MAKE YOUR OWN PATH
Welcome to TulsaTech.edu

We are sure you will find, as thousands of others have, that Tulsa Tech gives you the knowledge and the tools you need to compete in today’s economy, while you MAKE YOUR OWN PATH to success.

- We employ the most skillful and experienced instructors who stay current within their profession.
- Dedication to providing you with the most thorough and up-to-date training possible.
- A great variety of classes to choose from, all at competitive prices and convenient times.
- State-of-the-art classrooms and labs.
- Multiple locations in the Tulsa area.
- No cancellation rule*

*Certain specialized classes are not included in the “no cancellation” practice.

What others are saying...

“Very knowledgeable and informative instructor. Good classroom environment.” - Will

“I really enjoyed this class. Our instructor, Rebecca was very knowledgeable and helpful. She had a great attitude and passion.” - Kristen

“Great class. Great teacher. Motivates me to enroll for more classes.” - Erica
TABLE OF CONTENTS

ARTS, EDUCATION & ENRICHMENT .......... 4
  Apparel, Textiles & Interior Design ....... 4
  Culinary Arts ...................................... 5
  Education .......................................... 6
  Early Care & Education ......................... 8
  Floral Design ........................................ 14
  Visual & Creative Arts ............................ 14

BUSINESS, COMPUTERS ...................... 16
  & TECHNOLOGY
  Business & Finance ............................... 16
  Human Resources ................................ 16
  Computer Applications .......................... 17
  Online Ed2Go ..................................... 18
  Information Technology .......................... 19

CERTIFICATION, LICENSING & CEU ... 20
  Insurance .......................................... 21
  Online UGOTClass ................................ 22
  Appraisal .......................................... 23
  Real Estate ......................................... 23
  Home Inspection .................................... 24
  Law & Public Safety/CE .......................... 25
  Safety ................................................... 26

HEALTH CARE & WELLNESS ............. 27
  Health Education .................................. 27
  Health Careers .................................... 28
  Medical Office & Informatics .................. 31
  Nursing Education ............................... 32
  Wellness ............................................. 33

MANUFACTURING, CONSTRUCTION ...... 34
  & TRANSPORTATION
  Nondestructive Testing .......................... 34
  Drafting ............................................. 34
  Mechatronics ....................................... 35
  Machining ........................................... 35
  Welding ............................................... 37
  Construction ........................................ 39
  Plumbing ............................................ 41
  HVAC-R ............................................... 42
  Service, Repair, & Refinishing ............... 45
  Driver Training ..................................... 46
  Motorcycle ........................................... 47
  Quality/LEAN/ISO ................................. 49

CAREER TRAINING .............................. 52

ENROLLMENT INFORMATION .............. 54

NEW CLASS LIST

ARTS, EDUCATION & ENRICHMENT
  2D Animation, Part 2 ............................ 15
  Cake Decorating .................................... 5
  Clever DIY Wedding Ideas ....................... 14
  Drawing with Markers ............................ 15
  Fruit & Vegetable Carvings ..................... 5
  Gingerbread Houses Made Easy ............... 6
  ServSafe® Manager ............................... 6
  Refresher Certification .......................... 6
  Valuing Differences in Living Color .......... 11

BUSINESS, COMPUTERS & TECHNOLOGY
  Down & Dirty with Excel 2010 ................. 18
  PHR/SPHR Certification Prep ..................... 16

CERTIFICATION, LICENSING & CEU
  Air Conditioning 1 & 2 ......................... 24
  Firm Foundations ................................... 22
  Generational Ethics .............................. 21
  Heating 1 & 2 ...................................... 24
  Insulation & Ventilation ........................ 24
  Interiors ............................................. 24
  Milo-On Target ...................................... 26
  2015 OK Legislative Update ..................... 22
  Professional Practices & Communication 1 & 2
  HEALTH CARE & WELLNESS
  Advanced Unlicensed Assistant ............... 30
  Zumba Fitness ...................................... 33

MANUFACTURING CONSTRUCTION & TRANSPORTATION
  Landlord’s Curse: Plumbing Problems .... 40
  Manual Mill ......................................... 36
  Plumbing CE ........................................ 42
  Water Supply & Pump Systems Drawings .. 41
  Service Plumbing & Business Principles .. 41
**APPAREL, TEXTILES, & INTERIOR DESIGN**

**Intro to Sewing: Level 1**  
APRL-3377  
Have you always wanted to learn to sew but were unsure how to get started? Acquire essential skills to operate a sewing machine, follow a pattern, and select fabric and materials. You will leave class with a completed accessory project and a new found skill. You supply your project materials. The first class meeting includes a trip to the fabric store. 15 hours. $75

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/15-10/13</td>
<td>6-9P</td>
<td>L</td>
<td>$100</td>
</tr>
<tr>
<td>M</td>
<td>10/26-11/23</td>
<td>6-9P</td>
<td>L</td>
<td>$101</td>
</tr>
</tbody>
</table>

**Sewing: Level 2**  
APRL-3378  
Prerequisite: APRL-3377 or some sewing experience  
Continue to build on your foundational sewing skills. Create a simple apparel project while learning how to sew in zippers, darts, waistbands, and more. Sewing machines are available, but you are encouraged to bring your own machine to class. You supply your project materials. The first class meeting includes a trip to the fabric store. 15 hours. $75

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>10/20-11/17</td>
<td>6-9P</td>
<td>L</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Beginning Quilting**  
APRL-3387  
Prerequisite: APRL-3377 or introductory machine sewing experience  
Create a simple two-fabric quilt while learning machine quilting terms and techniques. You supply your own project materials. The first class meeting includes a trip to the fabric store. 21 hours. $95

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>9/3-10/22</td>
<td>6-9P</td>
<td>L</td>
<td>$100</td>
</tr>
</tbody>
</table>

**REBECCA ROININEN**

Rebecca Roininen  
Rebecca has been sewing for over 35 years and quilting for 10 plus years. She has taught sewing at Tulsa Tech for 3 years. Her expertise, tips, tricks and time saving techniques keep her students returning for more classes! Whether you are new to sewing or a veteran she has skills to share.
**Intro to Upholstery**
ATID-3333
Gain a new skill while creating the perfect home accessory. You will learn procedures, equipment, and materials relevant to upholstery as you construct and cover a custom footstool. You bring your own fabric, other supplies are provided. 12 hours. Supply fee $55. Tuition $75

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>11/10-11/24</td>
<td>10A-2P</td>
<td>L</td>
<td>S101</td>
</tr>
</tbody>
</table>

**Beginning Upholstery Students Note:**
The goal for first time students is not to finish a project, but instead to learn procedures, equipment, materials, and safety relevant to upholstery. You will be most satisfied with a small, simple project such as a dining chair, ottoman, or single vehicle seat. Even simple projects can be very time consuming for beginners and more ambitious projects will take longer than class time allows. Sewing is required in these classes and previous sewing experience is recommended.

**Upholstery**
ATID-3330
Prerequisite: Some sewing experience is required
Want to learn how to revive your current accessory pieces? Learn procedures, equipment, materials, and safety relevant to upholstery, including: tear downs, falls, padding, tools, sewing techniques, fabric and trim measuring. You bring your own fabric and trim. Projects are limited to chairs or similarly sized items (no sofas). 40 hours. $225

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/1-9/29</td>
<td>8:30A-5P</td>
<td>L</td>
<td>S100</td>
</tr>
<tr>
<td>T</td>
<td>9/22-11/24</td>
<td>6-10P</td>
<td>L</td>
<td>S101</td>
</tr>
<tr>
<td>T</td>
<td>10/6-11/3</td>
<td>8:30A-5P</td>
<td>L</td>
<td>S102</td>
</tr>
</tbody>
</table>

**CULINARY ARTS**

**Game Day Grub**
FOOD-3425
Watching your favorite team is about more than just the game, it is the perfect time to enjoy friends and great food! Make sure your game day spread scores big by learning to create great party food that is sure to be a hit with all of your guests. 3 hours. Supply fee $15. Tuition $35

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/15</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

**Fruit & Vegetable Carvings**
FOOD-3449
Learn basic knife skills and cutting techniques used to create flower arrangements utilizing fresh fruits and vegetables. 3 hours. Supply fee $15. Tuition $35

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/29</td>
<td>6-9P</td>
<td>OW</td>
<td>S800</td>
</tr>
<tr>
<td>T</td>
<td>11/17</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

**Cake Decorating**
FOOD-3364
Have your cake and decorate it too! We’ll teach you the fundamentals of decorating. You’ll learn the proper use of pastry bags, tips, and frosting. 3 hours. Supply fee $15. Tuition $35

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>10/8</td>
<td>6-9P</td>
<td>SS</td>
<td>S500</td>
</tr>
</tbody>
</table>

**Knife Skills**
FOOD-3446
Did you know that making the appropriate cuts can help you get the most out of your ingredients? Learn knife skills that will help you improve the presentation and quality of your dishes. Bring a chef’s knife and a paring knife to class. 3 hours. Supply fee $8. Tuition $35

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>10/20</td>
<td>6-9P</td>
<td>BA</td>
<td>S300</td>
</tr>
</tbody>
</table>

**Instructor**
Chef Peter has an impressive 25 years of professional experience from a luxury resort in the Caribbean to Executive Sous Chef in a Tulsa casino. He has a strong artistic background in fruit and vegetable carvings and won gold medals in this category. Dedicated to his passion, he looks forward to sharing his cooking and carving skills.

**Peter Dalagan**
Chef Peter has an impressive 25 years of professional experience from a luxury resort in the Caribbean to Executive Sous Chef in a Tulsa casino. He has a strong artistic background in fruit and vegetable carvings and won gold medals in this category. Dedicated to his passion, he looks forward to sharing his cooking and carving skills.
Soup’s On!  
FOOD-3431
A delicious bowl of homemade soup is just what is needed during the cold winter months. Make and taste several fabulous soup recipes while learning basic soup-making techniques. 3 hours. Supply fee $15. Tuition $35

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>11/3</td>
<td>6-9P</td>
</tr>
</tbody>
</table>

Gingerbread Houses Made Easy  
FOOD-3450
It’s holiday time! Celebrate by learning to make and decorate Gingerbread Houses the fast and easy way. No cooking required! 3 hours. Supply fee $15. Tuition $35

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>12/10</td>
<td>6-9P</td>
</tr>
</tbody>
</table>

DIETARY MANAGER

Sanitation & Systems Management  
FOOD-3331
90 hours. $525

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>8/11-12/8</td>
<td>9A-4P</td>
</tr>
</tbody>
</table>

EDUCATION

Special Ed Paraprofessional Training  
EDTR-3334
Required by Oklahoma State Department of Education for all Special Education Paraprofessionals, this course focuses on skills and topics important for success as Special Education Paraprofessionals. 24 hours. Book included $132.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M-TH</td>
<td>9/21-9/24</td>
<td>8A-3P</td>
</tr>
<tr>
<td>M-TH</td>
<td>11/2-11/5</td>
<td>8A-3P</td>
</tr>
</tbody>
</table>

The class was a million times better than I thought it would be. The fact that it was all discussion and student involvement and not tests made the environment less stressful, easier to take-in information and actually apply it to our jobs. Samantha

Mr. Yip held my attention for both days of class. I applaud him; he is very good at what he does. Nick T.

TABE-D Tests of Adult Basic Education

The TABE-D online tests can help adults determine their academic strengths and weaknesses in reading, math, and written language. This is not a Tulsa Tech admissions test. By appointment only. $15

WorkKeys Tests for Career Readiness Certificates

Test fees and certificate costs are covered by Oklahoma Career Tech for testers who are registered at oklahomajoblink.com prior to the tests. With qualifying scores you can earn a National Career Readiness Certificate that is recognized by many businesses throughout the country for hiring and promotions. By appointment only.

8th Grade Reading Proficiency Testing

Available to any student that has not taken or not successfully completed a standardized 8th Grade Reading exam to meet the application requirement for a driver license or permit in Oklahoma. There is no charge for the first test session; subsequent test sessions are $15. Test results will be provided to the student immediately upon completion of the test. By appointment only.

Teaching & Education Certificates Online-UGotClass

Certificates in Designing Webinars, Designing Online Instruction, Developing Hybrid Courses and more are offered online with UGotClass. Visit yougotclass.org/catalog.cfm/tulsatech for additional information.

Enroll Online Today!
Receive $10 discount.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
Child Development Associate (CDA)

The Child Development Associate (CDA) classes are designed to help adult students meet the education eligibility requirements for the CDA credential and to successfully prepare for the CDA Credential Assessment administered by the Council for Early Childhood Professional Recognition.

You can find more information about the Child Development Associate Certification Program at tulsatech.edu and click on “Continuing Education”.

Early Care & Education

All early care and education classes are approved through the Oklahoma Professional Development Registry (OPDR).

CDA Program

Strongly recommended that you are currently working in a child care setting. CDA Block classes may be taken in any order, with the exception of CDA Block 5. Book fees required for series $90

CDA Block 1: Competencies 1 & 4  
FACS-3813  
32 hours. $109  
T/TH 8/11-9/10* 6:30-9:30P TC S150  
M/W 11/2-12/7 6:30-9:30P P S200  
*Summer Term Class

CDA Block 2: Competency 3  
FACS-3814  
32 hours. $109  
T/TH 10/27-12/1 6:30-9:30P TC S150

CDA Block 3: Competency 2  
FACS-3815  
32 hours. $109  
M/W 8/10-9/14* 6:30-9:30P P S200  
T/TH 9/15-10/20 6:30-9:30P TC S150  
*Summer Term Class

CDA Block 4: Competencies 5 & 6  
FACS-3816  
32 hours. $109  
M/W 9/21-10/21 6:30-9:30P P S200

CDA Block 5: Application & Assessment Preparation  
FACS-3817  
Prerequisite: CDA Blocks 1-4 or 120 hours of documented early childhood training  
16 hours. $95  
M/TH 8/17-9/14 6:30-8:30P TC S150

Enroll Online Today!  
Receive $10 discount.
SECC Scholarships may be available. Call 866.343.3881 to inquire. FACS-3989 is a prerequisite for Units 2-10. Flex entry. You have 45 days to complete each unit. Strongly recommended that you are currently working in a child care setting. A certificate of completion is issued once all 10 units are successfully completed. Book fee for series $28.

SECC Scholarship students must also pass an End of Instruction Test.

Unit 1-Promoting Children’s Safety  FACS-3989
Student scholarship co-pay at time of enrollment: $13
$43.50

Unit 6-Guiding Children  FACS-3994
Student scholarship co-pay at time of enrollment: $19.50
$65.25

Unit 2-Providing for Children’s Health  FACS-3990
Student scholarship co-pay at time of enrollment: $13
$43.50

Unit 7-Involving Families & the Community  FACS-3995
Student scholarship co-pay at time of enrollment: $13
$43.50

Unit 3-Providing an Environment for Learning  FACS-3991
Student scholarship co-pay at time of enrollment: $19.50
$65.25

Unit 8-Program Plans & Record Keeping  FACS-3996
Student scholarship co-pay at time of enrollment: $13
$43.50

Unit 4-Child Growth & Development Concepts  FACS-3992
Student scholarship co-pay at time of enrollment: $39
$130.50

Unit 9-Developing as an Early Education Professional  FACS-3997
Student scholarship co-pay at time of enrollment: $13
$43.50

Unit 5-Ensuring Developmentally Appropriate Practice  FACS-3993
Student scholarship co-pay at time of enrollment: $32.50
$108.75

Unit 10-Putting It All Together  FACS-3998
Student scholarship co-pay at time of enrollment: $19.50
$65.25

Need CPR? Check out our AHA Pediatric CPR & First Aid class: HLTH-3411 on page 27.

### DAY  DATE  TIME  LOCATION  SECTION #
M  8/22-10/3  6-9P  L  S100

BA - BROKEN ARROW,  H - HEALTH SCIENCES CENTER,  L - LEMLEY,  OW - OWASSO,  P - PEORIA,  RS - RIVERSIDE,  SS - SAND SPRINGS,  TC - TRAINING CENTER/BIS
### Arranging the Family Child Care Environment

Find creative ways to set up and organize your space, both indoors and out, to meet the needs of the children in your care. 2 hours. $19

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/15</td>
<td>7-9P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Finding Families & Keeping Them: Ideas for Family Child Care

Gather ideas for simple and inexpensive marketing techniques that will help attract families to your program. Ideas for communicating with existing families and getting them involved will also be shared. 2 hours. $19

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/22</td>
<td>7-9P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Homemade Toys for Family Child Care

Reuse household and easy to find items to create unique and engaging toys and activities for young children. 2 hours. $19

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/29</td>
<td>7-9P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Caring for Children in Mixed Age Groups

Providing child care for mixed age groups can be a great challenge, planning and organization can be the key to having an effective and appropriate program for children of a variety of ages. 2 hours. $19

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>10/6</td>
<td>7-9P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Policies & Contracts for Family Child Care Homes

Are you a small business owner of a family childcare home? You should have contracts and policies in place that help you communicate with families. Review components of effective contracts and policies, as well as the pitfalls to avoid. 2 hours. $19

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>10/13</td>
<td>7-9P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Positive Communication in the Early Childhood Environment

The most common reason for conflict is poor communication. Explore ways to communicate with others and positively handle conflicts among adults and children in the early childhood setting. Techniques shared include the use of assertive language, positive attitudes and the negotiation process. You will also learn how to encourage the development of strong communication skills in young children. 5 hours or .5 CEU’s. $29

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/24-8/31</td>
<td>6:45-9:15P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Making the Most of Interest Centers for Two’s Through School Agers

Interest centers can increase learning while reducing behavior issues in your early learning environment. Explore strategies for encouraging meaningful play opportunities and gather tips and tools for setting up successful interest areas for a variety of ages. 5 hours or .5 CEU’s. $29

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>9/12</td>
<td>9A-2P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Move, Sing, Listen & Learn

Changing activities can result in frustration and challenging behaviors within groups of children. Gather ideas for fun and practical games, activities, songs, and props that encourage successful transitions and engage children during group times. 5 hours or .5 CEU’s. $29

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>9/26</td>
<td>9A-2P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

### Making Your Day Count: Integrating Math Into the Early Childhood Classroom

Bring math activities into your daily schedule through interest centers and table top manipulative games for children ages 3-8 years. 5 hours or .5 CEU’s. $29

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>10/3</td>
<td>9A-2P</td>
<td>TC</td>
<td>S150</td>
</tr>
</tbody>
</table>
Valuing Differences in Living Color

This fun-filled and interactive session will begin with you taking a short “work style” self-assessment. Each of the four “Living Color” work styles will be discussed and information provided on how each style’s preferred work and interaction habits affects teamwork. 5 hours. $29

S 10/10 9A-2P TC S150

Puzzlepalooza!

Puzzles play an important role in the development of the whole child. This hands-on course examines the value of puzzles as a tool for early learning. Using a scroll saw, you will have the opportunity to make various types of sturdy wooden puzzles for children. Bring a sack lunch and drink. 5 hours or .5 CEU’s. $29

S 10/24 1 9A-2P TC S150

Science Rocks

Science experiments aren’t for scientists. They are fun for everybody and that includes you and the children in your program. Be ready to be amazed at how easy it is to use ordinary material in extraordinary ways! Ideas shared are appropriate for pre-k and elementary students. 5 hours. .5 CEU’s. $29

S 11/7 9A-2P TC S150

Beyond Books

Reading books with children is important, but so much more can be done to encourage and enhance early literacy and language skills. Gather ideas for literacy activities for a variety of ages, including literacy games, child-made books, and writing activities. 5 hours. $29

S 11/14 9A-2P TC S150

Teaching Kids to Care About Others

We want our children to learn the social emotional skills necessary to become responsible and caring adults. Come and find out how to encourage a cooperative classroom environment and help children develop these qualities through the use of observation techniques, prop box play, cooperative games, child made gifts, and more. 5 hours or .5 CEU’s. $29

S 12/5 9A-2P TC S150

CAREGIVERS TOOLBOX FOR GUIDANCE & BEHAVIOR

The following four modules are presented in partnership with DHS Child Care Licensing.

CEU option available when you successfully complete the entire series.

Module 1: Positive Guidance Techniques

Did you know that there is a reason behind all behavior? Join us as we explore the common reasons children exhibit challenging behaviors, the difference between discipline and punishment, and many techniques for helping children begin to develop self-control. 2.5 hours. $19

T 10/20 6:45-9:15P TC S150

Module 2: Ages & Stages of Early Childhood Behavior

You will examine the behavioral characteristics of children ranging in age from infancy through school age, and discuss appropriate responses to challenging behaviors at each age and stage of development. 2.5 hours. $19

T 10/27 6:45-9:15P TC S150

Module 3: Challenging Behaviors

Tantrums, and biting, and hitting...oh my! We will delve into the causes behind specific challenging behaviors and tips for dealing with each. You will also have the opportunity to write behavior goals and positive guidance plans that involve the family in the discipline process. 2.5 hours. $19

T 11/3 6:45-9:15P TC S150

Module 4: Stopping Behavior Problems Before They Start

Why do certain times of day seem to invite behavior problems? Arrange the learning environment and daily schedule to promote positive guidance all day long. Fun and practical activities for transition times will also be shared. 2.5 hours. $19

T 11/10 6:45-9:15P TC S150
## Special Needs Education Certification Program

The Tulsa Tech Special Needs Education Certificate Program is designed to present information, tools, techniques, and resources enabling caregivers to provide developmentally appropriate services to young children with special needs. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements.

You can find more information about the Special Needs Education Certification Program at [tulsatech.edu](http://tulsatech.edu) and click on “Continuing Education”.

---

### SPECIAL NEEDS EDUCATION CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>Working with Families of Children with Special Needs</th>
<th>FACS-3469</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share information and connect with the families of children with special needs. 5 hours or .5 CEU’s. $29</td>
<td></td>
</tr>
<tr>
<td>M 9/14-9/21 6:45-9:15P TC S150</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavior Strategies for Children with Special Needs</th>
<th>FACS-3955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with special needs often display behaviors which appear inappropriate and disruptive. Learn specific strategies to guide children toward more appropriate behavior. 5 hours or .5 CEU’s. $29</td>
<td></td>
</tr>
<tr>
<td>M 9/28-10/5 6:45-9:15P TC S150</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting the Needs of Children with Speech &amp; Language Disorders</th>
<th>FACS-3956</th>
</tr>
</thead>
<tbody>
<tr>
<td>Become familiar with factors influencing speech and language development and discover ways to support children with special needs as they develop communication skills. 5 hours or .5 CEU’s. $29</td>
<td></td>
</tr>
<tr>
<td>M 10/12-10/19 6:45-9:15P TC S150</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Caring for a Young Child Who Is Highly Active</th>
<th>FACS-3922</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young children are naturally energetic, but why are some children highly active? Discover reasons for high activity levels, and what you can do to help guide and support children who consistently exhibit impulsive, distracted behaviors. 5 hours or .5 CEU’s. $29</td>
<td></td>
</tr>
<tr>
<td>M 10/26-11/2 6:45-9:15P TC S150</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting the Needs of Children with Autism Spectrum Disorder</th>
<th>FACS-3498</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Autism? Explore ways to provide developmentally appropriate care, and education techniques for working with young children with Autism. 5 hours or .5 CEU’s. $29</td>
<td></td>
</tr>
<tr>
<td>M 11/9-11/16 6:45-9:15P TC S150</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Caring for a Child with Sensory Processing Disorder</th>
<th>FACS-3957</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children with Sensory Processing Disorder, also known as Sensory Integration Dysfunction (SID), have trouble organizing information coming in through their senses. Explore the characteristics of children with sensory processing issues and examine strategies for assisting these children in the early childhood setting. 5 hours or .5 CEU’s. $29</td>
<td></td>
</tr>
<tr>
<td>M 12/7-12/14 6:45-9:15P TC S150</td>
<td></td>
</tr>
</tbody>
</table>

---

### Additional Programs

- **Welding Certification Program**
  - Skilled welders are always in demand. Since welding is an important part of our nation’s growth and stability and is widely used in construction, manufacturing, and many other industries, opportunities in the welding field are open ended and can be extremely rewarding. Tulsa Tech’s welding classes provide training opportunities to develop skills in one major process or more for entry or advancement in this lucrative.
  - You can find more information about the Welding Certification Program at [tulsatech.edu](http://tulsatech.edu) and click on “Continuing Education”.

- **Director’s Certificate Program**
  - The Tulsa Tech’s Director’s Certificate Program is designed for administrators, directors and their child care facility assistants. These ten classes are ideal for those who wish to upgrade their knowledge and skills. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements.
  - You can find more information about the Director’s Certificate Program at [tulsatech.edu](http://tulsatech.edu) and click on “Continuing Education”.

- **Child Development Associate (CDA)**
  - The Child Development Associate (CDA) classes are designed to help adult students meet the education eligibility requirements for the CDA credential and to successfully prepare for the CDA Credential Assessment administered by the Council for Early Childhood Professional Recognition.
  - You can find more information about the Child Development Associate Certification Program at [tulsatech.edu](http://tulsatech.edu) and click on “Continuing Education”.

### Schedule

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
Effective Communication for Center Directors

Do you communicate effectively with your staff? Discover practical ways to communicate and connect with the families of children in your childcare setting. 5 hours or .5 CEU’s. $29

TH 9/3-9/10 6:45-9:15P TC S150

Survival Skills for Center Directors

Become more comfortable in the job of Child Care Center Director by discovering key elements of a center director’s job. Identify strategies for making the job more enjoyable while becoming a more effective leader. 5 hours or .5 CEU’s. $29

TH 9/17-9/24 6:45-9:15P TC S150

Encouraging Professionalism for Center Directors

Help staff grow in their commitment to your program and the field of early childhood education by encouraging professional attitudes and behaviors. Provide your staff with the knowledge and assistance they need to provide the best possible experiences for children and families. 5 hours or .5 CEU’s. $29

TH 10/1-10/8 6:45-9:15P TC S150

Time & Money Management for Center Directors

Learn how to effectively manage your resources as well as those of your child care center. Explore the topics of budgeting, fundraising, collecting fees, delegating responsibilities, dealing with paper piles, and much more. 5 hours or .5 CEU’s. $29

TH 10/22-10/29 6:45-9:15P TC S150

Leadership Strategies for Addressing Challenging Behaviors

Designed for center administrators, will show you how to help staff use evidence-based framework to address children’s social emotional development and challenging behavior. 5 hours or .5 CEU’s. $29

TH 11/5-11/12 6:45-9:15P TC S150

Women Managing Women

The early childhood workforce is dominated by both female employers and employees. Learn about the problems most commonly faced by women as they lead other women, and gather ideas for dealing with universal issues, such as “buddy or boss?” 5 hours or .5 CEU’s. $29

TH 12/3-12/10 6:45-9:15P TC S150

The Early Care and Education Program Will Bring Our Classroom to You!

Experience the training process at the pace, place, and schedule that best suits the needs of you and your staff. A wide variety of early care and education topics and class formats are available that comply with OK DHS Licensing requirements. CEU’s available.
FLORAL DESIGN

Fresh Floral Design 1  HORT-3361
Does floral design peak your interest? Do you wonder how symmetrical, one-sided, and vase arrangements are designed? Explore the basics of these design techniques. You supply own handtools. 18 hours. Supply fee $50. Tuition $95
M 9/14-10/19  6-9P  L  S100

Fresh Floral Design 2  HORT-3362
Prerequisite: HORT-3361
Building on the basics, take your floral design to the next level with advanced techniques of arranging flowers and greenery in attractive color placements and in good symmetry. You supply own handtools. 18 hours. Supply fee $65. Tuition $95
M 11/2-12/7  6-9P  L  S100

Beginning Silk Floral Design  HORT-3376
Gain an introduction to the techniques of silk design. Through hands-on projects, you will learn how to select and use design materials to create a balance of texture, symmetry, and color. You provide your own project materials. 18 hours. $95
TH 9/17-10/29  6-9P  L  S100

Advanced Silk Floral Design  HORT-3377
Prerequisite: HORT-3376
Build on your skills as you practice advanced techniques of silk floral design. You will have the opportunity to design and construct quality original projects appropriate for personal or business use. You provide your own project materials. 18 hours. $95
TH 11/5-12/17  6-9P  L  S100

LANGUAGE

Spanish Classes Online visit ed2go.com/tulsatech for additional information.

VISUAL & CREATIVE ARTS

Clever DIY Weddings  HSPT-3334
Are you looking for fresh and unique ideas to save money and still make your wedding look like you hired a professional? Learn tools, tips and tricks of the trade to help plan the wedding of your dreams. Get money-saving techniques, decorate on a budget; vendor and venue tips; simple ways to personalize your special day. 8 hours. $45
T/TH 9/29-10/1  5:30-9:30P  OW  S800

Introduction to Taxidermy  TXDM-3333
Interested in starting a new hobby or pursuing a career in taxidermy? Develop a working knowledge of taxidermy principles with an introduction to birds, big game shoulder mounts, plus life-size and pedestal mammal mounts. Demonstrations with birds, big game and exposure to novelty taxidermy. Gain hands-on experience in skinning birds, deer, and waterfowl. 15 hours. Book fee $25. Tuition $145
TH 9/3-10/1  6-9P  OW  S800

Intro to Colored Pencil Illustration  ADVT-3341
Anyone can learn to draw, no artistic ability required! Create both realistic illustrations and cartoons using Prismacolor pencils. You provide some class material, others are provided in class. 12 hours. $75
TH 9/3-9/24  6-9P  L  S100

Colored Pencil Illustration  ADVT-3335
Prerequisite: ADVT-3341 recommended but not required
Learn how to draw portraits, cartoons or whatever you’re interested in with Prismacolors. Nationally recognized sports artist and cartoonist, Dayne Dudley, can teach you! Supplies required. 30 hours. $135
TH 10/1-12/17  6-9P  L  S100

DAY  | DATE   | TIME  | LOCATION | SECTION #
M    | 8/22-10/3 | 6-9P  | L        | S100
2D Animation Part 2  ADVT-3345
Prerequisite: ADVT-3344 OR 3D high school program
Learn how to create the illusion through the practical application of 28 proven animation disciplines from Fundamentals of Disney Animation (FODA), which has become the basis for many college animation programs around the world. 30 hours. $125
T/TH  9/8-10/8  6-9P RS S400

Drawing With Markers  ADVT-3346
Prerequisite: ADVT 3344 OR 3D high school program
Starting with basic theory, enhanced with proven artistic disciplines of composition and perspective, you will explore the fascinating world of color. Exercises will develop and enhance individual style and effective technique. Quickly learn how to build on what works well and push back from what does not. 30 hours. $195
M/W  9/21-10/21  6-9P RS S400

Modern Recording Techniques  RAPA-3336 for Studio & Stage (Pro Tools)
Learn a variety of recording and mixing techniques for the studio and stage, while gaining experience in the Pro Tools software. Through lecture, demonstration, and hands-on studio time, you will learn every step of the album making process. 48 hours. $269
M  9/14-11/30  6-10P RS S400

Build Your Own Amp  ELTN-3352
Experience an introduction to amp-building technology while you solder and assemble your own tube amplifier from a kit. 30 hours. Amp kit and other supplies $447. Tuition $165
M  9/21-11/23  6-9P L S100

Digital Photography  PHTO-3373
Now: Part 1
Your photography doesn’t have to be limited to snapshots and “happy accidents”. You will learn to use the many features on your camera, and be introduced to how to organize and improve your photographs in image-editing programs. An introduction to Adobe Lightroom and similar programs is included. Class includes a field trip. Digital camera required. 32 hours. Book fee $30. Tuition $225
TH  10/22-12/17  6-10P OW S800

Photoshop Now!  GRPH-3338
Prerequisite: Basic computer skills
With Photoshop you can retouch your photos, create composites, use filters for different effects, and salvage bad photos. 40 hours. Book fee $30. Tuition $245
T  9/15-11/17  6-10P OW S800

Digital Photography & Photoshop Classes Online-Ed2go
Visit ed2go.com/tulsatech for additional information.

The way Mr. Henderson teaches, you retain the information. Rachel N.
BUSINESS & FINANCE

QuickBooks Pro 2013  ACCT-3393
Starting a business? Changing accounting systems? Organize your business finances in an efficient and manageable manner. Navigate the essentials of setting up new customer and vendor accounts, customizing reports, creating invoices, recording sales, and entering payments. You must bring a 2GB flash drive to class. 36 hours. Book fee $90. Tuition $245
M/W 9/9-10/19  5:30-8:30P L S100

Get Your Website Right & Grow Your Small Business
GRPH-3399
If your website isn’t growing your business or you don’t have one, this class can help! Geared toward the small business owner, you will formulate and execute a customized plan to get your business online. Find out what platform works best for your business (Squarespace, Shopify or Wordpress) and leave with a functional website and e commerce store. 24 hours. $145
T 9/29-11/17  6-9P RS S400

Social Media Classes Online-UGotClass
Social Media for Business, eMarketing Essentials, Facebook, Google Analytics, Improving Email Promotions, Evernote and more are offered online with UGotClass. Visit yougoclass.org/catalog.cfm/tulsatech for additional information.

HUMAN RESOURCES

PHR/SPHR Certification Prep  HRA-3334
PHR/SPHR Certification Prep course is endorsed by the Tulsa Area Human Resource Association (TAHRA). Designed to provide you with an overview of key areas in human resource management. Materials cover the functional areas, responsibilities, and associated knowledge as defined by the Human Resource Certification Institute (HRCI). Non-refundable books sold first night of class. 42 hours. Book fee $460. Tuition $295
TH 8/13-11/19  6-9P TC S150

PHR/SPHR Certification Prep
Is getting your PHR/SPHR certification one of your goals? Do you prefer to study outside of a classroom setting? This new three day crash course format allows you to get the key concepts and then allows time to study either on your own or in a group. Great format for someone who does not have the time to commit for three months. 24 hours. Book fee $460. Tuition $175
W-F 9/23-9/25  8A-5P TC S150

SHRM Last Minute Exam Review  HRA-3336
A quick review to compliment the PHR/SPHR Certification Prep course. Take a practice exam similar to the HRCI exam the first night. The following sessions are detailed discussions of the rationale for the correct answers as defined in the SHRM® Learning System materials. 20 hours. Book included $395.
W 12/2  5:30-9:30P TC S150
TH 12/3  6-9P
F 12/4  8A-5P
S 12/5  8A-12P
Business Certificates Online-UGotClass


**COMPUTER APPLICATIONS**

**Computer Essentials for the Beginner**

CIS-4075

Does the idea of turning on a computer and understanding all the programs overwhelm you? Ease your way into technology by exploring the computer desktop, using the Internet, introduction to Word, setting up and using e-mail and Facebook, downloading and sharing photos.

**Excel Basics 2010**

CIS-3991

Still using a calculator and paper to record data and perform calculations? Discover ways to save time by learning how to create, edit and modify a spreadsheet and practice performing calculations and printing. 8 hours. Book included $125

T/TH 9/22-9/24 5:30-9:30P OW S800

---

**ONLINE TRAINING**

Set your own schedule and gain valuable computer skills from the comfort of your home or office. Our Ed2go instructor-facilitated online classes are informative, fun, convenient, and highly interactive. Over 300 classes starting each month for as low as $89. Visit ed2go.com/tulsatech for more information.

**DAY** | **DATE** | **TIME** | **LOCATION** | **SECTION #**
--- | --- | --- | --- | ---
M | 8/22-10/3 | 6-9P | L | S100
Excel Intermediate 2010  
CIS-3992

Take your Excel skills to the next level. Experience using multiple workbooks, advanced formatting, outlining and subtotals and creating and managing cell ranges. Sort and filter tables, share workbooks on the web, learn advanced charting, documenting, auditing and how to manipulate templates. 8 hours. Book included $125

T/TH 11/3-11/5 5:30-9:30P  OW  S800

Down & Dirty with Excel 2010  
CIS-3555

Get up to speed quickly with MS Excel 2010. By the end of the class, novice computer users should be able to create a new spreadsheet, work with basic formulas, create charts, as well as make their spreadsheets look professional and presentable. 4 hours. $45

T 11/17 6-10P  OW  S800

Cisco Certification Program

Our Cisco Networking Academy provides the skills necessary to obtain the Cisco Certified Entry Networking Technician Certification (CCENT) and Cisco Certified Network Associate Routing & Switching Certification (CCNA Routing & Switching). A CCENT is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions.

You can find more information about the Cisco Certification Program at tulsatech.edu and click on “Continuing Education”.

CompTIA Certification

CompTIA is the world’s largest provider of vendor-neutral information technology certifications. CompTIA certifications are developed with the support of leading technology companies and organizations, and validated by field experts from around the world. Tulsa Tech’s CompTIA Authorized Academy prepares you to take the latest CompTIA exams for A+.

You can find more information about the CompTIA Certification at tulsatech.edu and click on “Continuing Education”.

INFORMATION TECHNOLOGY

CISCO CERTIFICATION

Intro to Networks CSCO-3336
Receive an introduction to the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations will be introduced to provide a foundation for the curriculum. By the end of the class, you will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes. 80 hours. $545
T/TH 9/10-11/19 6-10P RS S400

COMPTIA CERTIFICATION

CompTIA A+ Hardware, Part 2 CSC-3416
Prerequisite: CSC-3415
32 hours. Lab Manual included $295
T/TH 9/10-10/6 6-10P OW S800
T/TH 10/13-11/10 6-10P OW S801
T/TH 11/17-12/15 6-10P OW S802

CompTIA A+ Software, Part 1 CSC-3417
Prepare for the A+ 220-802 certification exam as you experience a thorough study of the skills needed to configure, repair and troubleshoot Windows. Specific areas of concentration include operating systems, security and mobile devices. 32 hours. Lab Manual included $295
T/TH 9/10-10/6 6-10P OW S800
T/TH 10/13-11/10 6-10P OW S801
T/TH 11/17-12/15 6-10P OW S802

CompTIA A+ Software, Part 2 CSC-3418
Prerequisite: CSCO-3417
32 hours. Lab Manual included $295
T/TH 9/10-10/6 6-10P OW S800
T/TH 10/13-11/10 6-10P OW S801
T/TH 11/17-12/15 6-10P OW S802

Information Technology Classes Online-Ed2go
Networking, PC Security, ASP.NET, PHP & MySQL and more are offered online with Ed2go. Visit ed2go.com/tulsatech for additional information.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
CERTIFICATION, LICENSING & CEU

Access your potential.

CAREER TECH TESTING
The Riverside and Peoria Campuses offer testing and state exams. Please call 918.828.5000 to be connected to the campus that corresponds to your testing requirements.

INSURANCE LICENSING

Insurance License Life/ Accident & Health Exam Prep
16 hours. $195
M/T 9/28-9/29 8A-6P TC S1509

Insurance Licensing Property & Casualty Exam Prep
16 hours. $195
M/T 8/24-8/25 8A-6P TC S1508
M/T 10/5-10/6 8A-6P TC S1510

INSURANCE CE

We offer 24 hours of continuing education classes every month. We offer LTC classes quarterly.

Ethics Getting Personal Communications
INS-4121
Approved for OID Ethics 1019746. 3 hours. $25
M 9/14 8-10:40A TC S1509
W 10/7 8-10:40A TC S1510
M 11/9 8-10:40A TC S1511
W 12/9 8-10:40A TC S1512

2015 National Trends
INS-4128
Insurance Legislation
Approved for Legislative Update OID 1021939. 2 hours. $20
M 9/14 10:50A-12:35P TC S1509
W 10/7 10:50A-12:35P TC S1510
M 11/9 10:50A-12:35P TC S1511
W 12/9 10:50A-12:35P TC S1512

Staying Legal
INS-4122
Approved for OID ProGen 1019748 and AdjGen 1019747. 3 hours. $25
M 9/14 1:30-4:10P TC S1509
W 10/7 1:30-4:10P TC S1510
M 11/9 1:30-4:10P TC S1511
W 12/9 1:30-4:10P TC S1512

Earthquake Insurance
INS-4126
Approved for OID Earthquake 1021262. 1 hour. $15
T 9/15 8-8:50A TC S1509
TH 10/8 8-8:50A TC S1510
T 11/10 8-8:50A TC S1511
TH 12/10 8-8:50A TC S1512

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
## Claims Fulfilling Promises

Approved for OID ProGen 1021259 & Adjustor 1021258. 3 hours. $25

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/15</td>
<td>9-11:40A</td>
<td>TC</td>
<td>$1509</td>
</tr>
<tr>
<td>TH</td>
<td>10/8</td>
<td>9-11:40A</td>
<td>TC</td>
<td>$1510</td>
</tr>
<tr>
<td>T</td>
<td>11/10</td>
<td>9-11:40A</td>
<td>TC</td>
<td>$1511</td>
</tr>
<tr>
<td>TH</td>
<td>12/10</td>
<td>9-11:40A</td>
<td>TC</td>
<td>$1512</td>
</tr>
</tbody>
</table>

## Insurance Grab Bag: Almost Like A Box Of Chocolates

Approved for OID ProGen & CSR 1018212. 4 hours. $35

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>9/15</td>
<td>12:30-4:10P</td>
<td>TC</td>
<td>$1509</td>
</tr>
<tr>
<td>TH</td>
<td>10/8</td>
<td>12:30-4:10P</td>
<td>TC</td>
<td>$1510</td>
</tr>
<tr>
<td>T</td>
<td>11/10</td>
<td>12:30-4:10P</td>
<td>TC</td>
<td>$1511</td>
</tr>
<tr>
<td>TH</td>
<td>12/10</td>
<td>12:30-4:10P</td>
<td>TC</td>
<td>$1512</td>
</tr>
</tbody>
</table>

## Mr. Joe Jordan is an excellent instructor. He makes the subject matter interesting and adds a measure of his professional experience. Phillip B.

## TULSA TECH CERTIFICATE PROGRAMS

- Basic IV Therapy
- Director’s Certificate Program
- Special Needs Education
- Welding Training

## NATIONAL CERTIFICATIONS

- ACE Personal Trainer
- American Heart Association
- American Registry of Radiology
- Technologists (AART)
- Mammography Certification
- ASNT Nondestructive Testing (MT, PT, ET and UT Level I & Level II classroom training)
- AWS Welder Certification Testing
- Central Service Technician
- Certified Medical Coding
- Child Development Associate (CDA)
- CISCO - Certified Entry Networking Technical (CCENT)
- CISCO - Certified Network (CCNA Routing & Switching)
- CompTIA A+ Dietary Manager
- EPA Section 608
- Hazwoper; 40 Hour, 8 Hour Refresher
- HR PHR/SPHR Certification
- OSHA – 10 Hour
- Pharmacy Technician
- Phlebotomy Technician
- ServSafe Manager Certification
- SolidWorks

## STATE CERTIFICATIONS

- Appraisal
- Advanced Unlicensed Assistant (AUA)
- Auto Detailing
- Certified Medication Aide (CMA)
- Home Inspection
- HVAC-R & HVAC CE
- Insurance
- Law Enforcement/Private Security CE
- Long Term Care/Nurse Aide (CNA)
- Medication Administration Training (MAT)
- OK CNG/NGV Technician
- Plumbing/Plumbing CE
- Real Estate Pre-licensure Sales Associate
- Real Estate Broker’s License
- RN-PN Nurse Refresher
- School Bus Driver Training
- Security Guard; Phase I, II, III, IV, V
- Special Education Paraprofessional

## NATIONAL CERTIFICATIONS - PAGE 33

- • ACE Personal Trainer
- • American Heart Association
- • American Registry of Radiology
- • Technologists (AART)
- • Mammography Certification
- • ASNT Nondestructive Testing (MT, PT, ET and UT Level I & Level II classroom training)
- • AWS Welder Certification Testing
- • Central Service Technician
- • Certified Medical Coding
- • Child Development Associate (CDA)
- • CISCO - Certified Entry Networking Technical (CCENT)
- • CISCO - Certified Network (CCNA Routing & Switching)
- • CompTIA A+
- • Dietary Manager
- • EPA Section 608
- • Hazwoper; 40 Hour, 8 Hour Refresher
- • HR PHR/SPHR Certification
- • OSHA – 10 Hour
- • Pharmacy Technician
- • Phlebotomy Technician
- • ServSafe Manager Certification
- • SolidWorks

## STATE CERTIFICATIONS - PAGE 30

- • Appraisal
- • Advanced Unlicensed Assistant (AUA)
- • Auto Detailing
- • Certified Medication Aide (CMA)
- • Home Inspection
- • HVAC-R & HVAC CE
- • Insurance
- • Law Enforcement/Private Security CE
- • Long Term Care/Nurse Aide (CNA)
- • Medication Administration Training (MAT)
- • OK CNG/NGV Technician
- • Plumbing/Plumbing CE
- • Real Estate Pre-licensure Sales Associate
- • Real Estate Broker’s License
- • RN-PN Nurse Refresher
- • School Bus Driver Training
- • Security Guard; Phase I, II, III, IV, V
- • Special Education Paraprofessional

## Certification Training Available at Tulsa Tech!

- Basic IV Therapy
- Director’s Certificate Program
- Special Needs Education
- Welding Training

- Plant Manager
- Certified Medical Coding
- Child Development Associate (CDA)
- CSCO - Certified Entry Networking Technical (CCENT)
- CSCO - Certified Network (CCNA Routing & Switching)
- CompTIA A+
- Dietary Manager
- EPA Section 608
- Hazwoper; 40 Hour, 8 Hour Refresher
- HR PHR/SPHR Certification
- OSHA – 10 Hour
- Pharmacy Technician
- Phlebotomy Technician
- ServSafe Manager Certification
- SolidWorks

- Advanced Unlicensed Assistant (AUA)
- Auto Detailing
- Certified Medication Aide (CMA)
- Home Inspection
- HVAC-R & HVAC CE
- Insurance
- Law Enforcement/Private Security CE
- Long Term Care/Nurse Aide (CNA)
- Medication Administration Training (MAT)
- OK CNG/NGV Technician
- Plumbing/Plumbing CE
- Real Estate Pre-licensure Sales Associate
- Real Estate Broker’s License
- RN-PN Nurse Refresher
- School Bus Driver Training
- Security Guard; Phase I, II, III, IV, V
- Special Education Paraprofessional

- ACE Personal Trainer
- American Heart Association
- American Registry of Radiology
- Technologists (AART)
- Mammography Certification
- ASNT Nondestructive Testing (MT, PT, ET and UT Level I & Level II classroom training)
- AWS Welder Certification Testing
- Central Service Technician
- Certified Medical Coding
- Child Development Associate (CDA)
- CSCO - Certified Entry Networking Technical (CCENT)
- CSCO - Certified Network (CCNA Routing & Switching)
- CompTIA A+
- Dietary Manager
- EPA Section 608
- Hazwoper; 40 Hour, 8 Hour Refresher
- HR PHR/SPHR Certification
- OSHA – 10 Hour
- Pharmacy Technician
- Phlebotomy Technician
- ServSafe Manager Certification
- SolidWorks

- Appraisal
- Advanced Unlicensed Assistant (AUA)
- Auto Detailing
- Certified Medication Aide (CMA)
- Home Inspection
- HVAC-R & HVAC CE
- Insurance
- Law Enforcement/Private Security CE
- Long Term Care/Nurse Aide (CNA)
- Medication Administration Training (MAT)
- OK CNG/NGV Technician
- Plumbing/Plumbing CE
- Real Estate Pre-licensure Sales Associate
- Real Estate Broker’s License
- RN-PN Nurse Refresher
- School Bus Driver Training
- Security Guard; Phase I, II, III, IV, V
- Special Education Paraprofessional

- National Certifications Page
  - • ACE Personal Trainer ..........................33
  - • American Heart Association .................27
  - • American Registry of Radiology ..........30
  - • Technologists (AART)
  - • Mammography Certification
  - • ASNT Nondestructive Testing ...............34
  - • AWS Welder Certification Testing ............39
  - • Central Service Technician .................30
  - • Certified Medical Coding ...................31
  - • Child Development Associate (CDA) ...8
  - • CSCO - Certified Entry Networking ..19
  - • CSCO - Certified Network .................19
  - • CompTIA A+ ....................................19
  - • Dietary Manager .............................6
  - • EPA Section 608 ...............................45
  - • Hazard; 40 Hour, 8 Hour Refresher ...26
  - • HR PHR/SPHR Certification .................16
  - • OSHA – 10 Hour ............................26
  - • Pharmacy Technician .......................30
  - • Phlebotomy Technician ......................30
  - • ServSafe Manager Certification ............6
  - • SolidWorks .....................................36

- State Certifications Page
  - • Appraisal .....................................23
  - • Advanced Unlicensed Assistant (AUA) ...30
  - • Auto Detailing ..................................45
  - • Certified Medication Aide (CMA) .......29
  - • Home Inspection ...............................24
  - • HVAC-R & HVAC CE .........................42
  - • Insurance .......................................20
  - • Law Enforcement/Private Security CE ....26
  - • Long Term Care/Nurse Aide (CNA) .......29
  - • Medication Administration Training (MAT) 28
  - • OK CNG/NGV Technician .....................46
  - • Plumbing/Plumbing CE .......................41
  - • Real Estate Pre-licensure Sales Associate 23
  - • Real Estate Broker’s License ...............23
  - • RN-PN Nurse Refresher .....................32
  - • School Bus Driver Training .................46
  - • Security Guard; Phase I, II, III, IV, V, ...25
  - • Special Education Paraprofessional .......6

- Tulsa Tech Certificate Programs
  - • Basic IV Therapy .............................33
  - • Director’s Certificate Program ............13
  - • Special Needs Education ....................12
  - • Welding Training .............................37
NEW! Certificate in Effective Surveys
- Using Surveys to Improve Business and Work Productivity
- High Response Surveys
- Advanced Survey Research

NEW! Certificate in Project Management
- Introduction to Project Management
- Project Management Project Processes
- Project Management Knowledge Areas

ENROLL NOW!
Don’t see what you want? Go online and choose from over 100 certificates and classes

2015 OK Legislative Update  INS-4130
Approved for Legislative Update. 2 hours. $20
F  8/21 10:50A-12:35P TC S1508
M  9/21 10:50A-12:35P TC S1509
T 10/27 10:50A-12:35P TC S1510
M 11/16 10:50A-12:35P TC S1511
F 12/11 10:50A-12:35P TC S1512

Firm Foundations  INS-4131
Approved for OID ProGen 1023558. 3 hours. $25
F  8/21 1:30-4:10P TC S1508
M  9/21 1:30-4:10P TC S1509
T 10/27 1:30-4:10P TC S1510
M 11/16 1:30-4:10P TC S1511
F 12/11 1:30-4:10P TC S1512

2014 LTC Partnership  INS-4124
Made Almost Useful
Approved for OID LTC Partnership & ProGen 1020738. 8 hours. $65
W 10/28 8A-4:10P TC S1510

2014 Best Darn LTC Partnership  INS-4125
Approved for OID LTC Partnership & ProGen 1020736. 4 hours. $35
W 10/28 12:30-4:10P TC S1510

NEW!
- Career Strategies!
- Change Management Skills for Human Resources Professionals
- For Parents of Boys
- Law for Non-Lawyers
- Your Workplace, Your Employees and The Law

Why choose UGotClass?
* Expert Instructors
* Discussion Areas
* Quizzes
* Interactive slides
* Audio lectures
* Online readings
* Classes offered multiple start dates

Don’t see what you want? Go online and choose from over 100 certificates and classes

1 Go to the website listed below
2 Find your course or certificate
3 Register today! Call 918.828.5000

www.yougotclass.org/catalog.cfm/TulsaTech

Learn when it is best for you…Day or Night…24/7. YOU choose.
### APPRAISAL LICENSING & CE

#### Residential Site Valuation & Cost Approach
- **RE-3513**
  - 14 hours. Book fee $30. Tuition $175
  - S/SU 8/8-8/9 8:30A-5P TC S1508

#### Residential Site Valuation & Cost Approach
- **RE-3508**
  - 15 hours. Book fee $30. Tuition $175
  - S/SU 8/8-8/9 8:30A-5P TC S1508

#### Appraising Green Residences
- **RE-3554**
  - 7 hours. Book fee $20. Tuition $150
  - S 8/15 8:30A-5P TC S1508

#### USPAP Update
- **RE-3489**
  - Required for renewal for Appraisal licensing.
  - 7 hours. Book fee $110. Tuition $175
  - W 8/26 1-9P TC S1508

#### Mastering Unique & Complex Property Approach
- **RE-3528**
  - 20 hours. Book fee $45. Tuition $295
  - F-SU 9/11-9/13 8:30A-5P TC S1509

#### Mastering Unique & Complex Property Approach
- **RE-3529**
  - 18 hours. Book fee $45. Tuition $295
  - F-SU 9/11-9/13 8:30A-5P TC S1509

#### Residential Appraisal Review
- **RE-3556**
  - 7 hours. Book fee $20. Tuition $150
  - W 9/30 1-8P TC S1509

---

### REAL ESTATE

#### ONLINE APPRAISAL LICENSING & CE

Check out online classes through CareerWeb School at tulsatech.edu and click on “Continuing Education” for information and enrollment.

#### ONLINE REAL ESTATE SALES ASSOCIATE

Check out the online class held in partnership with Southwest Learning at tulsatech.edu and click on “Continuing Education” for information and enrollment.

### REAL ESTATE CE

#### Broker in Charge
- **RE-3536**
  - 15 hours. $85
  - W/TH 10/7-10/8 8:30A-5P TC S1510
  - W/TH 12/9-12/10 8:30A-5P TC S1512

  **$15 Tuition on all 3 hour Real Estate CE classes.**

#### Fair Housing & Case Studies
- **RE-3535**
  - T 9/15 8-11A TC S1509

#### Laws Affecting RE Practice
- **RE-3351**
  - W 10/21 8-11A TC S1510

#### Ethics Count
- **RE-3444**
  - W 10/21 12-3P TC S1510

#### Fair Housing Update
- **RE-3378**
  - W 11/4 8-11A TC S1511

#### Diversity & Doing Business
- **RE-3433**
  - W 11/4 12-3P TC S1511

#### Understanding the Sales Agreement
- **RE-3701**
  - T 12/8 1-4P TC S1512

---

Licensing & Continuing Education classes are offered on a regular basis. You can find more information at tulsatech.edu and click on “Continuing Education” or call 918.828.5000.
ONLINE REAL ESTATE CE

Check out online classes through CareerWeb School at tulsatech.edu and click on “Continuing Education” for information and enrollment.

HOME INSPECTION LICENSING & CE

Home Inspection Licensing  HOME-3334
90 hours. Book fee $95. Tuition $450
T/TH 8/18-12/3 6-9P TC S1508

Air Conditioning 1  HOME-3341
Keep up-to-date on your Home Inspection CE hours. Expand your knowledge of best practice and licensing requirements for AC systems. Identify and review components, configurations, and how to ensure an AC unit is operating properly. 4 hours. $25
M 9/14 5-9P TC S150

Air Conditioning 2  HOME-3342
Keep up-to-date on your Home Inspection CE hours. Expand your knowledge of AC systems with a focus on Heat Pump Systems. Explore and review the component, configurations, and how to insure Heat Pump Systems are in proper operating condition. 4 hours. $25
W 9/16 5-9P TC S150

Heating 1  HOME-3335
Meet Home Inspection CE hours and expand your knowledge of heating systems. Learn the key elements of safely inspecting gas and oil furnaces. 4 hours. $25
M 10/12 5-9P TC S150

Heating 2  HOME-3336
Meet Home Inspection CE hours and expand your knowledge of heating systems. Learn the key elements of safely inspecting electric furnaces and wood heaters. 4 hours. $25
W 10/14 5-9P TC S150

Insulation & Ventilation  NEW HOME-3337
Keep your Home Inspection license active. Expand your knowledge as you explore how insulation, air/vapor barriers, and ventilation keep houses comfortable and structurally sound. 4 hours. $25
M 11/16 5-9P TC S150

Interiors  NEW HOME-3338
Keep your Home Inspection license active. Expand your knowledge as you identify problem areas in homes caused by the common building materials used. 4 hours. $25
W 11/18 5-9P TC S150

Professional Practices & Communication 1  NEW HOME-3339
Improve your professional practice and communication skills by reviewing the Home Inspection Standards and Codes of Ethics guidelines. 4 hours. $25
M 12/7 5-9P TC S150

Professional Practices & Communication 2  NEW HOME-3340
Explore ways to improve verbal and written skills necessary for the Home Inspection process. 4 hours. $25
W 12/9 5-9P TC S150

You can find more information at tulsatech.edu and click on “Continuing Education” or call 918.828.5000.

Online Real Home Inspection CE
Check out online classes through CareerWeb School at tulsatech.edu and click on “Continuing Education” for information and enrollment.

You can find more information at tulsatech.edu and click on “Continuing Education” or call 918.828.5000.
LAW & PUBLIC SAFETY/CE

SECURITY GUARD

Security Guard, Phase I & II  PRFD-3334
Unarmed private security guards acquire skills in writing accurate field notes, responding to emergency situations, honing your observation skills, interpreting legal documents, discussing patrolling techniques, public relations, documentation tips, and investigative procedures. 40 hours. Book included $159

M/T/TH  8/31-9/28  6-9:30P  BA S300
M/T/TH  11/2-11/30  6-9:30P  P S200

Security Guard, Phase III  PRFD-3335
(Private Investigator)
Advance your skills in surveillance, investigations, communications and court testimony. A strong emphasis is placed on the importance of developing and maintaining client trust. Study federal and state statues, contracts and disclosures. 100% attendance is required and score at least 85% on all exams. 35 hours. Book included $155

M/T/TH  9/29-10/29  6-9:30P  BA S300

Private Security  PRFD-3433
Phase IV (Firearms)
Prerequisite: Successfully completed Phase III or Phase I and III prior to enrollment, minimum age 21 years, and pass the Minnesota Multiphasic Personality Inventory (MMPI) test.

Instruction meets the required training criteria for Armed Security and/or Armed Private Investigator Licensing. Instruction includes: weapon nomenclature and inspection, shooting fundamentals, and safety per CLEET standards. Training will include 12 hours of classroom learning and 20 hours of on-range instruction and qualifying exercises. Successful completers will have 100% attendance, score 85% or better on written tests and pass all CLEET qualifications on-range, and pass the CLEET Phase IV testing to be eligible for making application for licensing. You will be required to supply all personal protective equipment, weapon, belt, holster, 3 magazines, and 400-450 rounds of NEW ammunition. DO NOT BRING YOUR WEAPON ONTO ANY CAMPUS! 32 hours. Book included $249

M/T/TH/F  10/19-10/23  6-10P  P S200
S/SU  10/24-10/25  8A-5P  S201
M/T/TH/F  12/7-12/11  6-10P  P S201
S/SU  12/12-12/13  8A-5P

Tulsa Tech partnering with The Center for Legal Studies brings you exciting new career opportunities! Choose from online or independent study options. Some of the professional training classes offered are Legal Investigation, Paralegal, Legal Secretary, Legal Nurse Consultant, Alternate Dispute Resolution, and Victim Advocacy. For more info about these classes, visit tulstatech.edu and click on continuing education or call 918.828.5000
The following 2 classes have been accredited by the Council on Law Enforcement Education and Training for 4 hours of mandatory continuing education credit. Regarding any law enforcement concepts, practices, methods, techniques, products, or devices as might be taught, promoted, or otherwise espoused in outside schools or seminars, there is no intent, expressed or implied, that ‘accreditation’ indicates or in any way conveys ‘CLEET approval’ of such concepts, practices, methods, techniques, products, or devices, unless such approval is explicitly stated by CLEET.

**Law Enforcement Expandable Baton Training**

Learn effective baton carry and deployment techniques, including proper strike zone identification & exploitation in conjunction with defense strategies commonly utilized with the baton. Liability and relevant case law will also be covered. Expandable baton required. 4 hours. $35

- **Day:** W
- **Date:** 10/14
- **Time:** 6-10P
- **Location:** P
- **Section #:** S200

**Milo-On Target**

**Prerequisite:** PRFD-3433 or currently licensed law enforcement or private security

Using the Milo Range realistic simulator training system, officers can sharpen their skills in recognizing potentially dangerous situations, use of force, judgement, and potential threats using realistic scenarios. Save money, no firearms or ammunition needed. 4 hours. $35

- **Day:** W
- **Date 1:** 9/9
- **Time:** 6-10P
- **Location:** P
- **Section #:** S200
- **Day:** W
- **Date 2:** 12/9
- **Time:** 6-10P
- **Location:** P
- **Section #:** S201

**CLEET CE Online-Ed2go**

Check out our 6-week online CLEET Approved CE classes with Ed2go courses. Visit ed2go.com/tulsatech for a complete list of classes.

---

**SAFETY**

Call 918.828.5000 for scheduling information in regard to OSHA 10-Construction Industry or OSHA 10-General Industry Training.

- **Hazwoper Refresher**
  - **Code:** SAFE-3347
  - **Prerequisite:** This annual refresher qualification class is for individuals who already have their 40-hour Hazwoper Certification.
  - You will review OSHA CFR 1910.120, EPA CFR 40.311, and RCRA requirements needed for the Hazardous Waste Operations and Emergency Response. 8 hours. Book included $95

  - **Day:** W
  - **Date:** 10/21
  - **Time:** 8A-5P
  - **Location:** TC S150

- **Hazwoper 40 Hour**
  - **Code:** SAFE-3363
  - Designed to provide you with the requirements needed for certification that is in compliance with OSHA 29 CFR 1910.120, EPA CFR 40.311, and RCRA requirements for the 40-hour Hazardous Waste Operations and Emergency Response training. You will be given instruction to recognize potential hazards associated with chemical spill response. 40 hours. Book included $405

  - **Day:** M-F
  - **Dates:** 10/26-10/30
  - **Time:** 8A-5P
  - **Location:** TC S150

---

**DAY DATE TIME LOCATION SECTION #**

| M | 8/22-10/3 | 6-9P | L | S100 |
HEALTH EDUCATION

AHA Pediatric CPR & First Aid  HLTH-3411
This class meets DHS childcare licensing requirements. Designed for all individuals involved in childcare; new parents, guardians and childcare workers. Practice lifesaving skills to rescue infants and children in cardiopulmonary distress, including prevention, first aid and CPR using the most current AHA guidelines. 6.5 hours. Book included $59.

| S  | 9/26  | 8A-2:30P | H | S600 |
| S  | 10/24 | 8A-2:30P | H | S601 |
| S  | 11/21 | 8A-2:30P | H | S602 |
| S  | 12/12 | 8A-2:30P | H | S603 |
| T/TH | 11/10-11/12 | 6:30-10P | OW | S800 |

AHA Healthcare Provider CPR  HLTH-3336
Practice lifesaving CPR skills for the adult, child, and infant using the most current AHA guidelines. Learn to use an AED and relieve choking. (DHS childcare providers see Pediatric CPR & First Aid: HLTH-3411) 4.5 hours. Book included $59.

| W  | 9/2  | 5:30-10P | BA | S300 |
| W  | 10/7 | 5:30-10P | BA | S301 |
| W  | 11/4 | 5:30-10P | BA | S302 |
| F  | 9/4  | 8A-12:30P | H | S600 |
| S  | 9/12 | 8A-12:30P | H | S601 |
| F  | 9/18 | 8A-12:30P | H | S602 |
| S  | 9/26 | 8A-12:30P | H | S603 |
| F  | 10/2 | 8A-12:30P | H | S604 |
| S  | 10/10 | 8A-12:30P | H | S605 |
| S  | 10/24 | 8A-12:30P | H | S606 |

Core Medical Terminology  HLTH-3446
Develop a working knowledge of the language of medicine using word building skills. You will learn to relate these terms to body systems and identify proper use of words in the medical environment. On-campus final exam required. 45 hours. Online access fee included $195.

| M/W | 9/14-11/16 | 6-8:30P | H | S600 |
|     | Online 10/12-12/14 | ONL | O600 |

Anatomy & Physiology 1  HLTH-3447A
The areas studied will be an integration of biology and chemistry and will include organization of the body, cells, and tissues, integumentary, skeletal, muscular, nervous and endocrine systems. Enjoy the best of in class instruction and online learning using a uniquely personalized and interactive tool sprinkled with hands-on anatomy dissections. 60 hours. Book fee $75. Tuition $240

| Blended | 8/25-10/20 | 6-10P | H | S600 |

Lab every T 6-10P

JUMPSTART: Jumpstart course may apply toward a full time career program.
Anatomy & Physiology 2  HLTH-3447B
The areas studied will be an integration of biology and chemistry and will include circulatory, lymphatic and immune systems, respiratory, digestive, urinary, and reproductive systems. Enjoy the best of in class instruction and online learning using a uniquely personalized and interactive tool sprinkled with hands-on anatomy dissections. Book required. 60 hours. $240

Blended 10/22-12/17  H  S600
Lab every TH 6-10P

---

**HEALTH CAREERS**

Health students attending clinical rotations will be required to submit immunization requirements in accordance with CDC guidelines for healthcare providers. Medical Document Manager and a certified background are ordered and paid for online by the student or sponsoring agency.

**EMR Refresher**  EMS-3334
Prerequisite: Refresher class is for Registered EMR’s
Cover topics you’ll use on-the-job daily that are required by ODSH EMS for renewal of your EMR registration. 16 hours. Book fee $14. Tuition $48
S 10/3-10/10  8A-4:30P  H  S600

**EMT Transition**  EMT-1004
NREMT and OSDH EMS require a review of several areas for renewal of your EMT-Basic license and registration. Review areas and meet your license requirements. 24 hours. $72
S 10/31-11/14  8A-5P  H  S600

**EMT Advanced Transition**  EMTI-1004
For professionals renewing their EMT-Intermediate license and registration, NREMT and OSDH EMS require a review of some key topics. Cover all these specific topics, preparing you to renew your license. 36 hours. $108
S 10/31-12/5  8A-5P  H  S600

**EMT Paramedic Transition**  EMTP-1004
Cover the topics you’ll use on-the-job daily that are required by NREMT and ODSH EMS for renewal of your EMT-Paramedic license and registration. 48 hours. Book fee $78. Tuition $144
S 10/31-12/12  8A-5P  H  S600

**Medication Administration**  HLTH-3340
Training (MAT)
Tuition does not include cost of required book. 16 hours. $65

**Medication Administration**  HLTH-3341
Training (MAT) Refresher
Copy of previous training certificate required. Tuition does not include cost of required book. 8 hours. $35

**Health Careers Classes Online-Ed2go**
Explore Career in: Medical Transcription, Dental Office, Become a Veterinary Assistant and more are offered online with Ed2go. Visit ed2go.com/tulsatech for additional information.

---

This class was very beneficial and taught me everything I needed to know to further my education. Alexandria M.

---

**JUMPSTART:** Jumpstart course may apply toward a full time career program.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
CNA/CMA Program Orientation  HLTH-3445

Orientation is mandatory for anyone enrolling in the Certified Nurse Aide (CNA) or Certified Medication Aide (CMA) program. Registration for orientation must be made at least 2 weeks prior to the class start date to allow you to obtain immunization records, or have immunizations completed, and conduct a background check. You may enroll over the phone, or in person at the Health Sciences Center, 3350 S. Memorial Drive. 1 hour. Tuition $0

T  9/1  1:30-2:30P  H  S600
T  9/22  1:30-2:30P  H  S601
M  10/12  1:30-2:30P  H  S602
T  10/27  1:30-2:30P  H  S603
TH  11/19  1:30-2:30P  H  S604
TH  12/10  1:30-2:30P  H  S605
TH  12/15  1:30-2:30P  H  S606

Long Term Care/  THRP-THRP
Nurse Aide (CNA)  THRP-0010A,0010B

Prerequisite: HLTH-3445.

Additional fees include: Background Check $67.75, Medical Document Manager $20, Certification Fee, and uniforms are required. 91 hours. Tuition, book fees, 2 patches, drug test, and clinical insurance $459 due upon enrollment.

M-TH  9/1-10/13  5-9P  H
M-F  9/14-10/6  7:45A-2:45P  H
M-TH  10/12-11/6  7:45A-2:45P  H
M-F  10/26-11/23  3:30-10P  H
M-F  11/16-12/11  7:45A-2:45P  H

("Limited Seats"

Certified Medication Aide (CMA)

Prerequisite minimums: HLTH-3445; Must be 18, have GED, 6 months experience working as a CNA, no abuse notations at the Nurse Aide Registry.

Additional fees included Medical Document Manager $20, Certified Background Check $67.75, Drug Test $35, and Clinical Insurance $10.

Twelve variable clinical hours scheduled within the time scheduled below. 45 hours. Book fee $35. Tuition $275

T/TH  9/1-10/12  5-9P  H  S600
M/W  9/14-10/23  9A-1P  H  S601
T/TH  10/6-11/18  5-9P  H  S602
M/W  11/2-12/11  9A-1P  H  S603

CMA Basic Refresher  HLTH-3430

Prerequisite minimums: ODH Form 842 (call 800.695.2157) or permission from CMA coordinator, current CNA, no abuse notations at the Nurse Aide Registry

Class DOES NOT count as retraining or CEU. No clinical. Book(s) are additional cost. 20 hours. $95

T/TH  9/1-9/15  5-9P  H  S600
M/W  9/14-9/28  9A-1P  H  S601
T/TH  10/6-10/22  5-9P  H  S602
M/W  11/2-11/16  9A-1P  H  S603

CMA CEU Seminar  HLTH-3339

Prerequisite: Current OK CMA and CNA; photo ID with signature.

Instruction meets the requirements of the OSDH and will keep your Certified Medication Aide status current. 8 hours. $35

TH  9/10-9/17  9A-1P  H  S600
TH  10/1-10/8  5-9P  H  S601
TH  11/12-11/19  8A-12P  H  S602
TH  12/3-12/10  5-9P  H  S603

CMA-Advanced Feeding  NRSA-3398
Tubes & Inhalers

Prerequisite: Must provide a copy of current CMA and CNA card; photo ID with signature. Cannot have any abuse notations at the Nurse Aide Registry.

8 hours. $65

T/F  10/6-10/9  9A-1P  H  S600
M/T  12/7-12/8  5-9P  H  S601

CMA-Advanced Glucose  NRSA-3399
Monitoring (CNA-GM)

Prerequisite: Must have current CMA and CNA card; photo ID with signature. Cannot have any abuse notations at the Nurse Aide Registry.

Clinical insurance $10. 10 hours. $75

W/TH  9/9-9/10  9A-2P  H  S600
T/W  11/10-11/11  4-9P  H  S601

BA - BROKEN ARROW,  H - HEALTH SCIENCES CENTER,  L - LEMLEY,  OW - OWASSO,  P - PEBRIA,  RS - RIVERSIDE,  SS - SAND SPRINGS,  TC - TRAINING CENTER/BIS  29
Advanced NRSA-3436A, NRSA-3436B, NRSA-3436C  
Unlicensed Assistant (AUA)

Prerequisite: Must be current CNA or documented 6 months current nurse assistant experience in an acute care setting.

Mandatory orientation held the first night of class from 4-6P at the Health Science Center.

Build on your current basic nursing assistant skill sets in this course designed to prepare you for the certification exam approved by the Oklahoma Board of Nursing. Designed in a blended format to lend flexibility, along with scheduled lab and clinical practicums. 80 hours online, 80 hours on campus lab, 40 hours clinical. Insurance $10. Drug screen $35. Book fee $85. Supply Fee $75. Tuition $899.

Blended 8/10-11/23 TBA H O600
LAB M/W 4-8P

Must enroll in all 3 classes

Central Service Technician HLTH-3434

Join the Central Service Department in ensuring quality patient care by providing critical services in the preparation and distribution of supplies and equipment for nearly every area of the hospital. You are eligible to sit for the International Association of Healthcare Central Service Materiel Management certification examination upon completion of class and prescribed work-based hours. 45 hours. Book fee $90. Tuition $359.

Blended 9/15-11/10 6-8:30P H O601

Class will be held every Tuesday

Contraindications of Massage HLTH-3363

Improve your knowledge of skin conditions that would prohibit massage in order to protect the client as well as the masseuse. This is a required class to obtain a Massage Apprentice License with the City of Tulsa. 6 hours. $60.

W 9/23  9A-4P H S600
W 11/18  9A-4P H S601

Phlebotomy Technician HLTH-3429

Train in a variety of blood collection methods, and upon completion of this program, you are eligible to sit for the national certification exam administered by the American Society for Clinical Pathology (ASCP). 48 classroom hours followed by a scheduled daytime laboratory clinical. 168 hours. Book fee $70. Tuition $699. Additional fees.

T/TH 9/1-11/20 6-9P H S600

Pediatric Phlebotomy HLTH-3439

Prerequisite: Experience working as a phlebotomist

Drawing blood from an infant or young child can be traumatic for all involved...but it doesn’t have to be! Learn pediatric phlebotomy rules and skills, holding techniques for various age groups, blood loss volumes, and capillary sticks. 9 hours. Supply fee $20. Tuition $49.

T 11/3-11/17 6-9P H S600

Pharmacy Technician PHAR-3405

Pharmacy Technicians facilitate communications between medical professionals and act as an advocate for clients. Designed to prepare you for entrance into retail pharmacy, hospital pharmacies, and clinics. You are eligible to sit for the Pharmacy Technician Certification Board Exam. 80 hours. Book fee $135. Tuition $525.

T/TH 9/8-12/15 6-9P H S600

Initial Mammography Training RADT-3335

Prerequisite: AART-RT(R)

Additional fees included Medical Document Manager $20, Certified Background Check $67.75, Drug Test $35, and Clinical Insurance $10. Those interested in women’s health can learn this unique part of radiography imaging which is designed to provide the initial training necessary to fulfill the requirements set forth by the Mammography Quality Standards Act (MQSA). 40 hours. Book fee $60. Tuition $399.

M-TH 9/14-9/24 6-9P H S600
S 9/19 8A-12P S600

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
Certified Medical Coding

Our blended online program leverages technology to provide classes through our virtual classroom and provides students with the flexibility they need along with scheduled time with the instructor. This part online and part face to face class encapsulates the latest information related to medical coding and is taught by professional instructors. Students may choose to pursue the CPC certification upon successful completion of this program.

You can find more information about the Certified Medical Coding Certification Program at tulsatech.edu and click on “Continuing Education”.

Radiologic Technology RADT-3410
Modalities Orientation
If you are ready to work toward a certification in a radiological technology specialty area, such as mammography or CT, and you have a clinical site ready to partner with Tulsa Tech to provide your clinical experiences, then this orientation is for you. Bring your questions. 1 hour. $0

<table>
<thead>
<tr>
<th></th>
<th>T</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/8</td>
<td>11/10</td>
</tr>
<tr>
<td></td>
<td>5-6P</td>
<td>5-6P</td>
</tr>
<tr>
<td></td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>S600</td>
<td>S601</td>
</tr>
</tbody>
</table>

Medical Terminology & Anatomy HIS-3426
for ICD-10 Coding, Part 2
Prerequisite: HIS-3425
Continue to prepare for today’s coding workforce with a focused delivery of content that will allow you to recognize, recall, and apply your knowledge of medical terminology and anatomy. Book required. 40 hours. $259

<table>
<thead>
<tr>
<th></th>
<th>Online</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/31-10/24</td>
<td>10/26-12/31</td>
</tr>
<tr>
<td></td>
<td>ONL O200</td>
<td>ONL O201</td>
</tr>
</tbody>
</table>

Patient Billing & HIS-3403
Medical Insurance
Excel as an insurance biller by organizing the administrative procedures assigned to professional coders. Delve into the real-life complexities of the reimbursement cycle paying specific attention to insurance terminology, third party carrier processes, governmental influences on billing, evaluation of EOBs, and the review and appeals process. 40 hours. Book fee $105. Tuition $259

<table>
<thead>
<tr>
<th></th>
<th>Online</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/31-10/24</td>
<td>10/26-12/31</td>
</tr>
<tr>
<td></td>
<td>ONL O200</td>
<td>ONL O201</td>
</tr>
</tbody>
</table>

ICD-10 HIS-3432
Start down the road to success by learning the latest version of the ICD-10-CM code set. Complete coverage of the new ICD-10 code set prepares you for the eventual transition from ICD-9 to ICD-10 code sets and guidelines. 40 hours. Book fee $195. Tuition $259

<table>
<thead>
<tr>
<th></th>
<th>Online</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/31-10/24</td>
<td>10/26-12/31</td>
</tr>
<tr>
<td></td>
<td>ONL O200</td>
<td>ONL O201</td>
</tr>
</tbody>
</table>
CPT-4, Part 1  
**HIS-3398**


**Online**  
8/31-10/24  ONL 0200  
10/26-12/31  ONL 0201

---

CPT-4, Part 2  
**HIS-3399**

*Prerequisite: HIS-3398*

Continue your study of CPT-4 by finishing the second half of the CPT coding book, completing the following sections: surgery, radiology, pathology/laboratory, medicine, HCPCS and HCPCS modifiers. An emphasis will be placed on use of modifiers and ICD-9 code linkage for the physician or healthcare provider while “putting it all together” utilizing coding skills. Book required. 40 hours. $259.

**Online**  
8/31-10/24  ONL 0200  
10/26-12/31  ONL 0201

---

CPC Certification Preparation  
**HIS-3422**

Thoroughly review Medical Terminology, Patient Billing & Medical Insurance, ICD-9-CM and CPT coding by medical specialty, conventions, guidelines and principles, with emphasis on case studies. Proper use of the coding books will be reinforced in preparation to take an out-patient, physician-based certification examination. Two practice exams will be administered on Saturdays; dates will be scheduled by instructor. 60 hours. Book fee $95. Tuition $395.

**Online**  
8/31-10/24  ONL 0200  
10/26-12/31  ONL 0201

---

**NURSING EDUCATION**

Health students attending clinical rotations will be required to submit immunization requirements in accordance with CDC guidelines for healthcare providers. Medical Document Manager and Background Check are ordered and paid for online by the student or sponsoring agency.

---

**NCLEX PN Review**  
**NRSA-3434**

*Prerequisite: Must be a recent graduate of the Practical Nursing Program before start date of this class.*

Designed to prepare graduate Practical Nursing students to successfully complete the NCLEX-PN Examination. You will review nursing skills and knowledge related to all major content areas. Test taking skills will also be discussed. 10 hours. $95

**M/T**  
8/31-9/1  9A-3P  H S600  
9/28-9/29  9A-3P  H S601

**Nurse Refresher Orientation**  
**NRSA-3433A**

2 hours. $0

**T**  
9/8  6-8P  H S600  
10/13  6-8P  H S601  
11/10  6-8P  H S602  
12/8  6-8P  H S603

**Didactic Review**  
**NRSA-3433B**

*Prerequisite: NRSA-3433A*

70 CEU hours. $599 (Must complete in 6 months)

---

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
Clinical & Skills Lab  
NRSA-3433C  
**Prerequisite:** NRSA-3433B

Additional fees include: Medical Document Manager $49, Drug Test $35, Immunization Tracker $20 & Clinical Insurance $10

90 hours. Book included $2,000

Basic IV Therapy  
NRSA-3426

Designed for nurses who need training in basic IV skills. Class is a combination of theory and lab practicum. 8 hours. Insurance fee $10. Tuition $149

| M  | 9/14 | 8A-5P | H  | S600 |
| M  | 10/12 | 8A-5P | H  | S601 |
| M  | 11/16 | 8A-5P | H  | S602 |
| M  | 12/14 | 8A-5P | H  | S603 |

IV Therapy was a very informative, hands-on experience. The instructor was exceptionally knowledgeable and engaged well with each student on a one-on-one basis. Her ability to accommodate to each student needs was professional and thorough. Donna Johnson is a great instructor and I will be recommending her class to anyone in the nursing field. Angela H.

NURSE RETENTION, BOARD OF NURSING REQUIRED CLASSES

Classes are offered on a flex entry basis. Schedule information is accessible @ tulsatech.edu within the continuing education page.

TREASA SEXTON

Treasa is a licensed Zumba instructor who has been involved in the group fitness industry since 2006. Treasa is a Certified Primary Group Fitness Instructor and Certified Personal Trainer. Treasa has a passion for helping individuals meet their health and wellness goals.

INSTRUCTOR

WELLNESS

Personal Trainer  
SPMD-3301  
**Prerequisite:** Basic computer skills

Prepare for the ACE Personal Trainer Certification to become an effective personal trainer. Learn about the ACE Integrated Fitness Training Model for designing individualized programs based on each client’s unique health and fitness goals. You will help clients to improve posture, movement, flexibility, core function, cardiorespiratory fitness, and muscular endurance and strength. 32 hours. Book fee $140. Tuition $259

Blended (T) 9/22-11/10 6-8P H S600

Zumba Fitness  
HLTH-3449

Exercising can be fun and effective! This Zumba interval workout targets legs, arms, abs, and glutes. This can be low or high intensity, and coordination is optional! 8 hours. $35

T/TH 8/18-9/10 4:45-5:45P CSC S100
T/TH 9/15-10/8 4:45-5:45P CSC S101
T/TH 10/13-11/10 4:45-5:45P CSC S102
T/TH 11/12-12/10 4:45-5:45P CSC S103

One-Stop Location Career Services Center

Walk up registration for adult education classes within the Lemley Memorial Campus.

New Registration  
Phone Number 918.828.5000
Tulsa Tech’s Nondestructive Testing classes are designed to help you develop the knowledge and skills necessary to perform specialized testing methods that are required by industries for quality control. Your on-the-job training along with our classroom training hours will provide you with the required hours to qualify for certification through your employer.

**Liquid Penetrant, Level II**  
NDT-3336  
*Prerequisite: PT Level 1 certification*  
20 hours. Book required. $295  
M-TH  9/14-9/17  5-10P  RS  S400

**Magnetic Particle, Level II**  
NDT-3338  
*Prerequisite: MT Level 1 certification*  
20 hours. Book required. $295  
M-TH  9/28-10/1  5-10P  RS  S400

**Ultrasonic, Level I**  
NDT-3341  
40 hours. Book fee $30. Tuition $595  
M-TH  10/5-10/8  5-10P  RS  S400  
M-TH  10/19-10/22  5-10P  RS

---

**Eddy Current, Level I**  
NDT-3339  
40 hours. Book fee $30. Tuition $595  
M-TH  11/16-11/19  5-10P  RS  S400  
M-TH  11/30-12/3  5-10P  RS

**Drafting, Level 1**  
DRFT-3359  
*Prerequisites: Basic skills in math; fractions and decimals and basic computer skills*  
Learn the fundamentals of drafting, from the tools of the trade to industry specifics within this board drafting and CAD instructed class. 45 hours. Book fee $130. Supply kit $60. Tuition $245  
T/TH*  8/4-9/22  6-9P  BA  S300  
T/TH  10/6-12/1  6-9P  BA  S300  
*Summer Term Class

**Drafting, Level 2**  
DRFT-3360  
*Prerequisite: DRFT-3359*  
Further expand your drafting abilities through this advanced class which includes auxiliary and pictorial views, developments, and attending to detail. 45 hours. $245  
M/W  10/5-11/23  6-9P  BA  S300

---

**DAY** | **DATE** | **TIME** | **LOCATION** | **SECTION #**
---|---|---|---|---
M | 8/22-10/3 | 6-9P | L | S100

ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
AutoCAD, Level 2  DRFT-3362
Prerequisite: DRFT-3361

Work with computer graphics systems to create advanced two-dimensional and three-dimensional drawings and learn how to create principal views, auxiliary views, and axonometric projections from a single three-dimensional drawing. 45 hours. $245

M/W  10/5-11/23  6-9P  BA  S300

---

It was a great class, which offered unlimited knowledge. Very good instructor. Bruce G.

---

MECHATRONICS

Tulsa Tech’s Industrial Systems classes have updated to meet the rapid improvements in technology and computer systems. Mechatronics is the synergistic application of mechanical, electrical, and electronic systems, fluid power, robotics, and computer software in the manufacturing environment. Systems are networked together to meet the demands of highly automated manufacturing processes, delivering the potential for higher productivity and output. The Mechatronic classes offer a broad array of job-ready skills that involve integrating technologies and systems-thinking required to effectively problem solve, program, operate, and maintain electromechanical and automated equipment.

The following classes are offered at the Broken Arrow campus. Self-paced, instructor supported. 40 hours. $245

T/TH  9/8-10/8  5-9P  BA  S300
T/TH  10/20-11/19  5-9P  BA  S301

Circuits & Measurements  IND-3347
Motor Control Circuits  IND-3348
Installing/Troubleshooting Motor Control Circuits  IND-3349
Programmable Controllers 1  IND-3350
Programmable Controllers 2  IND-3338
Alternating Current Fundamentals  IND-3001
Industrial Hydraulics  IND-3345
Industrial Pneumatics  IND-3346

Shop Math  MACH-3367
Prerequisite: MACH-3367 or instructor approval

Learn one of the most essential skills needed to work in a modern machine shop. Practice converting fractional math statements to decimal statements, adding and subtracting decimals, solving common math problems such as feed calculations, and learn to pronounce decimal statements as a machinist would say them. 16 hours. Book included $125

T/TH  9/1-9/10  6-10P  L  S150
T/TH  10/20-10/29  6-10P  L  S151

Print Reading & Precision Measurement  MACH-3368
Prerequisite: MACH-3367 or instructor approval

Explore the fundamentals of print reading including identifying print symbols, understanding title blocks, interpreting revisions, extracting print dimensions, identifying geometric dimensions, and tolerances. Perform precision measurement techniques using common shop measuring tools such as micrometers and calipers. 36 hours. Book included $295

T/TH  9/15-10/13  6-10P  L  S150
T/TH  11/3-12/3  6-10P  L  S151

Manual Lathe, Part 1  MACH-3369
Prerequisite: MACH-3368 or instructor approval

Gain the fundamental skills associated with the design, setup and safe operation of manual lathes including the identification of all major lathe components. Topics covered will include identification of the parts of a common manual lathe, lathe and shop safety, understanding common lathe tooling and order of machining operations. You will setup and manufacture a project using the skills learned during training. 60 hours. Book included $495

M/W  9/14-11/2  6-10P  L  S100

Enroll Online Today!
Receive $10 discount.
Manual Lathe, Part 2  
MACH-3370

Prerequisite: MACH-3369

Continue your study of manual lathe operations with the next level of skills. Instruction places an emphasis on threading, knurling, tape cutting, hole-making and part-off operations. Practice the skills needed for NIMS credentialing for manual lathe chucking operations and gain a deeper understanding of the different machining functions used on manual lathes. 40 hours. Book required. $345

M/W 11/9-12/14 6-10P L S100

Manual Mill  
MACH-3371

Prerequisite: MACH-3368 or instructor approval

This hands-on class introduces the fundamental skills associated with the design, setup, and operation of manual milling machines. Practical applications are included. 60 hours. Book included $495

T/TH 9/15-11/5 6-10P L S100

CNC Mill  
MACH-3353

Prerequisite: MACH-3367, MACH-3368, MACH-3374 or instructor approval

Gain the basic programming operations and setup skills as applied to CNC Vertical, Horizontal and Toolroom products. Book required. 40 hours. $245

T/TH 9/22-10/27 6-10P BA S300

CNC Lathe  
MACH-3354

Prerequisite: MACH-3367, MACH-3368, MACH-3374 or instructor approval

Attain the basics of operations programming and setup skills as applied to CNC Lathe and Toolroom products. You should be familiar with standard machine shop procedures on metal cutting equipment. Book required. 40 hours. $245

M/W 9/21-10/21 6-10P BA S300

SolidWorks  
MACH-3349

Learn to use SolidWorks, the powerful and widely used 3-D mechanical design automation software, to design parts quickly and accurately! Using SolidWorks you’ll build parametric models of parts and assemblies, as well as create drawings of those parts and assemblies. Curriculum required purchased on-line first night of class (Credit Card required). Certification testing included. 42 hours. $295

T/TH 9/29-11/17 6-9P BA S300

Mr. King is a very patient and thorough instructor, very helpful and inventive when explaining a command or process. Always encouraging us to further our knowledge. Kevin M.
Welding Certificate Program

Skilled welders are always in demand. Since welding is an important part of our nation’s growth and stability and is widely used in construction, manufacturing, and many other industries, opportunities in the welding field are open ended and can be extremely rewarding. Tulsa Tech’s welding classes provide training opportunities to develop skills in one major process or more for entry or advancement in this lucrative field.

You can find more information about the Welding Certificate Program at tulsatech.edu and click on “Continuing Education”.

CNC Programming MACH-3374
Prerequisite: MACH-3367, MACH-3368 or instructor approval

Want to start a new career with CNC machining? Learn the basics of part programming for CNC turning machines, milling machines, and drills. Write and proofread program manuscripts, formats, and codes. Work with part programming and tool selection. Learn to prove a program on a CNC machine. 60 hours. Book fee $10. Tuition $365

T/TH 9/15-11/5 6-10P BA S300

CNC Programming Using Esprit MACH-3345
Prerequisite: Basic computer skills and knowledge of the Cartesian Coordinate System (X,Y,Z) is required

Program CNC toolpaths using the most current version of ESPRIT CAM software. Upgrade skills in 2 and 1/2 axis and 4 axis milling, 3D milling, and 2 axis and 4 axis turning. 40 hours. $370

T/TH 10/10-11/19 5:30-9:30P BA S300

WELDING CERTIFICATE PROGRAM

Welding & Cutting WELD-3386
Process Fundamentals
Thinking about welding but don’t know where to start? Explore tools and equipment along with hands-on training. Identify safety procedures used in today’s industry. You will also be orientated to oxyfuel, plasma arc, and air carbon arc cutting processes as well as proper safety practices. PPE required. 42 hours. $295

T/TH 9/1-10/20 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

SMAW 1: Beads & Fillets WELD-3388
Prerequisite: WELD-3386

Arc welding, welding safety, power sources, electrode classifications and selection are the foundations of instruction in SMAW 1. Skill training in all positions on mild steel material with DC welding current and some AC are included. Selected electrodes will be used to perform surfacing welds, as well as single and multiple pass fillet welds. Instructor determines if you are ready for SMAW 2 class. PPE required. 42 hours. $295

T/TH 9/1-10/20 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

Day Date Time Location Section #
M 8/22-10/3 6-9P L S100
SMAW 2: V-Groove with Backing
Prerequisite: WELD-3388
Produce multi-pass V-groove welds with backing in all positions using mild steel plate. Skill will be determined by instructor if you are ready for additional SMAW classes. PPE required. 42 hours. $295
T/TH 9/1-10/20 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

Gas Metal Arc Welding-MIG
Prerequisite: WELD-3386 or instructor approval
Acquire technical steps of welding safety, gas metal arc welding metal transfer, shielding gases and equipment adjustments. Produce multiple pass fillet welds and groove welds on carbon steel plate in all positions. PPE required. 42 hours. $295
M/W 8/31-10/19 6-9P L S100
M/W 10/26-12/14 6-9P L S101

SMAW 3: Groove Structural Pre-Pipe
Prerequisite: WELD-3389 or instructor approval
You will produce multi-pass V-groove welds with backing in all positions using mild steel plate. Skill will be determined by instructor if you are ready for additional SMAW classes. PPE required. 42 hours. $295
T/TH 9/1-10/20 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

Flux Cored Arc Welding
Prerequisite: WELD-3386 or instructor approval
Produce fillet and groove welds on carbon steel plate in all positions. PPE required. 42 hours. $295
M/W 8/31-10/19 6-9P L S100
M/W 10/26-12/14 6-9P L S101

Pipe Welding
Prerequisite: Experienced welders only
Instructor approval required prior to enrollment. PPE required. 42 hours. $295
T/TH 9/1-10/20 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

Gas Tungsten Arc Welding-TIG
Prerequisite: WELD-3386 or instructor approval
Learn the TIG processes for arc characteristics and safety. Weld on mild steel, stainless steel and aluminum. PPE required. 42 hours. $295
M/W 8/31-10/19 6-9P L S100
M/W 10/26-12/14 6-9P L S101

smAW 2: V-groove with Backing
WELD-3389

smAW 3: Groove Structural Pre-Pipe
WELD-3393

Pipe Welding
WELD-3363
**Welding Applications**  WELD-3353

**Prerequisites:** You must have completed welding training previously or have instructor approval.

Receive 20 hours of welding lab use and expert instruction during your approved and scheduled time to hone your skills. PPE required. 20 hours. $145

| M/W | 8/31-10/19 | 6-9P | L | S100 |
| M/W | 10/26-12/14 | 6-9P | L | S101 |

**AWS/CWI Certified**  WELD-6696

**Welding Inspector Prep**

56 hours. Book fee $500. Tuition $525

| M/T/TH | 8/17-9/17 | 6-10P | TC | S150 |

*Summer Term*

**AWS Welder Certification Testing**

Tulsa Tech is an AWS accredited test facility, qualified to witness welder performance qualification testing in accordance with AWS, ASME, API, etc. welding codes. Testing hours 7:30A-4:30P. Tuition $145 for plate tests, $195 for pipe tests*. Call to schedule a test.

*Prices do not include a fee of $35 for registration of each test with AWS.*

---

**CONSTRUCTION**

**Home Repair & Maintenance**  CNST-3346

Whether you have some experience or are brand new to the construction industry, gain the skills and confidence needed to help keep a home in top condition. Designed to provide hands-on training in most phases of home repair and maintenance, you will learn the proper use of hand and power tools, carpentry basics, drywall, electrical, concrete and other projects as time allows. 30 hours. $195

| TH | 9/10-11/19 | 6-9P | L | S100 |

**Hole-In-The-Wall Gang:**  CNST-3349

**Drywall Repair**

Tired of looking at the small dents, cracks or holes in your walls? This hands-on class will prepare you to fix damage to your drywall with instruction in industry-proven techniques and proper material needed to achieve expert results! 4 hours. $35

| TH | 9/10 | 6-10P | SS | S500 |
| TH | 10/29 | 6-10P | SS | S501 |

---

**Paint Like A Pro**  CNST-3350

Paint has the power to transform the look of your house in less time and with less cash than any other remodeling project. Learn the tips and tricks professional painters use to take the messy and misery out of your next painting project. 4 hours. $35

| TH | 9/17 | 6-10P | SS | S500 |
| TH | 11/5 | 6-10P | SS | S501 |

**The Throne:**  PLMB-3351

**Anatomy of a Toilet**

From tough clogs to leaky bowls and tanks, many common toilet problems are easy to fix! Come to class prepared to practice repairing the most common toilet issues and also learn to install a new one. 4 hours. $35

| TH | 9/24 | 6-10P | SS | S500 |
| TH | 11/12 | 6-10P | SS | S501 |

**Electric Avenue**  ELTC-3355

Don’t be intimidated by minor electrical repairs for your home. With step-by-step instructions on troubleshooting and repair of fixtures, outlets, ceiling fans and more, you’ll feel confident in no time! 4 hours. $35

| TH | 10/1 | 6-10P | SS | S500 |
| TH | 11/19 | 6-10P | SS | S501 |
Landlord’s Curse: Plumbing Problems

PLMB-3352

Plumbing problems got you down? Don’t be driven crazy by that dripping leaky faucet. Learn to fix leaks, clogged toilets, clogged drains, and snake a drain like a pro. 8 hours. $79

M/T 10/12-10/13 6-10P SS S500

Electrical Safety, Circuitry & Design

ELTC-3347

Get your start in the electrical trades by covering safety, equipment, materials, and then move forward into an introduction of electrical theory and residential wiring. Additionally, you will learn to properly design, layout, and install residential lighting and receptacle circuits. Also included are the procedures for installing panels, breakers, fuses, and disconnects. 30 hours. $195

W 9/16-11/18 6-9P L S100

Commercial Applications - Electrical

ELTC-3348

Prerequisite: ELTC-3347

Learn to use different bending tools to install electrical conduit. Additionally, you will refer to the National Electric Code to assure the proper and safe installations of conduits and wiring. 30 hours. $195

W 9/16-11/18 6-9P L S100

Electrical Code Update

ELTC-6680

6 hours. NFPA 70 NEC 2014 book required, must be purchased in advance $81. Tuition $79

S 10/10 8A-3P TC S150
S 11/14 8A-3P TC S151
S 12/12 8A-3P TC S152
Plumbing Certificate Program

Tulsa Tech's Plumbing program consists of seven classes that provide both theory and hands-on training opportunities. Tulsa Tech's Plumbing program has been approved by the State of Oklahoma's Construction Industry Board. Upon successful completion of the program, students may apply for one-half (1/2) year, or six months of experience required to qualify for taking the state journeyman's license exam.

You can find more information about the Plumbing Certificate Training at tulsatech.edu and click on “Continuing Education”.

PLUMBING CERTIFICATE PROGRAM

Tulsa Tech’s Plumbing program consists of 7 classes totaling 320 hours. The program has been approved by the State of Oklahoma’s Construction Industry Board and when you successfully complete the program, you may apply for one-half (1/2) year, or six months of experience required to qualify for taking the state journeyman’s license exam. Please visit tulsatech.edu for the complete listing of classes included in the Plumbing program.

The following 2 classes begin the plumbing training program.

**Plumbing Foundation: PLMB-3344 Safety & Math**

Designed to provide foundational skills and knowledge for a career in the plumbing profession, this class will prepare you with essential training in important safety measures and math concepts you will use in all phases of the plumbing trade. Class includes OSHA 10-Hour Construction Industry training. 40 hours. Book fee $130. Supply fee $26. Tuition $299

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

**Fixtures, Fittings & Valves PLMB-3345**

Prerequisite: PLMB-3344 or OSHA-10 card and pass the math for plumbers and pipefitters exam.

Learn the appropriate selection, use and application of fixtures, fittings and valves used in a variety of plumbing applications. You will also learn the correct use of plumbing tools and practice how to properly measure, cut, join, and install pipe and tubing. 60 hours. Book fee $70. Tuition $475

| M/W  | 10/12-12/2 | 6-10P  | L         | S100     |

**Water Supply & Pump Systems Drawings PLMB-3348**

Prerequisite: PLMB-3347

Identify how to read and interpret construction drawings and explore additional topics including how to size water supply systems, principles and hazards of backflow, and design, installation and troubleshooting booster and recirculating systems. 40 hours. Book fee $40. Tuition $299

| T/TH | 9/8-10/8   | 6-10P  | L         | S100     |

**Service Plumbing & Business Principles PLMB-3349**

Prerequisite: PLMB-3348

Gain an understanding of quality practices in service plumbing including diagnosis and repair procedures for the most common services calls. You will also review concepts and practices essential for a competitive, successful plumbing business. 40 hours. Book fee $25. Tuition $299

| T/TH | 10/20-11/19| 6-10P  | L         | S100     |

Updated 03.11.15

**CompTIA Certification**

CompTIA is the world's largest provider of vendor-neutral information technology certifications. CompTIA certifications are developed with the support of leading technology companies and organizations, and validated by field experts from around the world. Tulsa Tech's CompTIA Authorized Academy prepares you to take the latest CompTIA exams for A+.

You can find more information about the CompTIA Certification at tulsatech.edu and click on “Continuing Education”.

**DAY** | **DATE** | **TIME** | **LOCATION** | **SECTION #**
---|---|---|---|---
M | 8/22-10/3 | 6-9P | L | S100
A/C Systems Load Calculations  HVAC-3334
Determine the correct capacity of heating and cooling equipment using the ACCA Manual J method, both manually and utilizing a computer. Plus an introduction to psychrometrics. 40 hours. Books fee $95. Tuition $245

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/T</td>
<td>8/31-10/5</td>
<td>6-10P</td>
<td>L</td>
<td>S100</td>
</tr>
<tr>
<td>M/T</td>
<td>11/16-12/15</td>
<td>6-10P</td>
<td>L</td>
<td>S101</td>
</tr>
</tbody>
</table>

I would suggest this class to anyone wanting to pursue a career in HVAC. Best instructor, with up-to-date information & methods to get you on the right path. Jeff N.

A/C Systems Distribution & Duct Sizing  HVAC-3335
Prerequisite: HVAC-3334
Learn calculations required for residential air distribution and duct sizing using ACCA Manual D. Indoor air quality is also included. 40 hours. Book fee $75. Tuition $245

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/T</td>
<td>10/12-11/10</td>
<td>6-10P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

One time required book fee of $210 for the following 7 HVAC classes.

Air Conditioning Mechanical  HVAC-3336
Prerequisite: HVAC-3335 or current state Journeyman or Contractor’s license
Learn the fundamental principles and applications of refrigeration. You’ll get hands-on experience through lab activities, shop demonstrations and mechanical mock-up simulations. 60 hours. $345

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W</td>
<td>10/26-12/16</td>
<td>6-10P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

Enroll Online Today!
Receive $10 discount.

Plumbing License Test Prep  PLMB-3340
Prerequisite: 3 years recent trade experience
Designed as a preparation tool for the Oklahoma Plumbing Journeyman and Gas exam, you will learn the standards, regulations and applications of the current code versions. You will also review Math for Plumbers and Pipefitters and the Code of Federal Regulations. 40 hours. Books fee $325. Tuition $295

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>9/14-11/16</td>
<td>6-10P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

Skills:
- With 25 years of experience in the Plumbing field, Scott has first-hand knowledge and superior skills in all aspects of plumbing; both residential and commercial. He has seven specialized plumbing certifications and supervisory experience which allows his instruction to be a wealth of skills which are highly valued with his students.

PLUMBING CE

Plumbing CE  PLMB-3353
Plumbing CE will be offered this fall; for additional information, please visit: http://ok.gov/cib/CEU_Courses/index.html

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

With 25 years of experience in the Plumbing field, Scott has first-hand knowledge and superior skills in all aspects of plumbing; both residential and commercial. He has seven specialized plumbing certifications and supervisory experience which allows his instruction to be a wealth of skills which are highly valued with his students.

INSTRUCTOR

SCOTT OWENS

HVAC CERTIFICATE PROGRAM
## HVAC Certificate Program

There’s a bright, lucrative future for those interested in a career in the HVAC industry. Tulsa Tech’s HVAC Certificate Program provides extensive classroom instruction and hands-on training to prepare men and women who enjoy a technical challenge for entry-level and experienced technicians. Tulsa Tech prepares the experienced HVAC technician for the state journeyman’s or contractor’s licensing test.

You can find more information about the HVAC Certificate Program at tulsatech.edu and click on “Continuing Education”.

### Air Conditioning Electrical
**HVAC-3338**

**Prerequisite:** HVAC 3335 or current state Journeyman or Contractor’s license

Discover the effects of voltage, amperage, and resistance on electrical controls, motors, and wiring diagrams. In the lab, you’ll learn how to wire components of heating and air conditioning systems. Class includes OSHA-10 Construction Industry Training. Supplies required. Book required. 60 hours. $345

M/W 8/31-10/21 6-10P L S100

### Residential Heating
**HVAC-3340**

**Prerequisites:** HVAC-3336 & HVAC-3338

Learn how to install, service and repair all types of home heating systems; natural gas, propane, or electrical resistance. Book required. 40 hours. $245

M/W 8/31-10/5 6-10P L S100

### Residential Cooling
**HVAC-3339**

**Prerequisites:** HVAC-3336 & HVAC 3338

Proper installation, service and repair of residential air conditioning units is the emphasis of this class. Book required. 40 hours. $245

M/W 11/2-12/7 6-10P L S100

### Heat Pumps
**HVAC-3341**

**Prerequisites:** HVAC-3339 & HVAC-3340

Topics covered are design, installation, and maintenance of heat pumps. Hands-on experience troubleshooting wiring problems during lab exercises. Book required. 40 hours. $245

W 10/7-12/16 6-10P L S100
Light Commercial HVAC  HVAC-3354
Prerequisites: HVAC-3341
Instructional areas included: operation, service and some repair of larger capacity units typically found in commercial applications; including hermetic and semi-hermetic compressors, reciprocating, scroll and screw compressor applications. Book required. 40 hours. $245
T 9/1-11/3 6-10P L S100

Commercial Refrigeration  HVAC-3355
Prerequisite: HVAC-3341
Topics included are refrigeration cycle and components of refrigeration systems including metering devices, evaporators, compressors, condensers, accessories, and access valves. Book required. 40 hours. $245
TH 9/10-11/19 6-10P L S100

Low Pressure Boilers & Chillers  HVAC-3352
Hands-on class covers different types of low-pressure boilers and chillers using both hot water and steam. Includes boiler components, accessories, and specialty tools, both centrifugal and absorption chillers. 30 hours. Book fee $95. Tuition $195
W 9/16-11/18 6-9P L S100

Mechanical License Test Prep  HVAC-3343
Prerequisite: Recent trade experience
Prepare for the Mechanical Journeyman License exam by learning the standards, regulations, and applications of the current code versions. You will also review Math for Plumbers and Pipefitters and the Code of Federal Regulations. Home computer and internet access required. 40 hours. Books fee $300. Tuition $245
T 9/15-11/17 6-10P L S100

I would not have been able to pass my state Journeyman test (HVAC-3343) without first attending this class. Gerald P.
EPA Section 608 Certification students please note, it is recommended that you enroll at least two weeks prior to the class start date to allow time to study your materials in preparation for the certification exam. Enrollments can be taken by phone or in person at the Tulsa Tech Career Service Center, 3420 S. Memorial Drive. Upon enrollment, you will receive a Preparatory Manual, Study Guide and information on how to access free online practice exams. Classes are taught in English; however, the exam is available in Spanish. Prepare for and take the exam meeting all the requirements of Section 608 of the Federal Clean Air Act for refrigerant handling. The first half of the class provides an overview of all the information air conditioning and refrigeration service personnel will need to successfully become certified as a universal technician. During the second half of the class, you will take the online certification exam. You are allowed one free exam re-take; retake dates will be announced on the first night of class. No hands-on recovery training is provided. 8 hours. Manual and Exam Fee $30. Tuition $85

W 9/2-9/9 6-10P L S100
W 12/2-12/9 6-10P L S101

MECHANICAL CE

Psychrometrics, Airflow and HVAC-3359
Thermodynamics of Refrigeration

This class has been approved by the Construction Industries Board Mechanical Examining Committee for 6 hours of CE credit. You will be required to present a photo ID upon arrival. 6 hours. $75

S 9/12 8:30A-3:30P TC S150
S 10/10 8:30A-3:30P TC S151
S 11/14 8:30A-3:30P TC S152
S 12/12 8:30A-3:30P TC S153

Auto Detailing Certification AST-3380

Would you like to have a career in the high-demand professional detailing trade? Learn scratch and swirl removal and all aspects of exterior and interior cleaning and stain removal. Upon completion, you will possess the knowledge and skills necessary to safely bring automobiles back to new-look standards. Class includes certification testing. 42 hours. Book included $295

T/TH 9/1-10/20 6:30-9:30P BA S300
T/TH 10/27-12/15 6:30-9:30P BA S301

Approved by the Professional Auto Detailers Association (PADA), Tulsa Tech is pleased to offer the only certification class in the nation for professional auto detailers.

Looking for a class and didn’t find it listed within the catalog?

Have an idea for a class that you would like Tulsa Tech to offer?

E-MAIL: INFO@TULSATECH.EDU

and submit your suggestion.

We value our customers’ input!
OK CNG/NGV Technician Certification Preparation

Interested in becoming knowledgeable about CNG/NGV powered vehicles? You will cover the latest NFPA Compressed Natural Gas Vehicular Fuel Systems Code including safety and installation principals in preparation for State certification tests. State testing day and fees not included in class. 40 hours. Book fee $50. Tuition $345

T/TH 9/29-11/3 6-10P BA S300

Preventive Maintenance Tech Specialist

Looking for an entry-level career in the automotive industry or need to gain additional knowledge in the field? You will obtain the skills necessary to maintain vehicles through high-quality services for fuel systems, engines, transmissions, brakes, power steering, cooling, battery, drive line and climate systems. Validate your knowledge by completing 14 industry-recognized certifications. 40 hours. $275

T/TH 10/20-11/19 6-10P BA S300

Collision Repair Technology 1 CRT-3334

Hands-on class teaches the basics of metal working, dent repair and prep; oxyacetylene and MIG welding; shrinking and stretching; application, sanding, and blocking of automotive body fillers. Safety glasses and proper PPE required. 40 hours. $245

M 9/14-11/16 5:30-9:30P BA S300

Collision Repair Technology 2 CRT-3335

Follow-up class to Collision Repair 1 which allows time to work on your own projects with an experienced instructor to provide assistance and guidance. No overnight storage available for vehicles. You supply own materials. 45 hours. $245

TH 9/10-11/19 5:30-10P BA S300

Automotive Refinishing Technology 1 CRT-3336

Equip yourself with the fundamentals of basic refinishing, repair surfaces using modern spray equipment, chemical safety, undercoats and topcoats. Safety glasses and proper PPE required. 40 hours. $245

T 9/15-11/17 6-10P BA S300

Automotive Refinishing Technology 2 CRT-3337

Prerequisite: CRT-3336 or instructor approval

Receive advanced instruction in your paint project, including surface prep, paint mixing, additives and application. Project must be pre-approved by instructor. You provide own materials. 45 hours. $245

TH 9/10-11/19 5:30-10P BA S300

DRIVER TRAINING

School Bus Driver Training DRIV-3333

Prerequisite: Must be age 18 or older with a valid driver’s license

Discover State Department of Education requirements for school bus drivers including legal controls, emergency procedures, student behavior management, defensive driving, loading and unloading, railroad crossing, pre-trip inspections, emergency evacuation and skill maneuvers. 100% attendance required for certification. 24 hours. $75

M-F 10/5-10/9 6-10P BA S300
S 10/10 8A-5P BA-5P

Enroll Online Today!
Receive $10 discount.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

I could not have made the progress on my project without the exceptional guidance and training that I received in this class. Bob A.
School Bus Driver In-Service  DRIV-3334
Complete your four-hour annual in-service, with this one-evening course which qualifies for Railroad and Emergency Bus Evacuations: Procedures for Bus Drivers. Other in-services available. 4 hours. $49

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>10/5</td>
<td>6-10P</td>
<td>BA</td>
<td>S300</td>
</tr>
<tr>
<td>T</td>
<td>10/6</td>
<td>6-10P</td>
<td>BA</td>
<td>S301</td>
</tr>
<tr>
<td>W</td>
<td>10/7</td>
<td>6-10P</td>
<td>BA</td>
<td>S302</td>
</tr>
<tr>
<td>TH</td>
<td>10/8</td>
<td>6-10P</td>
<td>BA</td>
<td>S303</td>
</tr>
<tr>
<td>F</td>
<td>10/9</td>
<td>6-10P</td>
<td>BA</td>
<td>S304</td>
</tr>
</tbody>
</table>

CDL B Written Test Preparation  DRIV-3337

Prerequisites: Minimum 18 years of age, 20/40 eye acuity with or without correction, and valid drivers’ license

Prepare to take your written Commercial Driver’s License Class B Test by reviewing the general knowledge, driving safety, transporting passengers safely, pre-trip vehicle inspection and air brakes section of the OK Department of Public Safety Manual. 12 hours. $79

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>9/28</td>
<td>6-9P</td>
<td>BA</td>
<td>S300</td>
</tr>
<tr>
<td>T</td>
<td>9/29</td>
<td>6-9P</td>
<td>BA</td>
<td>S301</td>
</tr>
<tr>
<td>W</td>
<td>9/30</td>
<td>6-9P</td>
<td>BA</td>
<td>S302</td>
</tr>
<tr>
<td>TH</td>
<td>9/31</td>
<td>6-9P</td>
<td>BA</td>
<td>S303</td>
</tr>
<tr>
<td>F</td>
<td>10/2</td>
<td>6-9P</td>
<td>BA</td>
<td>S304</td>
</tr>
</tbody>
</table>

CDL B Driving Skills Preparation  DRIV-3338

Prerequisites: Minimum 18 years of age, 20/40 eye acuity with or without correction, and valid driver’s license

Need a review of the Commercial Driver’s License Manual sections? We’ll help you prepare to take the Class B Skills Tests. Tests are administered by the OK Department of Public Safety. Sections include: Pre-trip vehicle inspections, air brakes and basic vehicle skills test review. 12 hours. $79

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>10/23</td>
<td>6-10P</td>
<td>BA</td>
<td>S300</td>
</tr>
<tr>
<td>S</td>
<td>10/24</td>
<td>8A-5P</td>
<td>BA</td>
<td>S301</td>
</tr>
</tbody>
</table>

Professional Truck Driver

Tulsa Tech, in conjunction with Central Tech’s nationally recognized and PTDI-certified truck driver training program can assist you in getting started in a career on the road. Call 918.828.5000 for more details.

MOTORCYCLE

Motorcycle Basic Rider Preparation  MCPP-3363

Highly recommended for the inexperienced rider before taking the Basic Rider instruction. Provides an introduction to the motorcycle operation, gears, and controls. Learn through lecture, hands-on instruction and demonstration. You must provide personal protective equipment: long sleeves, long legged pants, over the ankle closed-toe shoes, helmet, protective eye wear (sunglasses, goggles, safety glasses, or reading glasses) and gloves. 4 hours. $35

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>9/9</td>
<td>6-10P</td>
<td>BA</td>
<td>S300</td>
</tr>
<tr>
<td>W</td>
<td>10/7</td>
<td>6-10P</td>
<td>BA</td>
<td>S301</td>
</tr>
</tbody>
</table>

Very happy I took this class BEFORE the riding class. Gave me the information I needed to get more familiar with my bike. Randy G.
Motorcycle Basic Ridercourse  MCPP-3364

Classroom and on-cycle instruction under controlled range conditions using Motorcycle Training Safety Center motorcycles. MSF (Motorcycle Safety Foundation) accredited course. Learn the skills of effective motorcycle operation, braking, obstacle avoidance, and strategies for critical conditions, protective gear, types of motorcycles, inspection and care. Successful completers of both riding and written tests receive an insurance discount, plus a waiver of the riding portion of the Oklahoma DMV test.

You provide own personal protective equipment: long sleeves, long legged pants, over the ankle closed-toe shoes, helmet, eye protection (sunglasses, goggles, safety glasses, or reading glasses) and gloves. 16 hours. $200

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>

We would like to thank the more than 500 companies in the Tulsa area that entrust the training of their employees to Tulsa Tech each year, at our state-of-the-art campuses, and onsite at their facilities.

We create customized superior services, strategies and training programs critical for our clients to excel in business. If you would like to join this group of successful small, medium and large companies that have created their own competitive advantage by utilizing our services, call us to find out how we can help your business grow.

Training Center @ Lemley Memorial Campus
3638 S. Memorial Dr. in Tulsa
918.828.5000  |  tulsatech.edu/BIS

We would like to thank the more than 500 companies in the Tulsa area that entrust the training of their employees to Tulsa Tech each year, at our state-of-the-art campuses, and onsite at their facilities.

We create customized superior services, strategies and training programs critical for our clients to excel in business. If you would like to join this group of successful small, medium and large companies that have created their own competitive advantage by utilizing our services, call us to find out how we can help your business grow.

Training Center @ Lemley Memorial Campus
3638 S. Memorial Dr. in Tulsa
918.828.5000  |  tulsatech.edu/BIS

Motorcycle Basic Ridercourse  MCPP-3364

Classroom and on-cycle instruction under controlled range conditions using Motorcycle Training Safety Center motorcycles. MSF (Motorcycle Safety Foundation) accredited course. Learn the skills of effective motorcycle operation, braking, obstacle avoidance, and strategies for critical conditions, protective gear, types of motorcycles, inspection and care. Successful completers of both riding and written tests receive an insurance discount, plus a waiver of the riding portion of the Oklahoma DMV test.

You provide own personal protective equipment: long sleeves, long legged pants, over the ankle closed-toe shoes, helmet, eye protection (sunglasses, goggles, safety glasses, or reading glasses) and gloves. 16 hours. $200

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>8/22-10/3</td>
<td>6-9P</td>
<td>L</td>
<td>S100</td>
</tr>
</tbody>
</table>
Motorcycle Preventative Maintenance

Essential for safe riding! Bring your motorcycle and discover how to conduct a thorough pre-ride inspection, troubleshoot no start complaint, service air and oil, fluids, and lubricate cables. Bring your own oil and filters. Scooters welcome. 4 hours. $29

<table>
<thead>
<tr>
<th>M</th>
<th>9/21</th>
<th>6-10P</th>
<th>BA</th>
<th>S300</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>10/19</td>
<td>6-10P</td>
<td>BA</td>
<td>S301</td>
</tr>
</tbody>
</table>

Motorcycle Technician Fundamentals

Seeking a career as a motorcycle mechanic? Get started today and build your knowledge of maintenance, service, and tune-up skills; including valve clearance adjustments and carburetor synchronization. Use state of the art Dynometer to complete fine-tuning. Bring your motorcycle or work on one of ours. Tools supplied, you are responsible for parts and consumables. 24 hours. $195

| T/TH  | 10/27-12/8 | 6-10P | BA | S300 |

Tulsa Tech’s Career Services Center houses the Student Services Department, Career Advisement, Assessment, Admissions, Information Center, Disability Services, Veterans and Military Services and Financial Assistance.

Office hours are:
Monday - Thursday, 7:00am-7:00pm
Friday, 7:00am-4:30pm
Call 918.828.5000 for more information.

- QUALITY -

ISO 9001:2008 Certified Lead Auditor
28 hours. $1295

| M-TH  | 9/14-9/17 | 8A-4P | TC | S150 |

ISO 9001:2008 Doc Development
16 hours. $295

| T/W   | 9/22-9/23 | 8A-5P | TC | S150 |

ISO 9001:2008 Internal Auditor
16 hours. $295

| M/T   | 9/28-9/29 | 8A-5P | TC | S150 |

Call 918.828.500 for information in regard to Lean Manufacturing.

Continued on page 51...
JOB SEARCH ASSISTANCE FOR
TULSA TECH STUDENTS AND ALUMNI

THINK JOBS
Find help with all stages of your job search through Tulsa Tech’s Career Placement Services.

For assistance or to schedule an appointment, contact Tulsa Tech Career Placement Services at 918.828.5000 or jobconnect@tulsatech.edu

OWASSO
CONFERENCE CENTER

Utilizing our state-of-the-art facilities and providing students with hands-on work experience, your next meeting will exceed expectations.

Call 918.828.5000 for more information.

Tulsa Tech Owasso Campus 10800 N. 140th E. Ave.
Accelerating Independence Scholarship

- Have you applied or been admitted to Tulsa Tech?
- Are you a high school graduate or have your GED?
- Are you age 23 or younger?
- Do you want to attend Tulsa Tech tuition-free?

For more information please call Tulsa Tech’s Financial Assistance Office at 918.828.5000.

MAKE YOUR OWN PATH

Quality and Manufacturing Classes Online-Ed2go
Six Sigma, Manufacturing Fundamentals, Supply Chain Management and more are offered online. Visit ed2go.com/tulsatech for additional information.

LEED Classes Online-UGotClass
LEED Green Associate Exam Prep and LEED AP & BDC are offered online. Visit yougotclass.org/catalog.cfm/tulsatech for additional information.

LEARN HOW TO START YOUR OWN BUSINESS

SELF-EMPLOYMENT CLASS @ TULSA TECH
If you’ve ever dreamed of starting your own business and being your own boss, learn from instructors with “real-life” experience. They can guide you on how to get started, how to build your business, and how to be a successful entrepreneur.

Training Center @ Lemley Memorial Campus
3638 S. Memorial Dr. | Tulsa

tulsatech.edu/sepp  918.828.5000
Your success determines our success. At Tulsa Tech we help high school and adult students get on the path to independence.

Better prepare for your career by getting the help you need right here.

For information about our student services and to learn more about our full-time class offerings, go to tulsatech.edu or call 918.828.5000.

- High School and Adult
- Certified Training
- State-of-the-art Equipment
- Affordable
- Financial Aid
- College Credit Available

Full-Time Program Areas
- Architecture and Construction
- Arts, A/V Technology and Communications
- Business, Management and Administration
- Finance
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing Technology
- Marketing, Sales and Service
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution and Logistics

MAKE YOUR OWN PATH
CAMPUS LOCATIONS

CAMPUS ADDRESS

1. Lemley Memorial Campus
   Career Services Center
   3420 S. Memorial Dr.
   Health Sciences Center
   3350 S. Memorial Dr.

2. Peoria Campus
   3850 N. Peoria Ave.

3. Broken Arrow Campus
   4000 W. Florence St.

4. Riverside Campus
   801 E. 91st St.

5. Sand Springs Campus
   924 E. Charles Pg. Blvd.

6. Owasso Campus
   10800 N. 140th E. Ave.

CAMPUS PHONE/HOURS

918.828.5000
Monday-Thursday 7:00am-7:00pm
Friday 7:00am-4:30pm
7 Ways to Register

**PHONE:**
918.828.5000

**WALK-IN:**
Any campus cash, check, or credit card; VISA, MC, or Discover.

**ONLINE:**
Credit card required. VISA, MC, or Discover tulsatech.edu & click on Tech Advisor link.

**FAX:**
918.828.5229
Credit card required. VISA, MC, or Discover.

**E-MAIL:**
Send registration form to info@tulsatech.edu

**MAIL:**
Tulsa Tech CSC/Career Information P.O. Box 477200 Tulsa, OK 74147-7200
Credit card; VISA, MC, or Discover or check only.

**CORPORATE BILLINGS:**
If your company will pay for your enrollment call 918.828.5000.

---

### Register Your Privacy & Tulsa Tech
Your privacy is of great importance to us. Information that you submit will be held in strictest confidence & will be used only by Tulsa Tech officials to provide admissions, registration, enrollment & other similar services.

Persons with Disabilities
To request an accommodation for a qualified disability, please contact the Tulsa Tech Information Center at 918.828.5000.

---

### 7 Ways to Register

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Male ☐</th>
<th>Female ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID No. or Social Security No.</td>
<td>Birthdate</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Home/Cell Phone</td>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pay by ☐ Check *(payable to Tulsa Tech)* ☐ Credit Card

Account Number __________________________ Expiration Date __________________________

Cardholder Name __________________________

Authorized Signature __________________________

---

**CLASS SIZES ARE LIMITED:**
Enroll early to reserve your seat. Your enrollment confirmation will be mailed to you. Tulsa Tech reserves the right to cancel classes, alter the time schedules, prices, instructors, and make any other changes necessary to facilitate the instructional process for adult students.

**REFUND POLICY:**
100% REFUND WILL BE GIVEN IF A WRITTEN, TELEPHONE, FAXED OR IN-PERSON REQUEST IS MADE BEFORE THE FIRST SCHEDULED CLASS MEETING.

Refunds cannot be issued for non-attendance. All fees will be refunded if class is cancelled due to insufficient enrollment. Refunds may require up to 3 weeks to process. For additional refund information visit http://tulsatech.edu/refund

Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status or disability.
NEW ENROLLMENT INFO

ONE-STOP Location...
Career Services Center on Lemley Memorial Campus
Please visit the Career Services Center for walk-up registration for part-time evening and weekend classes within the Lemley Memorial Campus, 3420 S. Memorial Dr.

Information and Enrollment Services
• Full-time programs and part-time class information
• Part-time class enrollments by phone, fax, online, mail, etc.

Bookstore Services
No more standing in line to purchase books, pay for your books when you enroll. Your books will be waiting for you on the first night of class.

ONE-STOP Business Hours
• 7:00am-7:00pm
  Monday - Thursday
• 7:00am-4:30pm
  Friday

ONE-STOP Open During School Breaks

<table>
<thead>
<tr>
<th>Break</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Break</td>
<td>November 25</td>
<td>7:30am - 4:30pm</td>
</tr>
<tr>
<td></td>
<td>November 26 &amp; 27</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 21-23</td>
<td>7:30am - 4:30pm</td>
</tr>
<tr>
<td></td>
<td>December 24-25</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td>December 28-31</td>
<td>7:30am - 4:30pm</td>
</tr>
<tr>
<td></td>
<td>January 1, 2016</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>
ONLINE REGISTRATION MADE EASY!

Enroll anywhere, at any time!
Register online for any Fall term class and receive a $10 tuition discount. Simply go to tulsatech.edu; visit the Part-Time Classes section; select enroll here and complete the process for your specific class. Make Your Own Path by enrolling today.

NEW No Cancellation rule!
Tulsa Tech is excited to offer our Adult Career Development classes with a general “no cancellation” rule. However, some specialized classes may not be included in the no cancellation practice. Please contact us at 918.828.5000 with any questions.