

COVID-19 Response

Fall 2020
Training Programs



Greater OKC
Technology Center
Training Compact



Greater OKC Technology Center Training Compact

Oklahoma's Career Tech system delivers world-class education. One such available platform is short-term courses. We understand these are unprecedented times, and we want to provide job-ready skills at no cost through this special partnership between five metro Oklahoma City technology centers.

If you are unemployed or under-employed, we think you will find a skill area within the following pages that will result in immediate employment upon completion. We wish you well in your pursuit.



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CUSTOMER SERVICE/SALES



Sales/Customer Service - Retail Leadership

32 hours

Designed for those pursuing a leadership position in the retail industry. Participants will be guided through components of large scale retail, a safe environment, e-commerce strategies, sales, and customer service. Retail is historically a large employment sector in the OKC economy. Climb the ladder faster and stand out from the crowd with a unique certificate showing your expertise and determination as an emerging leader.

Offered: Nov. 9-12 daytime
Nov. 9-15 evenings
*Moore Norman, Daytime 9a-4p
Evenings 5-9p*

Complete Customer Service

32 hours

Gain all the necessary tools to provide excellent customer service to clients and be a team-focused employee. The course covers different personality types, active listening concepts, conflict resolution, team work skills, adaptability concepts and communication skills. If you work with people in any industry, this is the course for you!

Offered: Nov. 16-19
Dec. 7-10
*Metro Tech, M-Th, 7:30a-4:30p
Mid-Del, M-Th, 7:30a-4:30p*

Communication & Etiquette

16 hours

A great option for anyone who works with external/internal clients or works in a team setting. Participants will learn all types of communication from verbal, non-verbal, phone and email and how to use proper etiquette with each area.

Offered: Nov. 9-10
Dec. 14-15
*Metro Tech, M-T, 7:30a-4:30p
Mid-Del, M-T, 7:30a-4:30p*

PHR / SPHR - Certification Preparation

12 hours

Delivered through eight 90-minute online sessions, led by an experienced and engaging SPHR certified instructor. Designed to assist HR professionals to increase their knowledge base, this bootcamp includes real-world examples, interactive discussions, and offers a guided study plan to prepare you to confidently take the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR) exams. By obtaining a certification in human resources, you demonstrate that you have the knowledge and skills vital to human resource management.

Eligible Licensure/Certification: Professional in Human Resources, PHR Senior Professional in Human Resources, SPHR

Evening Courses Start: Nov. 11
Metro Tech, T, Th 5:30-7p

**Locations all across
the OKC metro area to serve you!**

DIGITAL SKILLS



Adobe Certified Expert (ACE)

35 hours

Demonstrate professional-level skills and expertise with one or more of Adobe's graphic design or digital communication products. An education plan including Adobe ACE certification(s) can help prepare you for a range of creative design careers, such as graphic designer or web developer.

Eligible Licensure/Certification:
Adobe Certified Expert (ACE)

Courses Start Nov. 11
Metro Tech, M-F, 9a-4p

Data Science

275 hours

This high-value virtual instructor-led training introduces data analytics concepts and expands your applied knowledge of platforms, processes and best practices. The course covers: GitHub Essentials, Data Modeling Techniques, Excel for Data Analysis & Visualization, Power BI, SQL Querying, Intro to Python and Python for Data Wrangling. Students who complete the program will have a portfolio of work to demonstrate learned skills.

Eligible Licensure/Certification:
Francis Tuttle Data Analyst Certificate

Day & Evening Courses Start Nov. 9
Francis Tuttle, M-F, 9a-4p
M-F, 6-9p

macOS Support Essentials

21 hours

Led by an Apple Certified Trainer, this course is for the help desk professional, technical coordinator or power user who manages networks and provides technical support for Mac users. This Apple authorized training prepares you for the Apple Certified Support Professional (ACSP) certification, verifying you understand macOS core functionality and can configure key services, perform basic troubleshooting and support multiple Mac users.

Eligible Licensure/Certification:
Apple Certified Support Professional (ACSP)

Courses Start Nov. 11
Metro Tech, M-F, 9a-4p

Project Management 101 & Microsoft Project

100 hours

Certified Associate in Project Management (CAPM)® is an asset distinguishing you in the job market and enhancing your credibility in the profession's global standard. Virtual instructor-led training and an exam prep book introduces you to the field of project management and prepare you to sit for the CAPM exam if you choose. The virtual instructor-led Microsoft Project training provides applied experience. Students complete a capstone project.

Eligible Licensure/Certification:
Project Management 101
Certified Associate of Project Management (optional)

Courses Start Nov. 30
Francis Tuttle, 9a-4p weekdays
6-9p evenings

Call to enroll today!

Canadian Valley ... (405) 422-2235

Francis Tuttle (405) 717-4742

Metro Tech (405) 424-8324

Mid-Del Tech (405) 739-1707

Moore-Norman (405) 801-5000



HEALTH/ MEDICAL

Certified Medication Aide (CMA)

60 hours

Self-paced, flexible! This course is designed for the Certified Nurse Aide (CNA) who wishes to take the State CMA Exam. It covers body systems, medications, administration techniques, documentation and safe practice standards. Students must be proficient in reading, speaking and understanding English. A photo ID and Social Security Card are required for certification. Students must complete hours within 9 weeks and are able to work with the instructor to create a calendar based on individual needs.

Eligible Licensure/Certification:

Certified Medication Aide (CMA)

Canadian Valley, M-Th, 8a-4p

Francis Tuttle, M, T, Th, , 9a-4p

W, 9a-6p

Metro Tech, M-Th, 8a-2:30p

Moore Norman, Weekly, M-Th, 8a-4p

Certified Nurse Aide (CNA)

102 hours

Study patient-care theory, practice skills in the lab, and apply knowledge at a clinical site. Students should be proficient in reading, speaking, and understanding English. Attendance requirements are state-mandated. Upon completion, students are eligible to take the state certification CNA exam (additional cost). Students must provide proof of immunization records to attend clinical. This includes MMR, hep B or waiver, varicella, seasonal flu vaccine and a two-step TB skin test or equivalent. Background check will also be required. Find employment in nursing homes, assisted living centers

and hospitals. Students must complete class within 12 weeks. Students are able to work with the instructor to create their own calendar based on their individual needs.

Eligible Licensure/Certification:

Certified Nurse Aide CNA

Canadian Valley, M-Th, 8a-4p

Francis Tuttle, M, T, Th, , 9a-4p

W, 9a-6p

Metro Tech, M-Th, 8a-2:30p

Moore Norman, Weekly, M-Th, 8a-4p

Medication Administration Technician - DDSD Approved

16 hours

Rewarding job opportunities in residential care and licensed group homes. If you want the responsibility of assisting in administering medication to residents, this class is for you. Provides students with basic knowledge and skills necessary to assist individuals in residential care, group homes and sheltered workshops with medication.

(Open Entry/Open Exit)

Canadian Valley, M-Th, 8a-4p

Moore Norman, M-Th, 8a-4p

Medication Coding

48 hours

Rewarding job opportunities in residential care and licensed group homes. Provides students with basic knowledge and skills necessary to assist individuals in residential care, group homes and sheltered workshops with medication.

Offered Oct. 20-Dec. 1

Canadian Valley, T, Th, 6-9p

Metro Tech, M, Th, 6-9p

Phlebotomy Technician

48 hours

Prepare future technicians to safely and effectively perform the skills of blood draw for lab or clinic sites. Participants will learn legal and ethical implications, quality control measures, relevant anatomy related to sites, contradictions and indication. The course covers the cardiovascular system as it relates to arteries and veins. Skills practice on mannequins is required in class. Prepares you for entry-level phlebotomists positions.

Evening courses start Nov. 3-Dec. 17

Francis Tuttle, M-F, 5:30-9:30p

Metro Tech, M-F, 8a-5p

Medication Aide Advanced Training

24 hours

Course approved by the Oklahoma State Department of Health. Includes Glucose Monitoring, Insulin Administration and Nasogastric/Gastrostomy/ Oral Metered Dose Inhaler/ Nebulizer for Certified Medication Aides working in a long term care environment.

Prerequisite: Current CNA and CMA certifications listed on the State Nurse Aide Registry with no abuse notations.

(Open Entry/Open Exit)

Canadian Valley, M, W, 8a-4p

INDUSTRIAL WAREHOUSE



HVAC Technician

60 hours

Course covers mechanical and electrical troubleshooting/diagnostic techniques. Participants will learn about: thermodynamics, saturation charging, design conditions, basic electricity, thermostats, control boards, compressors and capacitors.

Eligible Licensure/Certification:
HVAC completion certificate

Nov. 9-Jan. 20

Mid-Del, M, W, 5:30-9:30p

Oct. 20-Dec. 15

Canadian Valley, Tu/Th 6-9p

Metro Tech, M-Th, 5-10p

Multimeter Certification

16 hours

Train in the use of Snap-on advanced electrical monitoring equipment, used in automotive repair, transportation, wind power, manufacturing, HVAC and robotics. Training is focused on subjects from basic applications to advanced troubleshooting.

Evening courses begin Nov. 30

Eligible Licensure/Certification:
Snap-on Multimeter Certification

Metro Tech, M-F, 6-9p

Safety / Forklift

16 hours

This dual certificate is for employees who experience different hazards in the workplace daily. Employees will leave with the assurance and knowledge to detect hazards and life-threatening developments.

Demonstrate your environmental awareness, community safety and health concerns, forklift operation and driving skills. Topics include types of forklifts, pre/post operations inspections, safe operation procedures, and more.

Eligible Licensure/Certification:
OSHA 10 for General Industry
Forklift Operator

Nov. 11-12; 19-20, 30-Dec. 1

Canadian Valley, 7:30a-4:30p

Oct. 29-30; Nov. 12-13

Francis Tuttle, 8a-5p

Nov. 2-3; Dec. 7-8

Metro Tech, 8a-5p

Dec. 2-3; 16-17

Mid-Del, 8a-5p

Nov. 17-17; Dec. 15-16

Moore-Norman, 8a-5p

Welding

48 hours

Course topics will include safety, oxy-fuel process, AC/DC electrical theory, different types of welders and proper welding techniques.

Eligible Licensure/Certification:
Welding completion certificate;

Ability to receive 2G certification

Oct. 20-Dec. 15

Canadian Valley, Tu/Th 6-9p Nov. 2-16

Metro Tech, Tu, Th, 6-9p

Mid-Del, M, W, 5:30-9:30p

Wind Energy Technician

160 hours

Students experience simulators and actual tower scenarios and are trained on the use of special tools and maintenance procedures, with a strong emphasis on safety/rescue equipment at height.

Offered: Oct. 26-Nov. 20

Canadian Valley, M-F, 7:30a-4p

Call to enroll today!

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Francis Tuttle (405) 717-4742

Metro Tech (405) 424-8324

Mid-Del Tech (405) 739-1707

Moore-Norman (405) 801-5000



MECHANICAL

Automotive Mechanic Assistant & Lube Tech

40 hours

"Bumper to Bumper" explanation of systems, components identification and operation. Troubleshoot, change fluids and lubricate components. Learn how repair facilities work.

Eligible Licensure/Certification:
Automotive Mechanic & Lube Tech

Course starts Oct. 19

Francis Tuttle, M-F, 5-9p

Course starts Nov. 9

Mid-Del, M-Th, 5:30-9:30p, Nov. 9

Aviation Sheet Metal & Composites

288 hours

Students learn terminology, tools, equipment, blueprint reading and shop safety, then move into the shop for advanced sheet metal skills. Train mostly on large aircraft assemblies and panels. Ensure entry into the growing aerospace industry.

Evening courses begin Nov. 30

Eligible Licensure/Certification:
Aviation Sheet Metal & Composites
Francis Tuttle, M-Th, 5-9p

CNC Lathe

48 hours

Introduction to EIA/ISO Programming language for CNC Lathes. This allows students to work on various lathe tasks utilizing CNC equipment. Shop activities include safety, drawing basics and engineering (CAD/CAM). Individualized instruction can include additional advanced topics based on student goals.

Open Entry / Open Exit

Canadian Valley - El Reno:

M, W, 6:30-9:30p

Canadian Valley - Chickasha

Th, 5-9:p

CNC Mill Programming

48 hours

Introduction to EIA/ISO Programming language for CNC Mills. This course allows students to work on various mill tasks that utilize CNC equipment. Shop activities include safety, drawing basics and engineering (CAD/CAM). Individualized instruction can include additional advanced topics based on student goals.

Open Entry / Open Exit

Canadian Valley - El Reno:

M, W, 6:30-9:30p

Canadian Valley - Chickasha

Th, 5-9:p

Manufacturing Technician

280 hours

develop integrated skills in the fields of electrical, electrical controls, fluid power, and pro-grammable logic control (PLC). These skills will kick-start your career in many of the growing industries in this area. These industries would include manufacturing, renewable energy, warehousing / distribution, food, the service industry and many more.

Daytime courses start Nov. 9

Industrial Maintenance Certificate

Francis Tuttle, M-F, 8a-4p

**Locations all across
the OKC metro area to serve you!**

Greater OKC Technology Center Training Compact

Technology Centers are located across Oklahoma. A compact of five such Centers partnered to provide no-cost skills training during these unprecedented times.

Once you identify a class of your choice, call to verify enrollment. Hurry, classes will fill quickly!

A partnership through...



(405) 422-2235



(405) 717-4742



(405) 424-8324



(405) 739-1707



(405) 801-5000

This Technology Center Compact affirms to a collective policy of equal opportunity regardless of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. Likewise, the Compact is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.