... empowers people for academic success, personal development, and lifelong learning.
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
Or email c.hartman@sscok.edu
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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 . . .*
**Who Should Attend Basic Computer Skills**

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

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**Date:** April 23 through May 9, 2013  
**Class meets on Tuesday and Thursday evenings for 3 weeks**  
**Time:** 6:30-8:30 p.m.  
**Place:** Haney Center Room 117  
**Instructor:** Kristi Bailey  
**Price:** $111  
**Includes all materials**
Do you want to learn digital photography tips to take the kinds of pictures that are important to you? Would you like to 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.
Digital Photography

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

Date: March 4 through April 29, 2013
Class meets on Monday evenings for 8 weeks
Time: 6:30-8:30 p.m.
Place: Haney Center Room 117
Instructor: Curtis Allen
Price: $111

White Balance Settings
Whether you just want to make some extra cash or you want to make a living with online auctions, you can learn how to run a successful eBay business with this eight-week course.

In this course you will learn a simple step-by-step system for selling items on eBay. Selling on eBay allows anyone to have an instant home business. Over 800,000 people are now earning a full-time or part-time income on eBay. An eBay home business is very inexpensive to start and run. If you have ever wanted to work for yourself, from home, there really is no better time than right now for making money with online auctions. eBay is a powerful money-making resource for you to use.

Many people in the internet marketing community avoid selling on eBay because they don't know the right formula to make it profitable. This class will show you exactly how to get started.
Special Interest Course

**Basics**

*What Will Be Covered*

This course will cover everything you need to know to start making money right away.

- How to Open a Seller Account
- How to Determine the Value and Price of your Treasures
- How to Improve your Listings with Effective Descriptions and Photographs
- How to Open a PayPal Account
- How to Monitor your Listings and Complete a Transaction
- Payment and Shipping Strategies

*(Must have computer knowledge and current e-mail address)*

NOTE: eBay registration requires a checking account number or credit card. If you want to register during class you must bring one of these items with you to the first class meeting.

| Date: March 11, 15, April 1, 8, 15, 22, 2013 |
| Class meets on Monday evenings for 6 weeks |
| Time: 6:30-8:45 p.m. |
| Place: Haney Center Room 117 |
| Instructor: Kristi Bailey |
| Price: $131 |
| Includes all materials |
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. Of course, there is also 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.
What Will Be Covered Getting Started with iPad/iPhone/iPod

- 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 14 through March 4, 2013
Class meets on Monday evenings for 6 weeks
No class on Jan. 21 & Feb. 18
Time: 6:30-8:30 p.m.
Place: Haney Center Room 117
Instructor: Kristi Bailey
Price: $111
Includes all materials
If you've always wondered what lies beneath the surface, now's the time to find out. Start the journey of a lifetime with the PADI Open Water Diver course. It will change you forever.

Why PADI Open Water?
PADI is the most widely recognized and respected rating in the world. In the PADI Open Water Diver course, your PADI Instructor takes you through the basics of learning how to scuba dive. You start in a pool and progress to the open water (lake) getting the background knowledge along the way.

Date: March 12 through May 7, 2013
Class meets on Monday evenings for 8 weeks.
Time: 5:45-9:45 p.m.
Place: Harber Field House Room 102
Instructor: Staff
Price: $392
Seminole State College

What will I do?
Earning your PADI Open Water Diver certification is just the beginning. As a certified diver, fabulous dive destinations, exciting people, unparalleled adventure and uncommon tranquility await you. And, as you continue your adventure and gain experience through higher training levels, your opportunities expand.
- Number of Dives: Six Confined Water Dives and Four Open Water Dives
- Knowledge Development: Eight sessions
- Prerequisites: Good health, reasonable fitness and comfort in the water.

What will I need?
- Materials You'll Need: PADI Open Water Crew-Pak, which can be purchased in the SSC Bookstore.
- Equipment you'll use during the course includes: mask, fins, snorkel, neoprene boots, tank, regulator, buoyancy compensator, weights, wet suit and submersible pressure gauge.

(Cost of course includes all equipment needed for dives)

Students who successfully complete all sections of this course, the final exam and all four open water training dives will be eligible to receive the PADI Open Water Diver certification card.
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.
The purpose of the Seminole/Creek Language 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, talk about one’s self and family, etc.
- Understand the methodologies associated with Total Physical Response instruction

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**Special Interest Course**

Date: January 10 through May 9,  
Instructor: Kevin Roberts-Fields  
Place: Haney Center Room 104

**Seminole/Creek Language I**  
*Class meets on Monday, Tuesday, Wednesday, Thursday, Friday*  
Time: 12:00-12:50 p.m.  
Price: $494

**Intermediate Seminole/Creek Language**  
*Class meets Monday, Tuesday, Wednesday, Thursday, Friday*  
Time: 1:00-1:50  
Price: $605
Ditch the workout, join the party! The ZUMBA program is a fun and effective cardio workout moving to hot Latin music with sculpting exercises designed to tone the entire body from top to bottom. The easy-to-follow moves create a one-of-a-kind fitness program that will blow you away. The goal is simple: we want you to want to work out, to love working out and to get hooked. This high impact class has something to offer all fitness levels.

*Take the “work” out of your workout and dance your way to a better, more healthier you!*
Special Interest Course

Zumba

Since its inception in 2001, Zumba has grown to become the world’s largest and most successful dance-fitness program with more than 14 million people of all shapes, sizes and ages taking weekly Zumba classes. The Zumba workout provides long-term benefits through exhilarating, high calorie-burning fitness classes, and its simple dance moves from around the world increase the fun factor.

What will be covered:

The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the entire body to create a one of a kind workout. Zumba uses the principles of interval training and resistance training to maximize calories burned, fat burning, and total body toning.

Date: Jan 14 through March 16, 2013
Class meets on Monday and Wednesday evenings for 8 sessions
No class on Jan. 21 & Feb. 18
Time: 5:00 –5:45 p.m.
Place: Haney Center Bay
Instructor: Trilbya Stripling-Anderson
Price: $59
Weekend Accelerated Courses-January

**American National Government**
The course will enable the student to understand the workings of state and local governments, and in doing so, broaden the student's ability to interpret the workings of national politics. GOV 1113, Zap 3500
**Instructor:** Robert Clark
**Place:** Haney Center Room 102

**Introduction to Communications**
Introduction to Communication deals with the principles and techniques of preparing and evaluating communication behavior at the interpersonal and public level.
SPCH 1143, Zap 3347
**Instructor:** Don Pilgrim
**Place:** CCLZ Tech Building Room 108

**Introduction to Sociology**
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.
SOC 1113, Zap 3591
**Instructor:** William Copeland
**Place:** Haney Center Room 115
Principles of English Composition I
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

ENG 1113, Zap 3275
Instructor: Staff
Place: CCLZ Teach Building Room 106

Date: Jan. 12, 19, 26, Feb. 2, 9, 2013
Classes meet on Saturdays for 5 weeks.
Time: 8:00 a.m.-5:00 p.m.
Cost: $383
Weekend Accelerated Courses-February

General Psychology
This course 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 for most college majors.
PSY 1113, Zap 3590
Instructor: Daryl Buchanan
Place: Haney Center Room 122

Principles of English Composition II
Principles of English Composition II is a continuation of Principles of English Composition I. Principles of English Composition I 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
The study focuses on essays in various modes of exposition. A research paper is a requirement.
ENG 1213, Zap 3260
Instructor: Staff
Place: CCLZ Tech Building Room 108
Weekend Accelerated Courses-February

**Short Story/Novel Writing**
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.

ENG 2103, Zap 3426  
**Instructor: Rayshell Clapp**
**Place:** CCLZ Tech Building Room 110

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**Date:** February 16, 23, March 2, 9, 16, 2013  
**Classes meet on Saturdays for 5 weeks.**  
**Time:** 8:00 a.m.-5:00 p.m.  
**Cost:** $383  
*Short Story/Writing course has an additional $30 writing lab fee*
Saturday College Credit Courses

Weekend Accelerated Courses-April

Art History Survey II
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.
ART 1163, Zap 3199 or HUM 1163, Zap 3164
Instructor: John Bartos
Place: Boren Library Room 100

Creative Writing
This class is designed for students who have little or no previous experience writing literary texts in a particular genre. Students are introduced to a range of technical and imaginative concerns through exercises and discussions, and eventually produce their own writing for the critical analysis of the class.
ENG 2303, Zap 3273
Instructor: Jim Wilson
Place: CCLZ Tech Building Room 112

Introduction to Communications
Introduction to Communication deals with the principles and techniques of preparing and evaluating communication behavior at the interpersonal and public level.
SPCH 1143, Zap 3347
NOTE: Class meets 8 a.m. to 1 p.m. in classroom and 3 hours online.
Instructor: Don Pilgrim
Place: CCLZ Tech Building Room 108
**Principles of Public Relations**

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.

**Instructor: Yashanda Scurggs**

**Place:** CCLZ Tech Building Room 109

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**Date:** April 6, 13, 20, 27, May 4, 2013

*Classes meet on Saturdays for 5 weeks.*

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

**Cost:** $383

*Creative Writing has an additional $30 writing lab fee*
Payment & Refund Policy

**Additional fees may apply:**
- Application Fee—$15 for initial enrollment only
- Parking Permit—$25.00 per academic year
- Student ID Fee—$20.00 (valid for 3 years)
  *Other fees may apply*
  **Course fees are subject to change**

**Payment Due Dates**

Fees are paid at the Cashier’s Office located in the Walkingstick Student Services Building. Mastercard, Visa, Discover Card, personal checks, cashier checks, money orders and cash are accepted for payment in the Cashier’s Business Office. **Fees are due by the first day of class unless other arrangements have been made.**

**Fees for Community Service Offerings**

A Community Service Course Fee applies only to those courses that have been identified as Community Service. A discounted fee structure applies for senior citizens enrolled in selected community service offerings. For more information about eligibility for the discount, contact the Office of Admissions.

After the first class meeting, individuals enrolled in a community service class cannot switch to another class with a transfer of fees. The policy of the College requires that the student drop the first course, enroll in the new course, and make fee payment for the new course separately.

**Refund Procedure on Community Service Enrollments**

*(Subject to Change)*

If a student cannot attend a community service course, if a student is dissatisfied with a community service course, or if the college finds it necessary to cancel a community service course due to low enrollment levels, then the following refund procedures apply:

A. Full refund if the course is cancelled.
B. Full refund if enrollment is withdrawn before the first class meeting.
C. No refund after the second class meeting (or after the only meeting of the course).
D. No refund to those who enroll late under the reduced fee schedule.

All refunds are made by college check and will be mailed to the address given by the student at the time of enrollment.
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 17, 2013
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 18, 2013
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 19, 2013
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 17, 18, 19, 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
Phone:    877.701.5166
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 12 through May 14, 2013
Class meets on Tuesdays and Thursdays.
Time: 6:00 p.m.-9:30 p.m.
Place: Haney Center Room 104
Instructor: Staff
Cost: $1,244 (Textbooks Included)
Electronic Health Record Management Program
BI 1043, Zap 3004

This 95 hour Electronic Health Record (EHR) 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 (EHR) 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 Health career Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Date: March 11 through May 22, 2013
Class meets on Mondays, Wednesdays and 4 Saturdays.
Time: Mon/Wed 6:00 p.m.-9:30 p.m.
Saturday on April 6, 20, May 4, 18
9:00 a.m.-3:30 p.m.
Place: Haney Center Nursing Computer Lab
Instructor: Staff
Cost: $2,044 (Textbooks Included)
Medical/Health Sciences Courses

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 11 through May 15, 2013
Class meets on Mondays, Wednesdays and 3 Saturdays.
Time: Mon/Wed 6:00 p.m.-9:30 p.m.
Saturday on April 6, 20, May 11 9:00 a.m.-3:00 p.m.
Place: Haney Center Room 121
Instructor: Staff
Cost: $1,844 (Textbooks Included)
Medical/Health Sciences Courses

Patient Care Technician
BI 1005, Zap 3831

This comprehensive 120-hour course will prepare students for employment as advanced cross trained patient care technicians, patient care associate or nurse technicians under the supervision of licensed and registered nurses. This program includes medical terminology, anatomy and physiology; patient care concepts in addition to labs requiring a student to practice and demonstrate EKG, Phlebotomy and base line nursing practical skills.

This program meets the necessary requirements to take the National Healthcareer Association (NHA)-Certified Patient Care Technician (CPCT); Certified Nurse Technician (CNT); and/or Certified Patient Care Associate (CPCA national certification exams).

The Patient Care Technician works alongside doctors, nurses and other healthcare providers to oversee and monitor patients. This Patient Care Technician program will provide you with the basic medical knowledge and hands on skills necessary to perform or obtain technical diagnostic testing and perform direct patient care.

Educational Requirements - Students must possess a high school diploma or GED equivalent.

Date: March 4 through May 27, 2013
Class meets on Monday and Wednesday and 6 Saturdays
Time: Monday/Wednesday from 6:00-9:30 p.m.
Saturdays on March 9, April 6, 20, May 4, 11, 18 from 9:00 a.m.-4:00 p.m.
Place: Haney Center Room 104
Instructor: Staff
Price: $1,944 (Textbooks included)
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.

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

**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 12 through May 7, 2013
**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:** $1,044 (Textbooks included)
Physicians Medical Office Assistant
BI 1063, Zap 3841

This comprehensive 50-hour course will prepare students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerk, are all positions in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

Medical Administrative Assistants primarily work in doctor’s offices, clinics, outpatient settings, hospitals, and other health care settings. The growth and the complexity of the U.S. health care system have resulted in a substantial increase in the need for qualified medical administrative assistants.

**Educational Requirements**
Students must possess a high school diploma or GED equivalent.

**Date:** March 12 through May 7, 2013  
**Class meets on Tuesday and Thursday**  
**Time:** 6:00 p.m.-9:30 p.m.  
**Place:** Haney Center Room 121  
**Instructor:** Staff  
**Cost:** $1,044 (Textbooks Included)
Criminal Investigation Techniques: Basic Digital Photography for Law Enforcement

CJ 2371, Zap 3502

In today’s society, the emphasis on physical evidence in the courtroom is greater than ever. Quite often, a conviction can be made entirely on the basis of the photographs taken at the crime scene. As the demand for physical evidence increases, so does the need for well documented photographs. The goal of this program is to provide digital photography training to uniformed patrol officers, and law enforcement first responders, who have the potential of encountering, documenting, and/or collecting physical evidence in conjunction with a traffic stop, street encounter, or as a result of a routine call for service.

Participants must serve in a law enforcement capacity at a qualified state, local, tribal or campus law enforcement agency. Preference for admissions is given to non-federal officers or other emergency responders working in rural areas.

Date: February 20, 2013
Class meets on Wednesday
Time: 8:00 a.m. to 5:00 p.m.
Place: Haney Center Room 117
Price: Free

NOTE:
Each student attending this seminar will received a digital camera system, media, photographic scales and photo-logs.
Who Should Attend Criminal Investigation Techniques: Basic Digital Photography for Law Enforcement?

There are no prerequisites for this training other than participants must serve in a law enforcement capacity at a qualified state, local, tribal or campus law enforcement agency. **This program will be reserved for line level uniformed officers and first responders.**

Preference for admissions is given to non-federal officers or other emergency responders working in rural areas.

What You Will Learn?

- Photographing evidence recovered from a vehicle during a traffic stop and a street encounter
- Field photography of suspects, arrestees, and gang members
- First responder property crime photography i.e. burglaries, graffiti, criminal trespass/destruction to property
- First responder crimes against person’s photography i.e. domestic violence suspect/victim photography, physical assaults, death scenes and non-criminal industrial accidents
- Basic traffic crash scene documentation.

Register today for Department of Homeland Security training!
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 12, 13, 14, 2013
**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 Harber Field House Pool
**Instructor:** Mark Ruiz
**Price:** $150
(Cost includes Textbook and Certification Cards included)
Here’s your chance to build your resume’ and show the world what you can do:

- 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.
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 Courses

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® 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: To Be Announced
Class meets on Monday for 1 session.
Time: 8:30 a.m.-5:00 p.m.
Place: Haney 104
Instructor: Rick Hughes
Cost: $135
(Cost of course includes textbook and certification card.)
Lifelong Learning

No grades  No exams  No pressure

The Lifelong Learning Program offers people of retirement and semi-retirement age an opportunity to expand knowledge and explore new ideas.

There are no exams and no grades or credits. There is no previous educational requirement. Rather, the opportunity exists to interact with friends old and new. This is a time when you may fulfill many of your dreams.

You can participate in lifelong learning at Seminole State College in two ways:

1. Enroll in Seminars and Workshops, which are open to adults of any age.
2. Audit academic classes tuition free or at a reduced rate on a space available basis once you are age 65 or old.

To qualify for the Lifelong Learning program:

- You must be a resident of Oklahoma and 65 years of age or older.
- You must either satisfy prerequisite class requirements or have instructor approval.

Lifelong learning students are responsible for special course fees, books and parking fees.

See student schedule for a full list of courses offered. Available online and in the Walkingstick Student Services Center
SENIOR FOCUS

Prove to yourself and the younger community that intellectual curiosity endures and that learning and study provide unending sources of pleasure for those fortunate enough to be able to take advantage of them. Select one or more of the courses offered, and engage in that ongoing work of learning.

Computer skills, art, creative writing, global travels, foreign language, health and fitness and special interest classes have been specially designed for older adult students.

Classes are taken on an audit or non-credit basis only, so you cannot earn a degree or credits toward a degree with the classes you take through the Lifelong Learning program.
Seminole State College
Business /Industry Training
2701 Boren Blvd
Seminole, Ok  74868
Return Services Requested

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Business/Industry Training Program
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Or email c.hartman@sscok.edu