, 10/5 - 10/26

Seminole campus: T 6:30 pm - 9:30 pm, 10/4 - 10/25

## **Sugar Art**

No more buying plastic flowers and decorations for your cakes when you learn the magic of sugar art. Make your cakes stand out from all the rest by learning this beautiful technique. Prerequisite: Beginning & Intermediate Cake Decorating. \$39

Shawnee campus: W 6:30 pm - 9:30 pm, 11/9 - 12/7

Seminole campus: T 6:30 pm - 9:30 pm, 11/8 - 12/6

## **\*NEW\* Oktoberfest in Old Germany**

Family recipes from Bamberg, Germany, to celebrate traditional Oktoberfest with beef roulades, braised red cabbage, potato balls, bratwurst chowder, and Black Forest torte. Th 6:00 pm - 9:00 pm, 9/29. \$25

## **\*NEW\* Gifts from the Greeks**

Wonderful flavors of Greece - olive oil, lemons, oregano, and garlic - with Greek chicken, shrimp saganaki, feta salad, and a yummy dessert. T 6:00 pm - 9:00 pm, 9/27. \$25

## **\*NEW\* Herbs & Spices**

Seasoning Adventures! Learn to use these aromatic seasonings in so many ways, and you can cook without your salt shaker! Rubs for fish, meat, and poultry. Fresh herbs for vegetables, desserts and pesto. Tune up your taster and take home some great ideas and recipes. T 6:00 pm - 9:00 pm, 10/25. \$25

## **\*NEW\* Basic Stocks & Hearty Stews**

Beef, vegetable, and fish stocks make a wonderful base for any soup or stew. We'll savor several stews as well as bread and fritters and pasta that make them even tastier. Come enjoy a cozy evening with these tempting comfort foods. T 6:00 pm - 9:00 pm, 11/8. \$25

## **\*NEW\* Puff Pastry Shortcuts**

Did you know you can use frozen puff pastry for so many treats, from main dishes to desserts? We'll make palmiers, fruit knots, spinach cups, salmon in pastry, and much more. You'll always want to keep this in your freezer for quick and delicious meals. T 6:00 pm - 9:00 pm, 12/6 - 12/6. \$25

## **Health and Wellness**

### **Herbs and Weeds Are Good For You**

Folk remedies have been passed down through the generations and now you can learn the healing properties of various weeds and herbs. \$29

Shawnee campus: M/W 6:30 pm - 9:30 pm, 9/12 - 9/14

Seminole campus: T/Th 6:30 pm - 9:30 pm, 9/6 - 9/8

### **Don't Let the Warranty Expire on Your Heart!**

Your heart beats about 100,000 times a day, 700,000 times a week, 36,500,000 times a year. Give yourself a regular tuneup by learning what foods, vitamins, minerals and supplements will help maintain your optimum heart health. \$19

Shawnee campus: M 6:30 pm - 8:30 pm, 10/17

Seminole campus: T 6:30 pm - 8:30 pm, 10/18

### **Diabetes**

Does that label frighten you? Learn balance with nutrition and natural supplements that will support and enhance your current Diabetes health program and which may help prevent some of the health risks associated with adult onset Type 2 Diabetes. \$19

Shawnee campus: M 6:30 pm - 8:30 pm, 10/10

Seminole campus: T 6:30 pm - 8:30 pm, 10/11

### **I Used to Have a Cast Iron Stomach!**

Poor digestion, acid reflux, irritable bowel, gas, bloating, diarrhea, constipation. If you have any or all of these symptoms don't just cover them up with pink or purple products,,,,, learn the causes and what may correct them. You may be surprised. M 6:30 pm - 8:30 pm, 10/24. \$19

### **ADD, ADHD, Autism & Asperger's Syndrome**

There may be help! Nutrition and natural supplements may have the potential to assist in your child's physical, mental, emotional and developmental health. \$19

Shawnee campus: M/W 6:30 pm - 8:30 pm, 9/26 - 9/28

Seminole campus: T/Th 6:30 pm - 8:30 pm, 10/4 - 10/6

### **Weight No More**

With losing weight, getting started is the hardest part. This class will help you start your weight loss journey to a healthier you by improving your eating habits and increasing your activity level. Join this class and learn to make choices that will stick with you for the rest of your life. M 6:00 pm - 8:00 pm, 9/12 - 11/14. \$49

### **\*NEW\* Eating Healthy on a Budget**

We all know that we should be eating healthier but at times it can seem financially hard to do. In this class you will learn how to shop with coupons, make your dollar go further at the grocery store, how to read a food label, go on a virtual grocery store tour, and learn other tips to eat healthy on a daily basis. Instructor is a Registered Dietitian. W 6:00 pm - 7:30 pm, 10/5 - 10/26. \$25

### **\*NEW\* Osteoporosis, Arthritis & Joint Pain**

Learn some easy methods to increase bone density and cartilage naturally, reduce pain and inflammation associated with arthritis, rheumatism and gout as well as simple steps to give you greater flexibility and mobility. \$19

Shawnee campus: M 6:30 pm - 8:30 pm, 11/7

Seminole campus: T 6:30 pm - 8:30 pm, 11/8

### **\*NEW\* Memory Loss, Dementia & Alzheimer's**

There are steps to help prevent brain malfunction and dysfunction, and there are ways to assist those who may already be suffering cognitive decline. Think about it now. \$19

Shawnee campus: M 6:30 pm - 8:30 pm, 11/14

Seminole campus: T 6:30 pm - 8:30 pm, 11/15

### **\*NEW\* The Spice Rack**

Common culinary spices with long reaching health benefits. Sprinkle these in your recipes and help many health conditions such as blood pressure, heart, circulation, pain, digestion, blood sugar, sinus conditions and much more.....M 6:30 pm - 8:30 pm, 12/5. \$19

### **\*NEW\* Tough Times Tips**

We are seeing many natural disasters and much economic suffering. Tough Times Tips addresses these topics in a practical way to assist you in providing for those you care about. Learn how to make a three day ""grab and go"" kit for you and your family in the event of an emergency. \$25

Shawnee campus: W 6:30 pm - 9:30 pm, 9/21

Seminole campus: Th 6:30 pm - 9:30 pm, 9/15

## **Home and Garden**

### **Repair and Winterizing Windows**

Get ready for the cold months ahead by learning how to repair broken windows, cut down on drafts and reduce those heating bills! Sat 10:00 am - 12:00 pm, 11/5. \$19

### **Woodworking and Carving**

Working with wood has never been so creative and useful! Learn to design dinnerware, figurines and construct shelving. Sat 9:00 am - 12:00 pm, 10/29 - 11/12. \$39

### **Basic Plumbing Repair & Installation**

Not only will you learn quick fixes for busted pipes and leaks, you will also learn how to repair and/or replace sinks and toilets. M 6:00 pm - 9:00 pm, 11/7. \$19

### **Hanging Sheetrock and Drywall Repair**

Make hanging sheetrock an ease along with learning how to repair and tape drywall. Th 6:00 pm - 8:00 pm, 9/29. \$19

### **Do Your Own Tiling and Flooring**

Learn the basics of laying tile whether it is vinyl or ceramic and you will be on your way to tiling your own floor, counter top, etc. Sat 9:00 am - 1:00 pm, 10/15. \$19

### **Roofing and Roof Repairs**

Learn how to apply new shingles, how to make minor roof repairs, and when it's time to forego the repairs yourself and call a professional roofer. Sat 9:00 am - 1:00 pm, 9/24. \$19

### **Ceiling Fans, Light Switches & Outlet Installation**

Yes you can install your own ceiling fan and change out those old light switches by just learning a few safety measures. Sat 9:00 am - 1:00 pm, 10/29. \$19

### **\*NEW\* Tremendous Tree Trimming**

Have you ever wondered how to put lights on your trees without all those awful wires showing? How do you shape your tree and place ornaments so your tree will look as if it could grace the cover of your favorite magazine? Get ideas for "theme" Christmas trees. Th 6:00 pm - 9:00 pm, 11/3. \$25

### **\*NEW\* Basic Stick Framing**

Whether you want to frame a tree house, shed or home, this class will get you started with the knowledge and hands-on experience needed.

Sat 9:00 am - 1:00 pm, 9/24. \$19

### **\*NEW\* Basic Carpentry Tools**

Which saw will get the job done? Why are there different types of hammers? What bit do I use? How do I work that? We have answers to your questions while allowing hands-on usage. T 6:00 pm - 9:00 pm, 9/13. \$19

## Languages

### Conversational Spanish

As a beginner, learn Spanish conversational elements including salutations, commonly used words and phrases, and Spanish customs. Have the opportunity to practice speaking Spanish during classes. Additionally, increase your understanding of Hispanic community activities and become better prepared for a trip to a Spanish speaking country! T/Th 5:30 pm - 8:00 pm, 9/20 - 11/8. \$135

### Conversational Sign Language

How do you say Happy Birthday in sign? If you have ever asked this question or others, take this class and learn the basics of communicating through sign in a variety of everyday situations. Discover how to sign for small talk, emotions, directions, weather, special occasions, recreation, travel, around the house, dining out, shopping, education, at the workplace, emergencies, and more. T/Thu 6:00 pm - 8:00 pm, 9/6 - 11/8. \$95

## Music

### Basic Guitar

Wanna be a rock star? It's not impossible with this very basic guitar method. In just 8 short weeks you will be able to play simple melodies and chords and read guitar tabs. Bring your own guitar and get ready for some fun. Additional cost for supplies. M/Th 8:00 pm - 9:00 pm, 9/12 - 11/7. \$49

### Music Theory

Have you always wished you could join the wonderful world of music? Now you can by joining this beginners class. You will learn to read music and apply this new skill to the piano keyboard and other musical instruments as well as singing. Enroll now and learn a new skill this summer! M/Th 5:30 pm - 6:30 pm, 9/12 - 11/7. \$49

### **\*NEW\*** Basic Piano Keyboard

Bring your own keyboard to this beginners class and learn the basics of reading music, playing simple melodies and correct fingering. Additional cost for supplies. M/Th 6:45 pm - 7:45 pm, 9/12 - 11/7. \$49

## **Personal Massage**

### **Basic Massage Techniques**

Learn basic techniques of massage that can be applied to family and friends. Bring two sheets and come prepared to give and receive a massage. \$29

Shawnee campus: M/W 6:00 pm - 9:00 pm, 9/12 - 9/14

Seminole campus: T/Th 6:00 pm - 9:00 pm, 9/6 - 9/8

### **Chair Massage**

Relax and join this class in discovering how a massage can reduce muscle tension and increase circulation while boosting energy and alertness. Students will learn to do a seated massage that focuses on the neck, shoulders, back, arms and hands using proper working postures and hand and thumb techniques. Be prepared to give and receive a massage to learn proper techniques. \$19

Shawnee campus: M 6:00 pm - 9:00 pm, 9/26

Seminole campus: T 6:00 pm - 9:00 pm, 9/29

### **Aromatherapy and Essential Oils**

Learn the ancient aromatic oils of yesterday and how they are still used today in relation to well-being and health. Some of the fragrances that will be explored are frankincense, myrrh, cedar wood, and lavender. Be prepared to give and receive a massage to learn proper techniques. \$19

Shawnee campus: M 6:00 pm - 9:00 pm, 10/10.

Seminole campus: T 6:00 pm - 9:00 pm, 10/11

### **30 Trigger Points for Pain and Stress Relief**

This unique and empowering presentation will cover the effects of 30 pressure sensitive points on the body. Using Acupressure and Myofascial theories, students will learn simple techniques to stimulate or release several points that have a rich history of affecting positive changes in the body's response to pain and stress. Be prepared to give and receive a massage to learn proper techniques. \$19

Shawnee campus: M 6:00 pm - 9:00 pm, 10/24

Seminole campus: T 6:00 pm - 9:00 pm, 11/15

## **Reflexology for the Hands, Feet, and Body**

In this thorough introduction to the basic principles of Reflexology, the student will learn the following: traditional reflex points on the hands, feet and body; proper methods of locating these points so no chart is needed; the most effective way to stimulate points; and contraindications and relaxation techniques. Be prepared to give and receive a massage to learn proper techniques. \$29

Shawnee campus: M/W 6:00 pm - 9:00 pm, 11/7 - 11/9

Seminole campus: T/Th 6:00 pm - 9:00 pm, 11/29 - 12/1

## **Special Interest**

### **Photography 101: Turning Snapshots into Portraits**

If you are an amateur photographer and would like to take the next step in mastering photography, then this class is for you. Designed for both digital and film cameras, you will learn camera operation, shooting techniques, light manipulation, and professional "rules of thumb." Please bring your camera to class. \$35

Shawnee campus: Sat 9:00 am - 11:00 am, 9/10 - 10/1 or Sat 11:30 am - 1:30 pm, 9/10 - 10/1

Seminole campus: Th 6:00 pm - 8:00 pm, 9/8 - 9/29

### **Handwriting and Body Language Analysis**

You will never look at handwriting or a handshake in the same way again. This class will explain how handwriting and body language can be a useful diagnostic tool in business, criminology, medicine, and psychology. You will learn to read between the lines by analyzing handwriting and body language. T/Th 6:00 pm - 8:00 pm, 9/27 - 10/6. \$35

### **\*NEW\* Practical Self Defense for Women**

What would you do if you were attacked? It's a grim fact that violence against women exists in our society, but no woman has to live in fear. With a combination of common sense awareness training and some easy-to-learn techniques, you can be safe in today's uncertain world. Join this class and take charge of your personal safety no matter what your age, size, or physical strength. Sat 9:00 am - 3:30 pm, 9/10. \$19

### **Motorized Bicycle Building**

Worried about gas prices? Then you need a motorized bicycle. Using a diamond frame or beach cruiser bike, you will install a 2-cycle engine that will travel at a maximum speed of 30 miles per hour and gets over 100 miles per gallon. The bike will be able to be pedaled or powered. Yes, they are street legal and we will cover the Oklahoma laws for safe riding. Additional cost for supplies will be approximately \$150. W 5:30 pm - 7:30 pm; Sat 8:00 am - 3:00 pm, 9/14 & 10/1. \$79

### **\*NEW\* Intro to Studio Photography**

Explore studio lighting techniques, light theory and use of props while studying formal and informal portraits. Prerequisite: Photography 101 or basic knowledge of camera mechanics and terms. T/Th 6:00 pm - 9:00 pm, 9/27 - 10/4. \$29

### **Basic Automotive Upkeep**

Stop paying high prices for basic automotive upkeep! Be prepared to get dirty while learning the basic skills and tools needed to change wiper blades, charge a battery, change and plug a tire, change the oil and filter, check fluids, change plugs, air filter and belts and bulbs. You will also learn about automotive system, sounds to be cautious of and quick fixes until you get the vehicle to the shop. \$45

Shawnee campus: W 6:00 pm - 9:00 pm, 9/21 - 10/12

Seminole campus: Th 6:00 pm - 9:00 pm, 9/22 - 10/13

### **Beyond the Basics of Automotive Upkeep**

Go a step above the basic auto upkeep and learn how to replace brakes and pads, fuel filters, starters and alternators. Prerequisite: Basic Automotive Upkeep or have a good general knowledge of everything the Basic class covers. \$45

Shawnee campus: W 6:00 pm - 9:00 pm, 10/26 - 11/9

Seminole campus: Th 6:00 pm - 9:00 pm, 10/27 - 11/10

### **\*NEW\* Genealogy, Getting Started**

For beginners with an interest in working on their ancestry and who have no experience. Bring whatever names, dates and locations of births and deaths you have on your family and together we will plant that family tree and see how it grows. T/Th 6:30 pm - 8:30 pm, 11/1 - 11/3. \$25

### **\*NEW\* Hands-on Photography: Getting to Know Your DSLR**

This course is designed for the amateur photographer that has stepped up from a point and shoot camera to a DSLR (Digital Single Lens Reflex) and wants to take their photography to the next level. Learn what all those settings on your camera are, what they can do and how to use them to make your photos look more like a pro. T/Th 6:00 pm - 9:00 pm, 9/13 - 9/20. \$29

### **\*NEW\* Intro to Action Photography**

This course is designed for the amateur photographer that shoots with a DSLR (Digital Single Lens Reflex) and wants to be more successful in getting great actions shots at ballgames, dance recitals and other events that involve a moving subject. T/Th 6:00 pm - 9:00 pm, 10/11 - 10/13. \$19

### **\*NEW\* Civil Air Patrol: America's Best Kept Secret**

Learn about a unique opportunity to serve your country, mentor youth and search and rescue as well as prepare for a career in aviation, the military or public service. Find out about this exciting organization by coming to this class. Th 7:00 pm - 9:00 pm, 9/8 or 12/8. FREE

### **Acting Out!**

Whether you are a seasoned performer or a beginner, you will have a great time learning skills in auditioning, stage directions and performance. Learn something new and have fun Acting Out! T/Th 7:30 pm - 9:30 pm, 9/20 - 10/13. \$39

### **Writing**

#### **\*NEW\* For the Love of Writing**

Explore the options for your writing passion. With each class gain knowledge and practical experience into the many marquee of your writing options. From poetry to editorials, to children's stories and more, get your message developed and written down. Then, hear how to get it out to readers. T/Th 6:00 pm - 9:00 pm, 9/27 - 10/18. \$65

## Kid's Classes

### **\*NEW\*** Tae Kwon Do All Ages

Wax on wax off! Students will learn the art of self discipline and physical fitness. They will learn how disciplines of martial arts can be used in all aspects of life. Th 6:00 pm - 8:00 pm, 9/15 - 11/10. \$49

### **\*NEW\*** Sew What Ages 10+

Imagine rolling out of bed wearing PJ pants you designed and stitched together yourself, changing into a cool skirt you converted from a t-shirt, and then tossing the stuff you need for the day into your homemade purse. You are sure to learn all you need to hand and machine stitch your way through many fun projects such as these. Who knows, you could be the next big designer! Additional cost for supplies.

T 5:30 pm - 8:00 pm, 10/4 - 10/25. \$39

### **\*NEW\*** Super Saturdays Ages 8+

Fun for kids! In this rotation of Super Saturdays, children will learn the ancient art of Origami, the fun act of juggling, the creative art of face painting, and how to make balloon animals. Don't miss a single Saturday! Sat 9:00 am - 12:00 pm, 10/1/ - 10/15. \$45

### **\*NEW\*** Acting Out! Ages 7+

Yes, you will have a great time learning skills in auditioning, stage directions and performance. Learn something new and have fun Acting Out! T/Th 6:00 pm - 7:30 pm, 9/20 - 10/13. \$29

### **\*NEW\*** Ag-Ventures Ages 9+

While learning about agriculture, experience animal adventures, making ice cream in a bag, dirt babies, bread in a bag, butter making, pumpkin planters and much more. Sat 10:00 am - 12:00 pm, 9/10 - 9/24. \$35

### **\*NEW\*** Good Bugs, Bad Bugs Ages 9+

Some bugs are very beneficial to our environment while some are dangerous and a nuisance! Come and learn about the habits and horrors of each! Sat 1:00 pm - 3:00 pm, 9/24. \$15

## **Kid's Culinary Adventures**

### **Microwave Cooking Ages 10+**

Learn how to cook for your family without even using the stove. We will make four fabulous microwave recipes. Sat 1:00 pm - 4:00 pm, 10/8. \$25

### **Creepy Cooking Creations Ages 10+**

In the spirit of Halloween, make ooey, gooey, creepy, crawly creations that are edible! T 5:30 pm - 8:00 pm, 10/11. \$25

### **Thanksgiving Treats Ages 10+**

What's the most important part of the holiday meal? Desserts that are fun food creations! T 5:30 pm - 8:00 pm, 11/8. \$25

### **Christmas Cooking Creations Ages 10+**

Decorate holiday cookies, bake treats, and make edible gifts! Sat 10:00 am - 12:30 pm, 12/3. \$25

## **Medical Office Assistant Certification**

Gordon Cooper Technology Center's (GCTC) Adult Education department has put together a series of classes to provide the training you need to land a job in one of the fastest growing occupations. The Medical Office Assistant Certification develops the necessary skills to function as an entry-level medical front office assistant, medical receptionist, medical office secretary, medical billing and collections, appointment scheduler or a medical records clerk in a variety of healthcare settings. Work places include physicians' offices, medical centers, clinics, hospitals, nursing homes, ambulatory care centers, and medical billing offices. Complete all the classes and you will receive a GCTC Certificate. The classes include:

Administrative Medical Office Procedures

Medical Document Processing

Medical Coding/Insurance

Medical Office Billing

Anatomy & Physiology for the Medical Office

Medical Terminology

See the Health section of this brochure for the classes offered this session.