

# Seminole State College

## Business & Industry



*... empowers people for  
academic success, personal  
development, and lifelong  
learning.*

*Spring 2012  
Course  
Catalog*

The Seminole State College Business and Industry program was developed to meet specific training needs of local business and industry. The program has grown to include several general education and community service offerings. The program's goals are to offer prompt response to training needs; courses at nontraditional times, as well as traditional times; training for companies of all sizes; and hands-on training using the latest technology and techniques.

Training provided by SSC is based on the needs of employees and offered at flexible times. Most of these courses are short courses based on a total of 16 clock hours and all courses can be modified to meet specific needs.

## ***Enroll Today***

*For additional information call  
Carol Hartman at 405-382-9246 or  
Lana Reynolds at 405-382-9218  
Or drop by the SSC Office of Admissions  
in the Walkingstick Student Services Center.  
Monday from 8 a.m. to 6 p.m.  
Tuesday through Thursday from 8 a.m. to 5 p.m.  
Friday from 8 a.m. to 4 p.m.*

**Visit us on the web at [www.sscok.edu](http://www.sscok.edu)  
Or email [c.hartman@sscok.edu](mailto:c.hartman@sscok.edu)**

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## Special Interest Course

# Basic Computer Skills

BI 1051, Zap 3821

Regardless of your experience and position, you should have some level of proficiency in personal computer skills to excel in your current job and maintain your competitiveness for career advancement. By completing the Basic Computer Skills course you can:

- Gain the computer skills that will make you more marketable when searching for employment
- Apply for a promotion and be confident that you have the required computer training
- Work for any business that requires employees to have computer training and skills

As more companies rely on computer systems to do business, more employees with computer training and experience are needed. That means more work for you!

***Computer Training  
that lasts for life . . .***



## Special Interest Course







### **Who Should Attend**

Anyone who is unfamiliar, uncomfortable, or inexperienced at using a personal computer.



Learning basic computer skills isn't as hard as you might think. This course is designed for computer users needing some basic computer training. The instructor combines lecture, demonstration and hands-on experience and has designed this course with beginners in mind.

### **What Will Be Covered**

-  Identifying Basic Computer Equipment
-  Practical Use of the Computer
-  Using the Computer and Managing Files
-  Organizational Skills
-  Basic Internet along with use of E-Mail
-  Terminology

**Date:** April 3 through April 26, 2012  
**Class meets on Tuesday and Thursday evenings for 4 weeks**  
**Time:** 6:30-8:30 p.m.  
**Place:** Haney Center Room 117  
**Instructor:** Kristi Bailey  
**Price:** \$109.00  
**Includes all materials**

## Special Interest Course

# Digital Photography

BI 1251, Zap 3371

Do you want to learn digital photography tips to take the kinds of pictures that are important to you and preserve those precious memories . . . as prints on the living room wall, snapshots on the refrigerator door, or files that you can share with friends and family via e-mail? Do you want to take advantage of your camera's many features? Even the simplest of today's digital cameras have bells and whistles that can improve your photography, if you know how to use them. Learn how to take better pictures and use your camera to the fullest.

This course is an easy, fun way to learn how to use a digital camera and edit your photographs using practical hands-on projects.



**Take Better Pictures For The Rest Of  
Your Life**

# Special Interest Course

## Course Outline



**Instructional Manual—A Valuable Resource**



**Transferring Images from Memory Cards**



**Formatting Memory Cards**



**Backing up Photos**



**Caring for Storage Media**



**Effective Composition**



**Using Various Camera Settings**



**Exposure**



**File Compression and Formats**



**Resolution**



**Depth of Field**



**White Balance Settings**



**Editing and Refining Photographs**

**Date:** April 2 through May 7, 2012  
**Class meets on Monday evenings for 8 weeks**  
**Time:** 6:30-9:00 p.m.  
**Place:** Haney Center Room 117  
**Instructor:** Kristi Bailey  
**Price:** \$109.00

## Special Interest Course

# Getting Started with iPad/iPhone/iPod

BI 1311, Zap 3702

Getting an iPad, iPhone or iPod is very exciting. It's even better when you know how to do all the cool things you've seen on the commercials right away.

If you're just getting to know your iPad, iPhone or iPod, this hands-on class is for you. Learn how to create and navigate through your home screen. Discover how easy it is to sync media with your computer using iTunes. Explore maps and find out how your device knows exactly where you are—even if you don't. Manage your photos, use the camera, get to know FaceTime, watch videos, visit the App Store, and check out the iBooks app. And of course, there's iPod—the best way ever to listen to what moves you.



***Before showing off your new iPad, iPhone or iPod why not get familiar with it first. It also doesn't hurt to learn all the neat tricks that your new device can perform.***

# Special Interest Course

## *What Will Be Covered*

- ◆ Create/rename folders
- ◆ Add/delete Apps
- ◆ Read PDF files in iBook
- ◆ Stream music & video
- ◆ Download photos from your computer
- ◆ Rearrange your Apps icons
- ◆ Sync wireless keyboard
- ◆ Touch tricks
- ◆ Text message tips
- ◆ Parental controls
- ◆ How to make a Face-Time call
- ◆ Free Apps
- ◆ Move music from computer or CD
- ◆ Make playlists
- ◆ Add videos
- ◆ Download ringtones
- ◆ Basic tips for images and sound
- ◆ Setting up and using Gmail

**NOTE: Student is required to bring the charging cable to all class meetings.**

**Date: January 23 through March 26, 2012**  
***Class meets on Monday evenings for 8 weeks***  
***No class on Feb. 20 & March 19***  
**Time: 6:30-8:30 p.m.**  
**Place: Haney Center Room 117**  
**Instructor: Kristi Bailey**  
**Price: \$109.00**  
***Includes all materials***



## Special Interest Course

# Mandarin Chinese For Travelers

BI 1023, Zap 3801

Mandarin Chinese is spoken by more than 1 billion people, making it the most widely spoken language in the world. It is the official language of Mainland China and Taiwan, and one of the official languages of Singapore and the United Nations.

Learning the world's most widely spoken language will open up exciting new opportunities for business, travel, and cultural enrichment.

*Mandarin Chinese for Travelers gives you the language tools you need to successfully navigate a new country, seek out authentic cultural experiences, and engage in polite conversation.*



**Date:** March 12 through May 7, 2012  
**Class meets on Monday evenings for 8 weeks.**  
**Time:** 5:45-8:25 p.m.  
**Place:** Haney Center Room 122  
**Instructor:** Jeff Chunfu  
**Price:** \$323.10

## Special Interest Course

*There are many people learning Mandarin, who are they and what do they gain from learning the language?*

**\*Business People**—China is an exciting place for many business people. Dealing with Chinese manufacturers is much easier if you know Mandarin Chinese. The study of any language involves learning about local customs to help prevent misunderstandings between Chinese and Western associates.

And as the nation becomes more prosperous, the Chinese are becoming major consumers. Businesses that want to tap into this retail market must be able to relate to Chinese buyers and understand the Chinese psyche-tasks that are made easier by the study of Mandarin Chinese.

**\*Travelers**—For many years, China was off-limits to Western tourists. Although there are still restrictions, the country is becoming more accessible and offering more services to English-speaking travelers. If you wander off the beaten tourist track you will definitely need to speak Mandarin. Remote areas of China and Taiwan offer spectacular travel opportunities, but very few people in these areas speak English.

Mandarin Chinese is the most widely spoken language in the world. Whether you're a businessperson, student, or traveler, Mandarin Chinese For Travelers teaches you the skills you need with a variety of methods that keep the experience fun.

## Special Interest Course

# Parenting U: Improve Your Child's Reading Skills

Reading is the most important subject in school. Why? Because a child needs reading in order to master most other subjects. It's extremely difficult to do word problems in math if you can't read the words. How can you answer the questions in social studies or science if you can't read and understand the textbook.

The "Parenting U: Improve Your Child's Reading Skills" seminar provides parents with the tools to help children become better readers. For some children, learning to read is a challenge while others pick up the necessary skills easily. This seminar will be helpful to parents who have a child who is struggling with reading comprehension and fluency and parents who want new ideas to help their independent reader.



*By attending the "Parenting U: Improve Your Child's Reading Skills" seminar, you will learn practical activities that you and your child can work on together to boost critical reading skills.*

## Special Interest Course

### *What will be covered:*

- 📖 Why students struggle with reading comprehension
- 📖 What you can do to help your child remember more of what he/she reads
- 📖 What you can do to help the child that reads slowly and not fluently
- 📖 How to help the child who has trouble paying attention while reading
- 📖 What you can do to help the child who has difficulty answering questions at the end of a textbook chapter
- 📖 Discussion of the primary factors that affect reading comprehension
- 📖 Practical strategies parents can use at home to help their child improve his/her reading comprehension skills

Did you know that learning to read is a challenge for almost 40 percent of kids? The good news is that with early help, most reading problems can be prevented. The bad news is that 44 percent of parents who notice their child having trouble wait a year, or more, before getting help.

Unfortunately, the older a child is, the more difficult it is to teach him or her to read. The window of opportunity closes early for most kids. If a child can't read well by the end of third grade, odds are that he or she will never catch up. And the effects of falling behind and feeling like a failure can be devastating.

**Date:** Feb. 4, 11, 18, 2012

**Class meets on Saturdays for 3 sessions**

**Time:** 10:00 a.m.-Noon

**Place:** Haney Center Room 205

**Instructor:** Tamee Daniel

**Price:** \$29

## Special Interest Course

# Seminole/Creek Language

NAS 1713, Zap 3517

In Oklahoma you will find remarkable diversity in languages. In fact, Oklahoma is second only to California in the number of languages still spoken or remembered by members of different tribes. Thirty-eight federally-recognized tribes and tribal towns are located in Oklahoma. There are at least 40 languages and distinct dialects that fall into 10 diverse language families. All of these languages are in varying degrees of endangerment. Close to half no longer have conversationally fluent speakers. About 12 more have fewer than 100 first-language speakers; in some cases all of the speakers are extremely elderly.

The Mvskoke language, as it is spoken by the Oklahoma Seminoles, is the same as the Mvskoke (Creek) language. This is due, particularly, to the fact that most Seminoles who were removed to Oklahoma, after the Treaty of Payne's Landing in the 1830s and the subsequent "Great Seminole War," were descended from the lower Creeks who had migrated to Florida in the 1700s.



## Special Interest Course

The purpose of this course is to develop language comprehension to respond to commands and instructions and interact at a basic level. The course will use a communicative approach to cover the fundamentals of basic vocabulary, commands, conversation, grammar, and culture. It will also include reading and writing at an introductory level.

### Upon completion of the course, the student will:

- Recognize and correctly pronounce the 19 character alphabet
- Understand and be able to respond to common commands such as turn off/on objects, open/close objects, walk, run, jump, etc.
- Understand the basic sentence structure and be able to create simple sentences accordingly through oral presentation and writing
- Speak well enough to greet and take leave, ask and answer basic information questions such as likes and dislikes, talking about one's self and family, etc.
- Understand the methodologies associated with Total Physical Response instruction

**Date:** Jan. 11 through May 9, 2012  
**Class meets on** Monday/Wednesday/Friday  
**Time:** 1:00—1:50 p.m.  
**Place:** Haney Center Room 102  
**Instructor:** Keith Fields  
**Price:** \$323.10



## Saturday College Credit Course

# Art History Survey II

ART 1163, Zap 3199

Art History Survey II is a study of arts, artists and cultures from Prehistory to the Early Renaissance. The course satisfies a Humanities requirement at Seminole State College.

The overall purpose of Art History Survey II is to familiarize students with the various historical periods of Western art. While primarily focusing on art achievements, the course will also examine the social, political, economic, and religious events that have shaped the art and history of Western society. Course material will focus on major cultural and stylistic divisions by examining painting, sculpture, architecture and the minor arts. Students will be expected to assimilate book and lecture information and give original insights on both quizzes and tests. The exams will require both short and long essays about the works and cultures discussed in class. Students are responsible for three major units of information.

**Date:** March 31, April 14, 21, 28,  
May 5, 2012

*Each class meets on Saturdays for 5 weeks.*

**Time:** 8:00 a.m.-5:00 p.m.

**Place:** Boren Library Room 100

**Instructor:** John Bartos

**Cost:** \$323.10



## Saturday College Credit Course

# American National Government

GOV 1113, Zap 3500

*"I predict future happiness for Americans if they can prevent the government from wasting the labors of the people under the pretense of taking care of them."* -- **Thomas Jefferson**

*"No man is good enough to govern another man without that other's consent."* -- **Abraham Lincoln**



*"The government is us, we are the government, you and I."* -- **Theodore Roosevelt**

**Do you need to brush-up your knowledge of the American political system?** Have you forgotten or feel slightly 'hazy' about the structure of the American government, the details of the Constitution or the exact division of the three branches of government? Are you interested in discovering how our current political parties were formed or the impact of public opinion, mass media and special interests groups on today's American policies? If you answered "yes" to these questions, this course can be your ideal learning resource.

**Date: Feb. 18, 25, March 3, 10, 17, 2012**  
**Class meets on Saturdays for 5 weeks.**  
**Time: 8:00 a.m.-5:00 p.m.**  
**Place: Haney Center Room 102**  
**Instructor: Robert Clark**  
**Cost: \$323.10**

## Saturday College Credit Course

# Fundamentals of English

ENG 0123, Zap 3216

Basic writing and grammar skills have always been implicitly recognized as vital to success---whether in school, business or in life. At the same time, text messaging and other electronic formats make it harder to actually practice these skills without consciously seeking opportunities to do so.

Fundamentals of English will help you improve your writing skills as you compose, revise, and edit your own work. The skills and abilities that you develop in this class will help you to be successful in college and in your career.

### ***The course will cover the following topics:***

- Study of paragraph development
- Writing styles, processes and grammar
- Introduction to essay writing basics

**Date: March 31, April 14, 21, 28,  
May 5, 2012**

***Class meets on Saturdays for 5 weeks.***

**Time: 8:00 a.m.-5:00 p.m.**

**Place: Colelazier Tech Building, Room 106**

**Instructor: Jamie Miller**

**Cost: \$362.10**



## Saturday College Credit Course

# Principles of English Composition I & II

ENG 1113, Zap 3275 & ENG 1213, Zap 3260

The abilities to think critically and to communicate clearly and logically in writing are crucial to success in college and the professional world. This course will help you improve your writing skills through a variety of writing assignments, introduce you to the technological resources available to writers, and instruct



you in the use of sources. The goal is to prepare you for other academic courses and for your personal and professional writing needs.

This course is a study of correct usage and writing modes, with particular emphasis upon writing short expository and persuasive essays. The course will focus on all aspects of the writing process:

- Brainstorming
- Pre-writing Techniques
- Developing a Thesis Statement
- Supporting the Thesis with Specific Information and Examples
- Organization
- Revision
- Editing
- Proofreading

### **Principles of English Composition II**

Principles of English Composition II is a continuation of Principles of English Composition I. The study focuses on essays in various modes of exposition. A research paper is a requirement.

#### **Principles of English Comp. I**

**Date:** Jan. 14, 21, 28, Feb. 4, 11, 2012

**Instructor:** Breeman Ainsworth

#### **Principles of English Comp. II**

**Date:** Feb. 18, 25, March 3, 10, 17, 2012

**Instructor:** Staff

*Each class meets on Saturdays for 5 weeks.*

**Time:** 8:00 a.m.-5:00 p.m.

**Place:** CCLZ Tech Room 106

**Cost:** \$323.10

## Saturday College Credit Course

# Ceramics

ART 2302, Zap 3067

The Ceramics course at Seminole State College introduces students to a wide range of techniques and processes with an emphasis on creative thinking and individual artistic growth. Classes taught by John Bartos are informative and educational, yet geared toward developing the student's unique artistic visions.

Have fun getting your hands covered in clay. Whether you prefer hand building or wheel throwing and are a beginner or an expert, there is always something new to learn in this enjoyable, interactive course.

*Be ARTISITIC and have FUN in a Ceramics Class! Whether you need to stay active or want to express your artistic flare, ceramics is for you. This class will focus on the basic learning skills to get you started throwing clay and is the perfect opportunity to begin discovering your talents in ceramics.*



**Date:** Feb. 18, 25, March 3, 10, 17, 2012  
**Class meets on Saturdays for 5 weeks.**  
**Time:** 8:00 a.m.-5:00 p.m.  
**Place:** Colclazier Tech. Room 104  
**Instructor:** John Bartos  
**Cost:** \$250.40

## Saturday College Credit Course

# General Psychology

PSY 1113, Zap 3590

Regardless of your career goals, psychology can benefit your understanding of human nature and improve your interactions with other people; for example, studying psychology will give you invaluable insights about why we eat (and stop eating), how to look at art, and ways to understand conflicts at work or home.

General Psychology presents an introduction to the scientific principles governing the major domains of human behavior and cognition and their application. Ethical considerations are included. The course is required in most states for all college majors.

The General Psychology course satisfies the requirements of the SSC “optional required elective curriculum” and the National Standards for the Teaching of Psychology outlined by The National Task Force of The American Psychological Association, 1995.

**Date: March 31, April 14, 21, 28,  
May 5, 2012**

***Class meets on Saturdays for 5 weeks.***

**Time: 8:00 a.m.-5:00 p.m.**

**Place: Haney Center Room 122**

**Instructor: Daryl Buchanan**

**Cost: \$323.10**



## Saturday College Credit Course

# Introduction to Communications

SPCH 1143, Zap 3811 & SPCH 1143, Zap 3347



In today's fast-paced world we often find ourselves in stressful situations. Add miscommunication and conflict to an already stressful situation and the results can be devastating to relationships, teamwork, productivity and our sense of well-being.

Introduction to Communication deals with the principles and techniques of preparing and evaluating communication behavior at the interpersonal and public level.

**Intro. Communications –Zap 3347**

Date: Jan. 14, 21, 28, Feb. 4, 11, 2012

**Intro. Communications –Zap 3811**

Date: March 31, April 14, 21, 28, May 5, 2012

*This class is offered twice. Each class meets on Saturdays for 5 weeks.*

**Time: 8:00 a.m.-5:00 p.m.**

**Place: CCLZ Tech Building Room 101**

**Instructor: Don Pilgrim**

**Cost: \$323.10**

## Saturday College Credit Course

# Introduction to Sociology

SOC 1113, Zap 3591

Sociology majors study to understand how human beings relate to each other. Using theoretical models and carefully gathered data, sociologists seek to explain how and why we create families, build communities, engage in work, develop places to worship, and bring about social and cultural change.

The course is an introduction to the science of society. It familiarizes students with the major domains of sociological analysis and basic principles of sociological research. Special effort is made to link sociological concepts to everyday experience and to offer sociological insight into the personal problems we encounter in everyday life.



**Date:** Jan. 14, 21, 28, Feb. 4, 11, 2012

**Class meets on Saturdays for 5 weeks.**

**Time:** 8:00 a.m.-5:00 p.m.

**Place:** Haney Center Room 115

**Instructor:** William Copeland

**Cost:** \$323.10

## Saturday College Credit Course

# Principles of Public Relations

JOUR 2153, Zap 3256

To become employable in public relations today, you must learn to write effectively in the variety of formats expected of PR professionals. This course helps to instill confidence in your preparedness and overcome your fear of writing.

In this course, you will learn the basics of public relations by studying public relations practices, history, theory, ethical values, case studies and current events.

This course will enhance your communication skills and equip you with some of the tools necessary for success in public relations.

This course will include a combination of lecture and practical exercises including student presentations.



**Date: March 31, April 14, 21, 28, May 5, 2012**

***Class meets on Saturdays for 5 weeks.***

**Time: 8:00 a.m.-5:00 p.m.**

**Place: CCLZ Tech Room 112**

**Instructor: Yashanda Scruggs**

**Cost: \$323.10**

## Saturday College Credit Course

# Short Story/Novel Writing

ENG 2103, Zap 3426

Have you ever read a story and thought that you could have written it better? Have you ever had a brilliant idea for a story, but not known how to actually write it? Have you ever had children beg you for one more story before they go to sleep? This course teaches you how to write them. Lessons focus on practical instruction, including how to come up with ideas, how to begin writing, and how to form a story.



This course is intended for beginning writers who would like to either learn how to write stories or improve their writing abilities. Furthermore, this class focuses on product. By the end of the five Saturdays, each student will have a short story, in part or whole or chapter(s) of a novel. If you are interested in creative writing then you will benefit from this course.

**Date:** Feb. 18, 25, March 3, 10, 17, 2012

*Class meets on Saturdays for 5 weeks.*

**Time:** 8:00 a.m.-5:00 p.m.

**Place:** Colclazier Tech. Room 110

**Instructor:** Rayshell Clapper

**Cost:** \$323.10

# Continuing Education Credit Course

## Insurance Education

BI 1301, Zap 3192

*All courses are approved for Continuing Education credit in the following producer lines of authority: Property, Casualty, Life, Accident & Health, Title (legislative/ethics credit only) One hour of college credit available.*



### WEDNESDAY—April 18, 2012

- 8:30 a.m. 4 Hours General-Nature of Negligence: *Climate Change and the Insurance Industry*
- 12:20 p.m. Lunch (included with full-day registration)
- 1:00 p.m. 1 Hour Ethics-Call of Duty: *Evolving Standards of Professional Responsibility I*
- 2:00 p.m. 3 Hours General-Proper Identification: *Theft and Insurance Fraud*

### THURSDAY—April 19, 2012

- 8:30 a.m. 2 Hours Legislative Update-Regulatory Update: *Licensing, Workers Compensation, and Tort*
- 10:30 a.m. 2 Hours Ethics-Call of Duty: *Evolving Standards of Professional Responsibility II*
- 12:20 p.m. Lunch (included with full-day registration)
- 1:00 p.m. 4 Hour General-Federal Intervention: *From Dodd-Frank to Obama Care*

### FRIDAY—April 20, 2012

- 8:30 a.m. 4 Hours General-Boomer Sooner: *Insurance Implications of an Aging Society*
- 12:20 p.m. Lunch (included with full-day registration)
- 1:00 p.m. 4 Hour General-Videos, Friends, and Tweets: *Insurance in the Social Media Age*

**Date:** April 18, 19, 20, 2012

**Time:** 8:30 a.m.-5:00 p.m.

**Place:** Haney Center Room 205

**Instructor:** Michael Bricker

**Cost:** 24 Hours—\$255

16 Hours—\$185

8 Hours—\$99

4 Hours \$55

1 Hour Ethics—\$20

2 Hours Ethics—\$30

2 Hours Legislative \$30

#### ENROLLMENT OPTIONS FOR CE CREDIT

**Mail:** PO Box 873  
Norman, OK 73070

**Fax:** 877.701.4880

**Online:** [www.bricker-education.com](http://www.bricker-education.com)

**Phone:** 877.701.5166

## Medical/Health Sciences Course

# Dental Assisting Program

BI 1033, Zap 3003

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – *Administrative Aspects include:* the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. *Clinical Aspects include:* introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. There is no state or national certification objective with this course.



**Date:** March 13 through May 15, 2012  
**Class meets on** Tuesdays and Thursdays.  
**Time:** 6:00 p.m.-9:30 p.m.  
**Place:** Haney Center Room 104  
**Instructor:** Staff  
**Cost:** \$1,199 (Textbooks Included)

## Medical/Health Sciences Course

# Electronic Health Record Management Program

BI 1043, Zap 3004

This 95 hour Electronic Health Record (EH R) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient's medical history, surgeries, allergies to medicines, and recent doctor's visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EH R) includes computerized lifelong healthcare data from a variety sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. After the successful completion of this program, students will be prepared to sit for the **National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.**

**Date: March 12 through May 30, 2012**

***Class meets on Mondays, Wednesdays and 4 Saturdays.***

**Time: Mon/Wed 6:00 p.m.-9:30 p.m.**

**Saturday on March 31, April 14, May 5, 19  
9:00 a.m.-3:30 p.m.**

**Place: Haney Center Nursing Computer Lab**

**Instructor: Staff**

**Cost: \$1,999 (Textbooks Included)**



## Medical/Health Sciences Course

# Medical Billing & Coding Program

BI 1053, Zap 3052

This 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS).

After obtaining the practical work experience (6 months to 2 years), students who complete this course will be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.



**Date:** March 12 through May 30, 2012

**Class meets on** Mondays, Wednesdays  
and 2 Saturdays.

**Time:** Mon/Wed 6:00 p.m.-9:30 p.m.

**Saturday on** March 31, April 28)

9:00 a.m.-3:00 p.m.

**Place:** Haney Center Room 121

**Instructor:** Staff

**Cost:** \$1,799 (Textbooks Included)

## Medical/Health Sciences Course

# Pharmacy Technician Certification

BI 1313, Zap 3700

This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam.

Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc.

### **Educational Requirements**

Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam. Good math skills are recommended.



**Date: March 13 through May 8, 2012**

***Class meets on Tuesday and  
Thursday evenings for 8 weeks.***

**Time: 6:00-9:30 p.m.**

**Place: Haney Center Room 115**

**Instructor: Staff**

**Price: \$999.00 (Textbooks included)**

## Medical/Health Sciences Course

Pharmacy Technicians may work in retail pharmacies, mail order pharmacies, home infusion pharmacies, long term care facilities, hospitals, clinics, pharmacy benefit managers and large industrial complexes. The demand for Pharmacy Technicians continues to grow with demand expected to increase substantially. This high demand is the result of the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians and the aging population.

.Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders.

Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include:

- Checking inventories and ordering supplies
- Receiving and checking in supplies
- Assisting customers
- Keeping pharmacy work areas clean
- Complete insurance forms
- Preparation of “bingo cards” for nursing home patients



## Health & Safety Course

# Lifeguard Training

BI 1201, Zap 3808 & Zap 3861

The American Red Cross Lifeguarding course will help you develop skills and experience that will be valued by colleges and future employers. It's a great way to demonstrate what you can offer. Colleges and employers look for applicants who can deal effectively with people, who have a take charge attitude and who are willing to work to develop new skills. Upon successful completion of this course, you will be certified in Lifeguarding, First Aid, and CPR/AED for Lifeguards.

### Prerequisites

Minimum age of 15.

Precourse Swim Test:

Swim 300 yards continuously.

Starting in the water, swim 20 yards using front crawl or breaststroke, surface dive 7–10 feet, retrieve a 10-pound object, return to the surface, swim 20



yards back to the starting point with the object and exit the water without using a ladder or steps, within 1 minute, 40 seconds.

**Date:** April 6, 7, 8, 2012 or April 27, 28, 29, 2012

**Class meets on** Friday, Saturday, Sunday for one weekend

**Time:** Friday: 4:00-10:00 p.m., Saturday: 9:00 a.m. to 7:00 p.m.

**Sunday:** 2:00-7:00 p.m.

**Place:** Raymond Harbor Field House Pool

**Instructor:** Mark Ruiz

**Price:** \$150.00

**(Cost includes Textbook and Certification Cards included)**

## Health & Safety Course

Here's your chance to build your resume' and show the world what you can do:

- Prepare for college and a career by developing leadership and communication skills
- Be a hero by learning lifesaving skills such as first aid and CPR
- Have fun and earn money at a job you love

American Red Cross Lifeguard training is the best place to start! Lifeguarding puts you in an exciting position, working as part of a team to help people safely enjoy the water.

### What You Will Learn?

American Red Cross training makes learning fun and easy. Through classroom learning and hands-on practice, you'll learn:

- Surveillance skills to help you recognize and prevent injuries
- Rescue skills—in the water and on land
- First aid training and professional rescuer CPR—to help you prepare for any emergency
- Professional lifeguard responsibilities like interacting with the public and addressing uncooperative patrons

**Register today for American Red Cross Lifeguard Training and learn lifesaving skills to help keep people safe in and around the water.**



## Health & Safety Course

# ServSafe

BI 1021, Zap 3370

### Why ServSafe®?

What makes ServSafe® training and certification the choice of the food service industry? The answers below make all the difference.



Because you need the **highest standard** of food safety training and certification.



Because the ServSafe Program has evolved to **meet the most urgent food safety training challenges** in the industry.



Because ServSafe is a better way to learn. It's more engaging, for greater comprehension and better application.



Because the ServSafe Program has training options to fit your needs.



Because food safety impacts your customers, your employees and your business. With so much on the line, the right preparation means everything.



## Health & Safety Course

### **Food Safety is Constantly Making Headlines.**

Make sure you know the latest news.

This is your link to food safety news, the latest industry trends, and other important food safety issues

### **ServSafe<sup>®</sup> Helps Protect You.**

The ServSafe Food Safety Program delivers much more than training. It combines critical information, exclusive tools, and real work resources to transform knowledge into action. In short, ServSafe puts the highest standard to work for you every day.



*Put the highest standard in training and certification to work for your business and your customers.*

**Date: January 9, 2012**

***Class meets on Monday for 1 session.***

**Time: 8:30 a.m.-5:00 p.m.**

**Place: Haney 104**

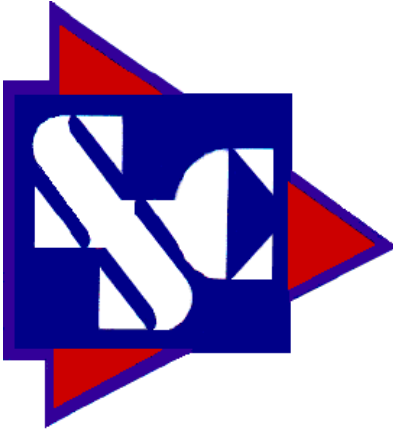
**Instructor: Rick Hughes**

**Cost: \$135.00**

***(Cost of course includes textbook and certification card.)***

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Business /Industry Training  
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Seminole, Ok 74868  
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Or email [c.hartman@sscok.edu](mailto:c.hartman@sscok.edu)