

OKC DOWNTOWN COLLEGE

Downtown Norick Library/Learning Center – 4th Floor
300 Park Ave, Oklahoma City, OK 73102

Lunch and Learn Tuesdays

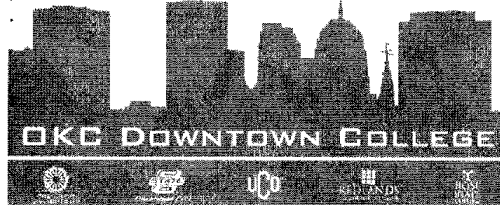
Classes meet Noon to 1:00 pm.

Please register by the preceding Friday.
Register at 232-3382

- Sep. 15 H1N1 Virus – What You Need to Know Now!** - Carol Smith, Oklahoma City County Health Department (Cosponsor Metropolitan Library System) **FREE.**
- Sep. 22 QuickBooks - For Contractors, Builders & Developers – Bill Murphy \$19**
- Sep. 29 A Woman's Guide To Money Matters – Rick Johnson (Cosponsored by the Metropolitan Library System) FREE.**
- Oct. 6 QuickBooks – What Your QuickBooks Never Told You – Bill Murphy \$19.**
- Oct. 13 Benefiting from Diversity – Larry Fisher \$10.**
- Oct. 20 QuickBooks - Customizing Reports: So Much More – Bill Murphy \$19**
- Oct. 27 Exploring Career Options with Dr. Debra Vaughn FREE.**

Lunch and Learn Language Series

Begins Oct. 19. Beginning or Intermediate classes in conversational French or Spanish. Join instructor Clarence Robinet or Beatriz Meyer, two lunch hours per week for 8 weeks -16 lessons for \$80



To enroll, call (405) 232-3382 or go to www.downtowncollege.com.

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Lunch and Learn Tuesdays

Participating Restaurants

Bring a lunch if you wish. Get a lunch to go at your favorite café. Our participating restaurants are:

- **1st Edition Café**, Downtown Library, 605-8347 (10% discount on Tuesday at 1st Edition if you mention "Lunch and Learn")
- **China Chef**, the Underground, 235-9099
- **City Bites**, Leadership Square, 232-3322
- **Ground Floor Café**, Leadership Sq. 232-2233
- **Harvey Street Grill**, 212 N. Harvey, 232-1409
- **Italian Express**, 115 W. Main, 602-3181
- **Richey's Grill**, Oklahoma Tower, 235-3663
- **The Buzz**, 1st National Bldg. 232-1109
- **The Crave**, Leadership Square, 606-6691

Other Participating Retailers

You can also find Lunch and Learn schedules at these locations:

- **Becky's Hallmark**, 133 W. Main 235-6571
- **Copland's Office Center** 1st National 235-7367
- **Medicine Cabinet**, 1st National Bldg. 232-0707
- **Pat's Salon**, the Underground, 232-4746

About the OKC Downtown College

The OKC Downtown College is a consortium of five public colleges and universities whose goal is to bring quality higher education to downtown Oklahoma City. The OKC Downtown College is located on the 4th floor of the Ronald J. Norick Library/Learning Center.

Credit Courses - Undergraduate and graduate courses in creative writing, literature, criminal justice, humanities, art, business, education.

Professional Development Classes - Customer Service, Management, Leadership, Computer Skills, Professional Certifications.

Personal Enrichment Classes - Dance Lessons, Cooking Classes, Art Appreciation, Languages...

Corporate Learning - Customized workshops and seminars for business, government and non-profit organizations.

Higher Education Institution Members

University of Central Oklahoma www.uco.edu

Oklahoma City Community College www.occc.edu

Oklahoma State University—OKC www.osuokc.edu

Redlands Community College www.redlandsc.edu

Rose State College www.rose.edu

For more information about the OKC Downtown College, please contact Gus Pekara at gpekara@downtowncollege.com or 405.232.3382.



OKC DOWNTOWN COLLEGE

A CONSORTIUM OF HIGHER EDUCATION INSTITUTIONS



OKC DOWNTOWN COLLEGE FALL SCHEDULE 2009

Work Downtown? Live Downtown? Play Downtown? Learn Downtown!

Downtown Oklahoma City is an exciting place to work, live, or play. And the *OKC Downtown College* makes downtown a great place to *learn*. You can conveniently pursue that college degree, improve your professional skills, or take a break and do something for fun. The Downtown College has classes available during the lunch hour and right after work. Free parking for evening classes.

Courses for College Credit, Professional Growth, or for Fun

There is a choice of several graduate and undergraduate courses for college credit.

- Art
- Business/Management
- Creative writing
- Criminal Justice
- Education.
- Humanities
- Paralegal
- Public Service
- Sociology

Improve your skills with professional development classes.

- French
- Spanish
- Customer Service
- QuickBooks
- LEAN Facilitation
- Residential Care
- Food Service
- Personal Finance
- Custom Courses for your business or agency

Would you rather take a class just for enjoyment? You can keep in shape, learn to dance, or audit one of our art or creative writing courses.

New for Fall

Paralegal Studies *(ABA Approved)*

Looking for a career change? Rose State College is bringing their Paralegal program downtown—the heart of the legal community. Take courses after work or online to prepare for a career as a paralegal or legal assistant. Call for program admission requirements.

Public Service Program

The OSU-OKC degree in Public Service can prepare you for entry-level administrative positions in government or nonprofit organizations. The program offers an overview of public service, the laws governing public and nonprofit organizations, and the related financial and budgeting principles. Courses are taught after work and online.

Lean University Training for Government, Education and Nonprofits

UCO is bringing their Lean University to the OKC Downtown College. The Lean Facilitator course prepares an individual to facilitate Lean process improvement projects within their organization. “Lean

Thinking” improves employee morale, clarifies expectations and practices, and eliminates waste.

Lunch and Learn Classes

Lunch and learn classes fit into your busy schedule. Expand your knowledge during the lunch hour by taking classes in French, Spanish, QuickBooks, personal finance, professional development. Bring your lunch if you wish.



RONALD J. NORICK DOWNTOWN LIBRARY/LEARNING CENTER • 300 PARK AVENUE • (405) 232-3382

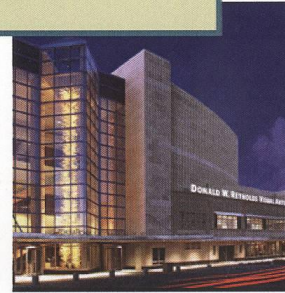
The Arts in OKC Series

Exploring the Arts from a Local Perspective
Summer—Fall 2009

Oklahoma in Film

June 3—July 22

Norick Downtown Library 300 Park Ave.
& **Oklahoma City Museum of Art** 415 Couch Dr.
Wednesdays 5:30—9:00 PM*

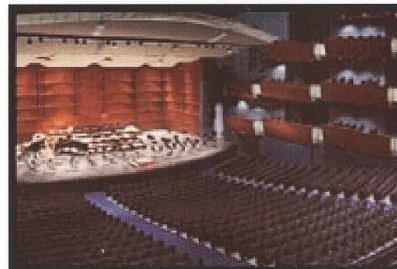


Museum Studies

August 27—October 15
Oklahoma City Museum of Art
415 Couch Drive
Thursdays 5:30—9:00 PM*

OKC Arts Alive!

(Emphasizing the Performing Arts in OKC)
October 23—December 18
Oklahoma City Civic Center
210 N. Walker
Fridays 7:00—11:00 PM*



Courses in the Arts in OKC series are offered by Oklahoma City Community College. Students may enroll for credit or audit. Oklahoma residents over age 65 may enroll for audit at a reduced rate.
*Courses may have additional meeting times and locations.



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Course Descriptions – Fall 2009

LOWER DIVISION CREDIT CLASSES:

BA 2093

PROJECT MANAGEMENT

Instructor: Staff

Fundamentals of Project Management. Deadlines get missed. There's no organized system in place to determine what needs to be done next. It's not clear how much a project will cost or what resources will be needed. There's not a clear time line of what to expect when. Everything takes longer, costs more and doesn't meet expectations when it's done, if it gets done. Fundamentals of Project Management teaches you tried and true techniques to plan and implement anything you want to get done, and keep it on time, on target and within budget. This course deals with the "think work" that must be accomplished before any computer project management software can be used. Offered by Rose State College.

HUM 2123-E01 (057191) MUSEUM STUDIES (MEETS AT OKC MOA) (8-WK)
(CLASS MEETS AT OKC MUSEUM OF ART.)

Instructor: Richard Rouillard

Students will examine the permanent collections and special exhibition galleries of the Oklahoma City Museum of Art, and they will attend lectures, and discussions on related topics. They will explore the behind-the-scenes operations of the museum and will visit other local museums as well. The student will research and make oral and/or written presentations about how the collections in various types of museums reflect human values and cultural traditions. Offered by Oklahoma City Community College.

HUM 2003-M01 (058672) OKC ARTS ALIVE! (8-WK)

(CLASS WILL MEET AT THE OKC CIVIC CENTER & OTHER VENUES.)

Instructor: Ruth Charnay

OKC Arts Alive is a unique class. Our purpose here is to examine the wealth of arts opportunities available in downtown Oklahoma City. By attending a variety of arts venues, we will further our appreciation of arts as a whole, see Oklahoma City's diversity of talented artists, and share in discussions with fellow students and arts leaders. Each student will also have the opportunity to do an oral presentation on an arts event and turn in one paper over an arts experience. Offered by Oklahoma City Community College.

LS 2803 – 8008

INTRODUCTION TO LAW (Paralegal Program Course) (8-WK)

Instructor: Staff

This course is an introduction to the legal system. It will provide an overview of the judicial system and its relationship to legislative bodies and administrative agencies. This course will examine the training and purpose of legal personnel with emphasis on the role of the legal assistant. Offered by Rose State College.

LS 2813 – 8009

LEGAL RESEARCH AND WRITING I (Paralegal Program Course) (8-WK)

Instructor: Staff

A study of the use of federal and state statutes, federal and state court cases, agency rules, secondary legal publications, proper methods of citing, and preparation of a legal memorandum. Prerequisites: ENGL 1113, LS 2803; concurrent enrollment in ENGL 1113 and LS 2803 is permissible; acceptance into the Paralegal/Legal Assistant Program. Offered by Rose State College.

PSER 2213

INTRO TO PUBLIC SERV ORGANIZATIONS (16-WK)

Instructor: Staff

Introduction to principles and problems of public administration, organizational theory, budgeting, motivation and management of human resources and the political environment. Course content is focused on leadership of public/nonprofit agencies. Prerequisites: [R] [W] Offered by Oklahoma State University - OKC.

SOC 1113 (12163)

INTRODUCTION TO SOCIOLOGY (16-WK)

Instructor: Staff

(Classroom plus online; four class meetings, dates)

An introduction to the science of human society with emphasis on basic concepts. Assists the student in understanding the social influences on day-to-day life. Prerequisites: [R] [W] Offered by Oklahoma State University - OKC.

UPPER DIVISION CREDIT CLASSES:

CSDY 4910

GENRE SCREENWRITING I (16-WK)

Instructor: Clif Warren

This seminar is designed to instruct students in recognizing and utilizing structural patterns and strategies of plot, action, character, thought and style in genre screenwriting from short story to film. Via the reading and understanding of the popular genre of the short story, examining the script built from them and viewing the films, students will learn to model their own original scripts. Offered by University of Central Oklahoma.

CSDY 4910

ADV WRIT: THEMES SCENES FORMS (16-WK)

Instructor: Clif Warren

This seminar is designed to familiarize students with themes, scenes and forms in popular fiction, such as the mystery, western, adventure, romance, thriller, and other category novels enjoyed by the general public. Special emphasis will be placed on structuring the student's work. Offered by University of Central Oklahoma.

MGMT 3103

MANAGEMENT & ORG BEHAVIOR (16-WK)

Instructor: Staff

This course offers an essential introduction to management from a behavioral science perspective. Concepts of study include management roles and functions, work motivation, leadership, and human resource management. Prerequisite(s): Sophomore standing. Offered by University of Central Oklahoma. (Prerequisite: Sophomore Standing)

GRADUATE CREDIT COURSES:

- CSDY 5910** **GENRE SCREENWRITING I (16-WK)** **Instructor: Clif Warren**
This seminar is designed to instruct students in recognizing and utilizing structural patterns and strategies of plot, action, character, thought and style in genre screenwriting from short story to film. Via the reading and understanding of the popular genre of the short story, examining the script built from them and viewing the films, students will learn to model their own original scripts. Offered by University of Central Oklahoma.
- CSDY 5910** **ADV WRIT: THEMES SCENES FORMS (16-WK)** **Instructor: Clif Warren**
This seminar is designed to familiarize students with themes, scenes and forms in popular fiction, such as the mystery, western, adventure, romance, thriller, and other category novels enjoyed by the general public. Special emphasis will be placed on structuring the student's work. Offered by University of Central Oklahoma.
- TESL 5763** **SECOND LANGUAGE ACQUISITION (16-WK)** **Instructor: S. Popplewell**
This course will provide an extensive review of research and literature in the field of second language acquisition. Students will examine the developmental nature of second language proficiency and the various factors that influence the process. Offered by University of Central Oklahoma.
- TESL 5413** **LANG STRUCTURE FOR ESL TEACHERS (16-WK)** **Instructor: Sky Elliott**
This course provides practical as well as theoretical information related to the fundamentals of the structure of language as it pertains to the teaching and learning of English language learners in the school setting. Students will be able to apply their understanding of the underlying processes of the ability to produce and interpret oral and written language by developing and analyzing teaching strategies and materials for second language learners. Offered by University of Central Oklahoma.

PROFESSIONAL DEVELOPMENT CLASSES:

- APICS CERTIFIED SUPPLY CHAIN PROF. EXAM PREP COURSE** **Instructor: Staff**
The APICS CSCP brings your company's entire value chain into perspective. By giving you a truly end-to-end view of the supply chain, you become the expert, not just within your organization's walls—you become the global expert. From manufacturing to service, in business and consumer markets, the increasingly important role of effective supply chain management affects all organizations. Customer expectations are high—with the APICS CSCP, you can ensure that your company not only meets, but exceeds them. This exam preparation course is an overview of the information required for you to take the CSCP exam to become a certified supply chain professional.
- BENEFITING FROM DIVERSITY** **Instructor: Larry Fisher**
An understanding of individual and cultural differences between gender, age, religions, lifestyles, beliefs, physical capabilities and cultures is needed to bring out the best in all of us. The creativity, flexibility and commitment gained from our interactions with other cultures and peoples help us to "celebrate our differences".
- CONVERSATIONAL FRENCH - BEGINNING** **Instructor: Clarence Robinet**
Students will study the basics of the French language and practice pronunciation. Ideal for travel or customer service.
- CONVERSATIONAL FRENCH - INTERMEDIATE** **Instructor: Clarence Robinet**
Students will expand their study of the French language and increase their knowledge through additional practice and pronunciation exercises.
- CONVERSATIONAL SPANISH - BEGINNING** **Instructor: Beatriz Meyer**
Students will study the basics of the Spanish language and begin learning pronunciation. Ideal for travel or customer service.
- CONVERSATIONAL SPANISH - INTERMEDIATE** **Instructor: Beatriz Meyer**
Students will continue the study of the Spanish language and increase their knowledge through additional practice and pronunciation exercises.
- EXPLORING CAREER OPTIONS WITH DR. DEBRA VAUGHN** **Instructor: Debra Vaughn**
Interested in changing careers? Learn what steps you can take toward pursuing a new occupation. Dr. Debra Vaughn, Director of Career and Employment Services at OCCC, will demonstrate various online tools that provide guidance in choosing career options. You will explore advantages and requirements associated with various career fields.
- FOOD SERVICE SANITATION CERTIFICATION PROGRAM - INITIAL CERTIFICATION** **Instructor: Pam Brummett**
This 16-hour class is the preparatory class to those wishing to obtain a Food Service Operators Sanitation Certification. Students must attend class meetings and pass an exam at the end of the last day. Textbook and exam are included in the price of the course.
- FOOD SERVICE SANITATION CERTIFICATION PROGRAM - INITIAL CERTIFICATION (SPANISH)** **Instructor: Ryan Scheck**
Same as above, with instruction, textbook and exam in the Spanish language.
- FOOD SERVICE SANITATION CERTIFICATION PROGRAM – RENEWAL CERTIFICATION** **Instructor: Pam Brummett**
This 8-hour class is designed for those wishing to renew a current food service operator certification. The required exam is administered during the last 2 hours of class.
- FOOD SERVICE SANITATION CERTIFICATION PROGRAM – RENEWAL CERTIFICATION (SPANISH)** **Instructor: Ryan Scheck**
Same as above, with instruction, textbook and exam in the Spanish language.
- GLENN SHEPARD SEMINAR - "HOW TO SUPERVISE PEOPLE & LEAD A TEAM"** **Instructor: Glenn Shepard**
A well-known, nationally acclaimed motivational speaker will present a seminar on supervision and leadership.

HOW TO WIN RESPECT & INFLUENCE OTHERS BY DOING NOTHING

Instructor: Donna Rynda

Taking the time to listen to another person is a sign of respect. And respect breeds respect. After completing the workshop you will be able to:
Identify the #1 of co-workers and customers -- and the #1 way to meet that need
Name the "secret" to becoming a more influential listener
Explain the simple strategy to establish mutual respect with every interaction professional productivity.

LEAN FACILITATOR CERTIFICATION

Instructor: Staff

A certification course presenting the theory of applying principles originally used in Lean Manufacturing in process improvement. Using Lean Principles to identify and eliminate waste with specific tools and employee teams improves the efficiency of a process. Developing facilitation skills to lead Lean projects and the evolution of a "Lean Thinking" culture.

QUICKBOOKS—CUSTOMIZING TIPS & TRICKS

Instructor: Wayne Murphy

This seminar is designed for any QuickBooks user, and explains how you can make your QuickBooks uniquely yours. Most QuickBooks users find that customizing their software makes them more professional, and helps them save time with day-to-day tasks. This seminar teaches valuable tips and tricks on how to turn on, and modify key features, to make your QuickBooks workplace the best place to work.

QUICKBOOKS—ITEMS SETUP & TROUBLESHOOTING

Instructor: Wayne Murphy

QuickBooks is extremely easy to use, but very powerful. This power comes mainly from the use of items that mask the general ledger accounts at the transactional level. With this in mind, it is important for QuickBooks' users to have a solid understanding of how Items work in QuickBooks, and how to properly set-up, use, and troubleshoot QuickBooks Items.

QUICKBOOKS—COMMON USER ERRORS & HOW TO FIX THEM

Instructor: Wayne Murphy

This course is designed for any QuickBooks user and examines the most commonly made mistakes regarding the set-up, and use QuickBooks. Most users don't realize they have an issue until they go to print their financials and find their books don't make sense. By understanding the common mistakes and more importantly, WHY they are made, it's easy to learn how to prevent them.

QUICKBOOKS—FOR CONTRACTORS, BUILDERS, AND DEVELOPERS

Instructor: Wayne Murphy

QuickBooks is used by thousands of construction companies, builders and developers; the program is capable of handling most job costing and work in progress accounting needs, as long as it is set-up properly, and transactions are entered correctly. This Seminar provides an efficient way to use QuickBooks to handle most recordkeeping tasks for companies that use Completed Contract to record income and expense.

QUICKBOOKS—WHAT YOUR QUICKBOOKS NEVER TOLD YOU!

Instructor: Wayne Murphy

QuickBooks is a very powerful, easy to use accounting software program; however, the program seems to have limitations most users feel should not be restrictions. This Seminar focuses on a variety of 'work-arounds' that QuickBooks users can put in place to resolve many of these functional limitations.

QUICKBOOKS—CUSTOMIZING REPORTS: SO MUCH MORE

Instructor: Wayne Murphy

QuickBooks contains powerful reporting capabilities that you can leverage for maximum productivity. In this seminar, we'll show you so much more about QuickBooks reporting.

QUICKBOOKS—KEEPING YOUR DATA-FILE FIT

Instructor: Wayne Murphy

This seminar is designed for all QuickBooks users, and explains how you can improve the quality and efficient of your QuickBooks data-file. Most QuickBooks users find that over time QuickBooks slows down dramatically in performance, sometimes information doesn't match-up and sometimes data is missing. This seminar teaches valuable tools you can use to improve and maintain the quality of your QuickBooks data-file.

**QUICKBOOKS—IS THERE A RETAIL SOLUTION FOR YOU?
(POINT-OF-SALE & CASH-REGISTER-PLUS)**

Instructor: Wayne Murphy

Every minute that you spend entering transactions by hand is a minute you're not spending on the more important parts of your retail business. QuickBooks Retail Solutions can perform those recordkeeping tasks for you, automatically, immediately, and accurately. Plus QuickBooks Point-of-Sale can integrate all your sales, inventory and customer information, so that you don't just see the big picture, you actually get more time to work on it. This Seminar focuses on the various QuickBooks Retail Solution Options available, and which ones may be right for your business.

QUICKBOOKS—AN ENTERPRISING SOLUTION FOR YOU

Instructor: Wayne Murphy

Growing businesses need a financial solution that will grow along with the demands of their enterprise. Enterprise Solutions is the most powerful accounting software that QuickBooks has ever offered, and it is designed with the capabilities and flexibility to meet your businesses' unique needs as it grows. This seminar focuses on how you can save thousands in system costs while keeping the familiar QuickBooks interface your staff knows, while "boldly growing where your business has never gone before".

RESIDENTIAL CARE FACILITIES ADMINISTRATORS PROGRAM – INITIAL CERTIFICATION

Instructors: Various

The Residential Care Facilities Administrators Certification program prepares a student to become an administrator in a State licensed residential care or assisted living facility. The 35 hours of classroom instruction covers areas such as rules and regulations, life enrichment, preparing for State surveys, administrative issues, mental illnesses, challenging behavior and nutrition. Students wanting to renew their certification must take eight hours of classroom study annually. Additional M.A.T. is also required.

RESIDENTIAL CARE FACILITIES ADMINISTRATORS PROGRAM – RENEWAL CERTIFICATION

Instructors: Judy Wartman/Leslie Henkuzens and others

This program is designed to meet requirements for 8 hours of required annual continuing education for certified residential care facilities administrators. Additional M.A.T. is also required.

SURVIVAL SPANISH FOR CUSTOMER SERVICE

Instructor: Beatriz Meyer

Learn those few basic phrases that will put a Spanish speaking customer at ease until you can summon help. The session includes understanding and speaking common Spanish greetings and other phrases that are frequently encountered in YOUR work environment. Participants will receive a quick reference card of useful Spanish phrases.

PERSONAL ENRICHMENT CLASSES:

A WOMAN'S GUIDE TO MONEY MATTERS

Bring your mother, sister, daughter, and friends! Together we'll learn what you can do now to help address your financial goals and create a strategy for the future.

Instructor: Rick Johnson

DOWNTOWN AWARENESS & PERSONAL SAFETY

Oklahoma City has one of the safest downtowns in the nation. However, in any urban setting it is important to always be aware of your surroundings. After completing the workshop participants will:

- Recognize potentially threatening situations.
- Identify ways to avoid or defuse threatening situations.
- Increase their level of confidence when working, walking or driving in the downtown.

Instructor: Johnny Watley

H1N1—WHAT YOU NEED TO KNOW NOW!

Carol Smith, Emergency Response Educator with the Oklahoma City-County Health Department, will present current information about the H1N1 virus (often referred to as the swine flu). Learn what steps you can take to help protect yourself and your family.

Instructor: Carol Smith

LATIN DANCE

This class will focus on a group of Latin Dances and provide practice with partners or instructor.

Instructor: Louis Hommel

METROPOLITAN LIBRARY SYSTEM SECOND SUNDAY CONCERT SERIES

Sit back and enjoy these free classical piano concerts by Dr. Wayne McEvilly. Offered by the Metropolitan Library System.

Instructor: Wayne McEvilly

THE 9 STEPS TO BECOMING FINANCIALLY INDEPENDENT

Randy Thurman, former instructor of Fundamentals of Investing at Oklahoma City Community College, certified financial planning Professional and CPA, will conduct this timely class.

Instructor: Randy Thurman

SMALL GROUP FITNESS TRAINING

Light aerobic and strength exercises.

Instructor: Staff

SMOOTH BALLROOM DANCE

This class will provide additional technique and practice in the area of ballroom dancing.

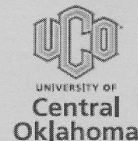
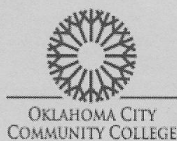
Instructor: Louis Hommel

CORPORATE LEARNING:

The resources of five higher education institutions are available to address your organization's educational needs. The OKC Downtown College develops and presents customized contract learning for business, government, and non-profit organizations. Workshops, seminars, planning retreats, or credit courses are available at your site or in our fully equipped classrooms, computer lab or auditorium at the Ronald J. Norick Library/Learning Center.

ABOUT THE OKC DOWNTOWN COLLEGE

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