MAKE YOUR OWN PATH

Quilting and Knitting Pg. 4 & 5
Professional Bartender Pg. 5
Master Cosmetology Instructor Pg. 29
Caregivers and Dementia Pg. 46
Home Improvement Series Pg. 54
We realize that learning is a lifelong process. Tulsa Tech provides different types of training, classes, seminars, and events to help you continue learning throughout your life. You can attend classes that will help you develop your professional skills, grow your business, enrich your culinary appetite, improve your life or just be entertained. Some classes offer continuing education credits that are required in some professions.

We are sure you will find that Tulsa Tech gives you various opportunities to continue to hone and develop skills to compete in today’s economy and MAKE YOUR OWN PATH.

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-facilities.

Multiple locations in the Tulsa area.

No cancellation policy*.

Start Making Your Own Path today!
Call 918.828.5000 or visit tulsatech.edu.

OUR TEAM IS HERE TO SERVE YOU...

*Class Cancellation Disclaimer:
Certain specialized classes are not included in the non-cancellation practice.
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*Schedule and Prices Subject to Change

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**One Stop Location**

Walk up registration for adult education classes within the Lemley Memorial Campus, 3420 S. Memorial Dr. Tulsa 918.828.5000

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**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?

Email classes@tulsatech.edu and submit your suggestion. We value our customers’ input!
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 the sewing machine, following a pattern, and selecting 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. Tuition:$75 Hours:15
Instructor: R. Roininen
T 1/12-2/9 6-9P L S100
M 4/4-5/2 6-9P L S101
T 7/12-8/9 6-9P L S100

Sewing: Level 2  APRL-3378
Required skills/experience: 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. Tuition:$75 Hours:15
Instructor: R. Roininen
T 2/23-3/29 6-9P L S100
T 5/10-6/7 6-9P L S100

Beginning Quilting  APRL-3387
Required skills/experience: Some sewing experience.
Create a simple baby 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. Tuition:$159 Hours:30
Instructor: R. Roininen
TH 3/24-5/26 6-9P L S100

Create a T-Shirt Quilt  APRL-3388
Required skills/experience: sewing experience.
Are the t-shirts you’ve been saving starting to pile up? Making them into a t-shirt quilt is a great way to preserve memories and create a lifelong keepsake. Gather nine t-shirts and make a quilt from start to finish. You supply your project materials; the first class meeting includes a trip to the fabric store. Tuition:$149 Hours:27
Instructor: R. Roininen
TH 1/14-3/10 6-9P L S100
TH 6/16-8/11 6-9P L S100

Sewing Apparel  APRL-3389
Prerequisite: APRL-3378.
Explore the world of fashion! Learn to make garments from commercial patterns using the many colors and fabrics available. You will have the opportunity to make a simple garment from a pattern you select. Tuition:$95 Hours:18
Instructor: R. Roininen
M 1/25-3/7 6-9P L S100
M 6/13-7/25 6-9P L S100
Beginning Knitting

APRL-3390

Have you seen a person knitting and thought I wish I knew how to do that? Register yourself and a friend or family member for this fun relaxing class. You will complete a basic project by the end of the course. Tuition:$69 Hours:15

W 2/3-3/2  6-9P  L  S100
M 4/4-5/2  6-9P  L  S100

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. Supply Fee:$55 Tuition:$75 Hours:12

Instructor: T. Griffin

T 1/12-1/26  6-10P  L  S100
T 4/19-5/3  10A-2P  L  S101
T 7/5-7/19  6-10P  L  S100

Upholstery

ATID-3330

Required skills/experience: 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, limited to chairs or similarly sized items (no sofas). Tuition:$225 Hours:40

Instructor: T. Griffin

T 2/9-3/8  8:30A-5P  L  S100
T 2/2-4/12  6-10P  L  S101
T 5/10-6/7  8:30A-5P  L  S100
T 7/26-8/23  6-10P  L  S101

CULINARY ARTS

Blue Label Professional Bartender

Tulsa Tech and Blue Label Bartending School have partnered to train aspiring bartenders how to free-pour over one hundred drinks. You will learn the history, brands and distilling process for liquors and cordials and proper etiquette for handling beer, wine and champagne. You will cover liquor laws and liability, customer service, servicing private parties and more. Those who wish to bartend in Oklahoma will need to apply with the ABLE Commission to obtain an Oklahoma Liquor License. Enrollment is taken with Tulsa Technology; then you will schedule your class with Blue Label Bartending School; morning, afternoon and evening classes; 1 or 2 week time frame depending on scheduling. Tuition:$700 Hours:32

Top Chef

FOOD-3423

Do you wish you possessed better culinary skills? Are there certain foods that you always wanted to learn how to prepare? Then this class is for you! Demonstrations paired with hands-on experiences will cover culinary principles including safety and sanitation, use of tools, and food preparation. Bring your apron. Book cost:$50 Supply Fee:$125 Tuition:$225 Hours:36

Instructor: S. Ellis

T 2/23-4/26  6-10P  L  S100

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. Supply Fee $15 Tuition $35 Hours:3

Instructor: K. McCarty

T 2/2  6-9P  OW  S800

Soup, Soup, & More Soup

FOOD-3343

Serving exciting soup can be simple! Guests are seeking bold flavors, and since soup is so familiar, it’s the perfect way to try something new. Make and taste several fabulous soup recipes while learning the basic soup-making techniques. Supply Fee $15 Tuition $35 Hours:3

Instructor: K. McCarty

T 3/8  6-9P  OW  S800

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<td>FOOD-3425</td>
<td>Game Day Grub</td>
<td>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.</td>
<td>$15</td>
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<td>FOOD-3455</td>
<td>Intro to Canning</td>
<td>Want to learn how to do canning? Take heart it’s not as hard as you think! Come get an introduction to the equipment and procedures, while learning the steps to safely can at home.</td>
<td>$15</td>
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<td>FOOD-3453</td>
<td>Canning: Pickles, Relishes, &amp; Chutneys</td>
<td>Pickles, relish and chutney are easy to make and will add extra flavor to your meals. You got the basics, now let’s get canning.</td>
<td>$15</td>
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<td>FOOD-3452</td>
<td>Canning: Jams &amp; Jellies</td>
<td>Just like grandma used to make, create fresh traditional jams and jellies to spread all year.</td>
<td>$15</td>
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<td>FOOD-3451</td>
<td>Canning: Sauces</td>
<td>There's nothing like cooking with fresh sauces. Learn to preserve your sauces for no fuss meals everyone will enjoy.</td>
<td>$15</td>
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<td>FOOD-3456</td>
<td>Ethnic Cooking Indian</td>
<td>Come learn the wonderful spice filled world of Indian cuisine, covering the basics of good curry, use of spices, and even vegetarian food that the whole family will love.</td>
<td>$15</td>
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<td>FOOD-3459</td>
<td>Ethnic Cooking Vietnamese</td>
<td>Learn about the foods of Vietnam, from the cooler weather dishes of the north to the spicy and light dishes of the south. Come explore the basics of the wonderful world of Southwest Asian cuisine.</td>
<td>$15</td>
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<td>FOOD-3458</td>
<td>Ethnic Cooking Mexican</td>
<td>Explore the mosaic of colors and flavors that Mexican has to offer. Come learn to prepare basic Tex Mex favorites along with traditional options that everyone will love.</td>
<td>$15</td>
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<td>FOOD-3461</td>
<td>Ethnic Cooking Caribbean</td>
<td>Explore the bright and sunny foods of the islands. Learn to use the spices, fruits, and heat that make the cuisine of the Caribbean feel like summer all year long.</td>
<td>$15</td>
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<td>FOOD-3457</td>
<td>Ethnic Cooking Mediterranean</td>
<td>Stretching from the south of Portugal to the coast of Israel. The foods of the Mediterranean are filled with simple yet flavorful dishes that reflect the sunny nature of the region.</td>
<td>$15</td>
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Ethnic Cooking Easy Italian

Italian meals can be simple to prepare and delicious to eat! Gather recipe ideas that are convenient for everyday meals and learn how quality ingredients can spruce up common Italian dishes. Bring your apron. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Ellis

TH 7/21 6-9P OW S800

Ethnic Cooking German

Grab your favorite polka outfit and join us in preparing some great and simple German classics, from a great potato pancake to a great pork schnitzel. Come discover the food world of Oktoberfest. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Ellis

TH 8/18 6-9P OW S800

Chocolate Confections

Learn how to work with one of the most decadent ingredients in the pastry kitchen. Chocolate truffles, chocolate dipped marbled strawberries are just a few of the delicious chocolate confections you will create in this hands-on class. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Leavell

TH 1/14 6-9P OW S800

Candy Making

Learn the art of candy making. Brittles and marshmallows from scratch are just a few of the mouthwatering handmade candies that you will create in this hands-on class. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Leavell

TH 2/11 6-9P OW S800

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Day Date Time Location Section #
M 8/22-10/3 6-9P L S100

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CHECK OUT OUR Success Centers

High School and Middle School credit recovery courses

High School and Middle School accrual (first time) credit courses

Remediation for End-of-Instruction Tests (EOI)

Math/Reading Skills Refresher

Plan of Study and Next Steps Advisement

Riverside Campus 4:30-8:30pm
Lemley, Peoria and Sand Springs Campus 4:00-8:00pm
Monday - Thursday

918.828.5000
tulsatech.edu
Fancy Cookies  FOOD-3464
Bake sale coming up? Hands-on class is the pastry chef’s version of cookie baking. Tuiles, biscotti and almond spritz cookies are examples of the fun style of cookies you can wow your guests with at your next gathering. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: S. Leavell
TH  3/10  6-9P  OW  S800

Intro to Homemade Cookies  FOOD-3471
Imagine a warm, soft, made-from-scratch chocolate chip cookie right out of the oven. A great cookie starts with a little understanding of baking basics and how a few simple ingredients work together in the baking process to achieve that wonderful creation we call a cookie. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: J. Bieloh
TH  4/5  6-9P  OW  S800

French Pastries  FOOD-3462
Soufflés and crepes are just a few of the elegant French pastries you will learn how to make in this hands-on class. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: S. Leavell
TH  4/14  6-9P  OW  S800

Breakfast Pastries  FOOD-3467
Start your day out right with handmade breakfast pastries. This hands-on class will feature cinnamon rolls, coffee cake and other breakfast pastries. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: S. Leavell
TH  5/5  6-9P  OW  S800

Brightening Breakfast  FOOD-3444
Learn how to brighten breakfast three ways: different cooking techniques, refreshing traditional breakfast foods, and creative new dishes. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: S. Ellis
TH  7/14  6-9P  OW  S800

Omelets, Frittatas  Quiche  FOOD-3468
The incredible edible egg has many wonderful uses and preparations. Learn the basics of how to fold the perfect omelet, bake a great frittata, and build a flavorful quiche. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: S. Ellis
TH  8/11  6-9P  OW  S800

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. Bring your own 6 inch cake to decorate. Supply Fee:$10 Tuition:$35 Hours:3
Instructor: R. Linfoot
T  3/8  6-9P  SS  S500

Cheesecakes  FOOD-3469
Just say the word “cheesecake” to anyone and watch their eyes light up! Velvety smooth with endless flavor, crust, and sauce options make it a favorite for any occasion. Come join the fun as we learn to make cheesecake you will love. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: J. Bieloh
T  5/3  6-9P  OW  S800

Chef Sarah has an Associate of Applied Science, Culinary Arts from OSU-IT. She enjoys both hands-on classes as well as demonstration style cooking. She enjoys sharing her culinary passion and skills with her students.

Sarah Leavell

Instructor

Sarah Leavell has an Associate of Applied Science, Culinary Arts from OSU-IT. She enjoys both hands-on classes as well as demonstration style cooking. She enjoys sharing her culinary passion and skills with her students.
Pie Baking  
Learn how to make pies from scratch. This hands-on class features how to make the perfect pie dough, different styles of crust, lattice pie crust, fruit filled pies and other fun types of pies. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Leavell
TH  6/9  6-9P OW  S800

Southern Pies  
Experience the down-home comfort of Southern decadent pies. Join in the fun as you learn how to make some of the best southern pies you will ever taste. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: W. Cole
T  8/23  6-9P OW  S800

Knife Skills  
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. Supply Fee:$8 Tuition:$35 Hours:3

Instructor: R. Linfoot/S. Ellis
T  3/29  6-9P BA  S300
T  5/10  6-9P L  S100
T  6/21  6-9P SS  S500

Fruit & Vegetable Carvings  
Learn basic knife skills and cutting techniques used to create flower arrangements utilizing fresh fruits and vegetables. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: R. Linfoot
T  2/23  6-9P BA  S300
T  8/23  6-9P SS  S500

Backyard Cookout  
Join in the fun as you learn how to create your own signature BBQ sauce and gather ideas for turning cookout standards into standout specialties. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Ellis
T  6/7  6-9P L  S100

Scraps to Gourmet  
Wondering what to do with some leftovers in the fridge? Have some stuff in the pantry that needs to be used up? Learn to use common leftovers and pantry items to make great family meals. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: S. Ellis
T  7/5  6-9P L  S100

Introduction to Bread Baking  
This is the perfect time of year to fill your home with the scent of fresh baked bread. Our experienced instructor will show you the steps to baking delicious bread and provide tips for making each loaf a success. Be sure to bring your apron. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: W. Cole
T  6/28  6-9P OW  S800

Sweet & Savory Quick Breads  
Quick breads, such as muffins, biscuits, cornbread and sweet breads, are great homemade holiday treats and gifts. Join in the fun as we explore how to make delicious, simple, fast recipes perfect for this time of year. Supply Fee:$15 Tuition:$35 Hours:3

Instructor: W. Cole
T  7/26  6-9P OW  S800

Beautiful facility! Can’t wait to take more classes. Elizabeth M.
Yeast-Bread Baking  FOOD-3470
What’s more comforting than the aroma of homemade bread filling the house on a Fall day? Though quite simple in its composition, bread making does require practice, finesse, and patience. With a solid understanding of bakeshop ingredients, mixing methods, and yeast fermentation, making bread at home can be enjoyed by all. Supply Fee:$15 Tuition:$35 Hours:3
Instructor: J. Bieloh
T 8/2 6-9P OW S800

SERVSAFE®

ServSafe® Students Please Note:
Registration must be made at least 2 weeks prior to the class start date to allow required time to study your book. Enroll in-person and purchase your book/test answer sheet at the Career Services Center, 3420 S. Memorial Drive. Classes are taught in English; however, the ServSafe® test is available in English, Spanish, Chinese, Japanese, Korean, French Canadian, and large print. You must indicate your test language preference at time of enrollment so the appropriate test can be ordered for you.

ServSafe®  FOOD-3448
Manager Certification
ServSafe®, a national certification, meets requirements of the Tulsa Health Department. Must enroll at least 2 weeks prior to the start of class. Book cost:$75 Tuition:$65 Hours:10
Instructor: P. Dalagan/M. Yip
T 1/26 5-10P TC S151
T 2/23 5-10P TC S152
T 3/22 5-10P TC S153
T 4/19 5-10P TC S154
T 5/17 5-10P TC S150
T 6/14 5-10P TC S151
T 7/19 5-10P TC S152
T 8/23 5-10P TC S153

CERTIFIED DIETARY MANAGER TRAINING
Association of Nutrition & Foodservice Professionals (ANFP)

Nutrition Concepts & Medical Nutrition Therapy (Level 3)
Comprehensive class covers basic nutrition, body systems, disease, special diets and CMS regulations. As part of the program requirements, field experience in the workplace must be supervised by a Registered Dietitian (RD) and documented to demonstrate competencies. Book is required and must be purchased online from the Association of Nutrition and Foodservice Professionals (ANFP). Tuition $525 Hours:90
Instructor: R. Cupples
T 1/19-5/10 9A-4P BA S300

Best ServSafe class ever! Debbie M.

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</tbody>
</table>

ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
Special Education 
EDTR-3334 

Paraprofessional Training

Required by Oklahoma State Department of Education for all Special Education Paraprofessionals, content focuses on skills and topics important for success as Special Education Paraprofessionals. Tuition: $132 Hours: 24

Instructor: D. Brown

M-TH 1/25-1/28 8A-3P BA S300
M-TH 2/22-2/25 8A-3P BA S301
M-TH 6/6-6/9 8A-3P BA S300
M-TH 8/22-8/25 8A-3P BA S301

Wonderfully informative! Instructor is a wealth of knowledge. I feel so much more capable and confident going into a classroom now! LaTrisha R

Survival Sign for Paraprofessionals 
EDTR-3337

Learn to use culturally appropriate sign concepts designed to support some common interactions of paraprofessionals. Develop a basic working vocabulary and introduction to American Sign Language. Book Cost: $20 Tuition: $99 Hours: 18

Instructor: T. York

M 3/21-4/25 5:30-8:30P BA S300

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.

Beginning Sign Language 
EDTR-3338

It’s estimated that over 2,000,000 individuals are deaf and use sign language. Practice the alphabet, basic vocabulary, and simple sentences. Focus on fingerspelling, numbers, and colors. Tuition: $69 Hours: 12

W 2/3-2/24 6-9P L S100
M 5/23-6/20 6-9P L S100

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.
# Child Development Associate Credential Training

The Child Development Associate (CDA) classes are designed to help students meet their education eligibility requirements for the CDA credential and to successfully prepare for the CDA Credential Assessment administered by the Council for Professional Recognition. CDA Blocks 1-4 can be taken in any order, while Block 5 must be taken last.

You can find more information about this program at [tulsatech.edu](http://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).

## CHILD DEVELOPMENT ASSOCIATE CREDENTIAL TRAINING

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.

<table>
<thead>
<tr>
<th>CDA Block 1: Competencies 1 &amp; 4</th>
<th>FACS-3813</th>
<th><strong>Tuition:</strong> $109 Hours:32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor: K. Bunch/S. Shook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T/TH 4/12-5/12 6:30-9:30P TC</td>
<td>S150</td>
<td></td>
</tr>
<tr>
<td>M/W 5/25-6/29 6:30-9:30P P</td>
<td>S200</td>
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<table>
<thead>
<tr>
<th>CDA Block 2: Competency 3</th>
<th>FACS-3814</th>
<th><strong>Tuition:</strong> $109 Hours:32</th>
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<tbody>
<tr>
<td>Instructor: K. Bunch/S. Shook</td>
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<td></td>
</tr>
<tr>
<td>M/W 1/11-2/17 6:30-9:30P P</td>
<td>S200</td>
<td></td>
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<tr>
<td>T/TH 5/24-6/23 6:30-9:30P TC</td>
<td>S150</td>
<td></td>
</tr>
<tr>
<td>M/W 7/11-8/10 6:30-9:30P P</td>
<td>S200</td>
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</table>

<table>
<thead>
<tr>
<th>CDA Block 3: Competency 2</th>
<th>FACS-3815</th>
<th><strong>Tuition:</strong> $109 Hours:32</th>
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</thead>
<tbody>
<tr>
<td>Instructor: K. Bunch/S. Shook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T/TH 1/12-2/11 6:30-9:30P TC</td>
<td>S150</td>
<td></td>
</tr>
<tr>
<td>M/W 2/22-3/30 6:30-9:30P P</td>
<td>S200</td>
<td></td>
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<tr>
<td>T/TH 7/12-8/11 6:30-9:30P TC</td>
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<table>
<thead>
<tr>
<th>CDA Block 4: Competencies 5 &amp; 6</th>
<th>FACS-3816</th>
<th><strong>Tuition:</strong> $109 Hours:32</th>
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<tbody>
<tr>
<td>Instructor: K. Bunch/S. Shook</td>
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<td></td>
</tr>
<tr>
<td>T/TH 2/23-3/31 6:30-9:30P TC</td>
<td>S150</td>
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<td>M/W 4/11-5/11 6:30-9:30P P</td>
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<td>S150</td>
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<table>
<thead>
<tr>
<th>CDA Block 5: Application &amp; Assessment Preparation</th>
<th>FACS-3817</th>
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<tbody>
<tr>
<td><strong>Prerequisite:</strong> CDA Blocks 1, 2, 3, and 4 or 120 hours of documented early childhood training.</td>
<td></td>
</tr>
<tr>
<td><strong>Tuition:</strong> $95 Hours:16</td>
<td></td>
</tr>
<tr>
<td>Instructor: D. Dudley</td>
<td></td>
</tr>
<tr>
<td>M/TH 2/1-2/29 6:30-8:30P TC</td>
<td>S150</td>
</tr>
</tbody>
</table>

Really enjoyed the class and Block 5 should be mandatory! I have a lot of confidence in passing my CDA exam.
SECC Scholarships may be available. Call 866.343.3881 to inquire. SECC Scholarship students must also pass an End of Instruction Test. 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.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Title</th>
<th>FACS Code</th>
<th>Student Scholarship Co-Pay at Time of Enrollment</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Providing for Children’s Safety</td>
<td>FACS-3989</td>
<td>$13</td>
<td>$43.50</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Providing for Children’s Health</td>
<td>FACS-3990</td>
<td>$13</td>
<td>$43.50</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Providing an Environment for Learning</td>
<td>FACS-3991</td>
<td>$19.50</td>
<td>$65.25</td>
</tr>
<tr>
<td>Unit 4</td>
<td>Child Growth &amp; Development Concepts</td>
<td>FACS-3992</td>
<td>$39</td>
<td>$130.50</td>
</tr>
<tr>
<td>Unit 5</td>
<td>Ensuring Developmentally Appropriate Practice</td>
<td>FACS-3993</td>
<td>$32.50</td>
<td>$108.75</td>
</tr>
<tr>
<td>Unit 6</td>
<td>Guiding Children</td>
<td>FACS-3994</td>
<td>$19.50</td>
<td>$65.25</td>
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<tr>
<td>Unit 7</td>
<td>Involving Families &amp; the Community</td>
<td>FACS-3995</td>
<td>$13</td>
<td>$43.50</td>
</tr>
<tr>
<td>Unit 8</td>
<td>Program Plans &amp; Record Keeping</td>
<td>FACS-3996</td>
<td>$13</td>
<td>$43.50</td>
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<tr>
<td>Unit 9</td>
<td>Developing as an Early Education Professional</td>
<td>FACS-3997</td>
<td>$13</td>
<td>$43.50</td>
</tr>
<tr>
<td>Unit 10</td>
<td>Putting It All Together</td>
<td>FACS-3998</td>
<td>$19.50</td>
<td>$65.25</td>
</tr>
</tbody>
</table>

Need CPR? Check out our AHA Pediatric CPR & First Aid class: HLTH-3411 on pg 38.

<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>
Need more training hours for DHS licensing? Need CEU’s? Want new ideas and Information?

How Boys & Girls Learn Differently
FACS-4006
Explore the difference in the learning styles of boys and girls. Learn how to effectively plan and deliver activities that will meet their unique needs. Tuition:$29 Hours:5
Instructor: K. Bunch
S 1/30 9A-2P TC S150

Valuing Differences in Living Color
FACS-4046
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 team work. Tuition:$29 Hours:5
Instructor: S. Oare
T 2/9-2/16 6:45-9:15P TC S150

Beyond Open-Ended Questions
FACS-3555
You focus on ways to extend language and encourage creative thinking while acquiring strategies to support children’s creativity and higher-level learning by asking questions. Tuition:$29 Hours:5 or .5 CEU’s
Instructor: K. Bunch
S 2/20 9A-2P TC S150

Art Experiences for Infants through School Agers
FACS-3925
Creative art activities help children develop a variety of important skills. You will discover how to utilize a variety of creative art activities to engage children and enrich your curriculum. Tuition:$29 Hours:5
Instructor: K. Bunch
S 3/5 9A-2P TC S150

Stress Busters & Time Management Tips
FACS-3847
Stress is one of the most significant factors impacting health, work, home, and happiness. Through discussion and activities, explore the causes and results of stress and the tools for coping with difficult situations in the school-based setting. Learn to maximize your time and lower your stress level. Tuition:$29 Hours:5 or .5 CEU’s
Instructor: S. Shook
S 4/2 9A-2P TC S150

Earth Day & Beyond Environment
FACS-3942
Share your concern and care about the natural environment by teaching children about environmental responsibility. Join us for this revised class as we explore fun and educational activities featuring environmental concepts, as well as ways to include caring for the earth into the daily curriculum. You will have the opportunity to make several learning activities, so bring your scissors, markers, and glue. Tuition:$29 Hours:5
Instructor: S. Shook
T 4/12-4/19 6:45-9:15P TC S150

Diane Dudley
Diane Dudley has over 30 years of experience in Early Childhood Education in the Tulsa area. She has taught Preschool, was a Parent Educator and has been a PD Specialist for the National CDA Council for several years. Get on the fast track with learning tips and tricks from her vast experience.

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Say Cheese! Using Photos in the Early Childhood Setting
Photos are an important addition to any early childhood setting as they can be used to individualize and personalize concepts and activities, make abstract concepts real to children, and support all areas of the curriculum. Join us as we explore many ways to enrich children’s learning experiences with photos. Tuition:$29 Hours:5
Instructor: K. Bunch
S 5/21 9A-2P TC S150

Water Exploration with Young Children
Children’s explorations help deepen their understanding of liquids and the properties of water. Explore a variety of scientific concepts, as well as how to develop children’s curiosity and eagerness to learn. Tuition:$40 Hours:10
Instructor: S. Shook
S 6/4-6/11 9A-2P TC S150

Baby Signs
The ‘Baby Signs’ program teaches hearing babies how to communicate by using simple gestures, giving them a way to communicate before they can talk. Benefits to infants and toddlers include the building of positive social development, jump-starting language, and reducing frustration. Bring your make-n-take supplies: scissors, markers, and glue. Tuition:$29 Hours:4
Instructor: D. Dudley
T 6/14-6/21 7-9P TC S150

Supporting English Language Learners
You will acquire strategies for supporting both home language development and English language learning while collecting ideas for literacy materials, props, and ways to meet the needs of English language learners. Tuition:$29 Hours:5 or .5 CEU’s
Instructor: S. Shook
S 7/23 9A-2P TC S150

Inclusion of Children with Special Needs
Become familiar with ways to include children with special needs in the child care setting. Identify the definition of special needs, learn about guidelines for working with children with disabilities, and gather ideas for making adaptations to curriculum, activities, materials, and equipment. Tuition:$29 Hours:5 or .5 CEU’s
Instructor: M. Lemmond
M 1/25-2/1 6:45-9:15P TC S150
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Behavioral Support for Children with Autism</td>
<td>FACS-3529</td>
<td>Improve in your ability to help care for and educate young children with Autism as you concentrate on learning specific behavior and guidance strategies. Tuition:$29 Hours:5 or .5 CEU’s</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 2/22-2/29 6:45-9:15P TC S150</td>
</tr>
<tr>
<td>Communication Strategies for Children with Autism Spectrum Disorder</td>
<td>FACS-3573</td>
<td>Learn specific visual strategies and communications systems designed to help caregivers support children with Autism. Tuition:$29 Hours:5 or .5 CEU’s</td>
</tr>
<tr>
<td>Meeting the Needs of Children Who Are Gifted &amp; Talented</td>
<td>FACS-3967</td>
<td>Young children who display gifts or talents in particular areas benefit from having responsive caregivers who can meet their needs in the child care setting. Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting. Tuition:$29 Hours:5 or .5 CEU’s</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 4/11-4/18 6:45-9:15P TC S150</td>
</tr>
<tr>
<td>Meeting the Needs of Young Children with Anxiety Disorders</td>
<td>FACS-4026</td>
<td>You will be introduced to the concept of “anxiety disorders” and developmentally typical anxiety. Discuss three major anxiety types seen in young children. Posttraumatic Stress Disorder (PTSD), Separation Anxiety Disorder (SAD), and Generalized Anxiety Disorder (GAD). Signs and symptoms for each sub-type and strategies for helping children will be shared. Tuition:$29 Hours:5</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 5/2-5/9 6:45-9:15P TC S150</td>
</tr>
<tr>
<td>Meeting the Needs of Young Children with Oppositional Defiant Disorder</td>
<td>FACS-4030</td>
<td>Young children are often seen as “defiant” when they are tired, hungry, or upset. But there are a growing number of children who exhibit defiant behaviors at other times and more frequently. You will learn the symptoms, causes and classroom strategies for helping young children with Oppositional Defiant Disorder. Tuition:$29 Hours:5</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 5/23-6/6 6:45-9:15P TC S150</td>
</tr>
<tr>
<td>Working with Families of Children with Special Needs</td>
<td>FACS-3469</td>
<td>Share information and connect with the families of children with special needs. Tuition:$29 Hours:5</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 6/20-6/27 6:45-9:15P TC S150</td>
</tr>
<tr>
<td>Behavior Strategies for Children with Special Needs</td>
<td>FACS-3955</td>
<td>Children with special needs often display behaviors which appear inappropriate and disruptive. Learn specific strategies to guide children toward more appropriate behavior. Tuition:$29 Hours:5</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 7/11-7/18 6:45-9:15P TC S150</td>
</tr>
<tr>
<td>Meeting the Needs of Children with Speech &amp; Language Disorders</td>
<td>FACS-3956</td>
<td>Become familiar with factors influencing speech and language development and discover ways to support children with special needs as they develop communication skills. Tuition:$29 Hours:5</td>
</tr>
<tr>
<td>Instructor: M. Lemmond</td>
<td></td>
<td>M 8/15-8/22 6:45-9:15P TC S150</td>
</tr>
</tbody>
</table>
## Early Childhood Director’s Certificate

The Tulsa Tech Director’s Certificate Program is designed for administrators, directors, and their child care facility assistants. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to you as you successfully complete each of the classes. The Tulsa Tech Director’s Certificate will be awarded when you successfully complete the entire series of Director’s classes. Completion of this series of classes can be counted toward meeting the required administration and management training hours of the Bronze Level Oklahoma Director’s Credential. The NECPA Commission, Inc. has approved this educational program as meeting the criteria for continuing education for the National Administrator Credential. Classes may be taken in any order.

You can find more information about this program at [tulsatech.edu](http://tulsatech.edu) and click on "Continuing Education."

### EARLY CHILDHOOD DIRECTORS CERTIFICATE

**Train & Motivate Your Staff ** FACS-3535  
How do you make meetings and trainings for your staff more fun and meaningful? Discover inexpensive ways to encourage and motivate your employees. Tuition:$29 Hours:5 or .5 CEU’s  
Instructor: S. Oare  
**TH 1/14-1/21  6:45-9:15P TC S150**

**Arranging the Early Learning Environment** FACS-3797  
The arrangement of the physical environment is a vital part of any program. Gather ideas for helping staff use arrangement of space and materials to meet the developmental needs of young children. Tuition:$29 Hours:5 or .5 CEU’s  
Instructor: S. Oare  
**TH 2/4-2/11  6:45-9:15P TC S150**

**Ethics in Early Childhood** FACS-3834  
Explore the NAEYC Code of Ethical Conduct while considering how this position statement impacts the actions of both you and your staff. Tuition:$29 Hours:5 or .5 CEU’s  
Instructor: S. Oare  
**TH 2/25-3/3  6:45-9:15P TC S150**

**DAP: Beyond the Basics for Center Directors** FACS-3890  
The guidelines of a developmentally appropriate program will be discussed and excellence in administration of an early learning program will be examined. Tuition:$29 Hours:5 or .5 CEU’s  
Instructor: S. Oare  
**TH 3/24-3/31  6:45-9:15P TC S150**

### DAY DATE TIME LOCATION SECTION #

<table>
<thead>
<tr>
<th>M</th>
<th>8/22-10/3</th>
<th>6-9P</th>
<th>L</th>
<th>S100</th>
</tr>
</thead>
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**BA - BROKEN ARROW, H - HEALTH SCIENCES CENTER, L - LEMLEY, OW - OWASSO, P - PEORIA, RS - RIVERSIDE, SS - SAND SPRINGS, TC - TRAINING CENTER/BIS**
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Description</th>
<th>Instructor</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survival Skills for Center Directors</td>
<td>FACS-4007</td>
<td>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. Tuition:$29 Hours:5</td>
<td>S. Oare</td>
<td>TH 4/14-4/21</td>
<td>6:45-9:15P</td>
<td>TC S150</td>
<td></td>
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<tr>
<td>Effective Communication for Center Directors</td>
<td>FACS-3534</td>
<td>Do you communicate effectively with your staff? Discover practical ways to communicate and connect with the families of children in your childcare setting. Tuition:$29 Hours:5</td>
<td>M. Lemmond</td>
<td>TH 5/5-5/12</td>
<td>6:45-9:15P</td>
<td>TC S150</td>
<td></td>
</tr>
<tr>
<td>Encouraging Professionalism</td>
<td>FACS-3798</td>
<td>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. Tuition:$29 Hours:5</td>
<td>S. Oare</td>
<td>TH 5/26-6/2</td>
<td>6:45-9:15P</td>
<td>TC S150</td>
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<tr>
<td>Time &amp; Money Management for Center Directors</td>
<td>FACS-3883</td>
<td>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. Tuition:$29 Hours:5</td>
<td>S. Oare</td>
<td>TH 6/16-6/23</td>
<td>6:45-9:15P</td>
<td>TC S150</td>
<td></td>
</tr>
<tr>
<td>Leadership Strategies for Addressing Challenging Behaviors</td>
<td>FACS-3898</td>
<td>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. Tuition:$29 Hours:5</td>
<td>S. Oare</td>
<td>TH 7/14-7/21</td>
<td>6:45-9:15P</td>
<td>TC S150</td>
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</tr>
<tr>
<td>Women Managing Women</td>
<td>FACS-3808</td>
<td>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?” Tuition:$29 Hours:5</td>
<td>S. Oare</td>
<td>TH 8/18-8/25</td>
<td>6:45-9:15P</td>
<td>TC S150</td>
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<tr>
<td>LANDSCAPE &amp; FLORAL DESIGN</td>
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<tr>
<td>Fresh Floral Design 1</td>
<td>HORT-3361</td>
<td>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 hand tools. Supply Fee $50 Tuition:$95 Hours:18</td>
<td>M. Scott-Hall</td>
<td>M 1/11-2/29</td>
<td>6-9P</td>
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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 your own hand tools. Supply Fee:$65 Tuition:$95 Hours:18

Instructor: M. Scott-Hall

M 3/7-4/18  6-9P  L  S100  
M 7/11-8/15  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. Tuition:$95 Hours:18

Instructor: C. Roper

TH 1/14-2/18  6-9P  L  S100  
TH 5/19-6/23  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. Tuition:$95 Hours:18

Instructor: C. Roper

TH 2/25-4/7  6-9P  L  S100  
TH 6/30-8/4  6-9P  L  S100

Landscape Design  
HORT-3378  
Wasting money every year planting? Plan, design and learn to properly install your own landscape design. Sun exposure, soil materials and care of various plants are some of the topics to be covered. Tuition:$109 Hours:21

W 1/20-3/2  6-9P  L  S100

Day Date Time Location Section #
M 8/22-10/3  6-9P  L  S100

VISUAL, GRAPHICS & CREATIVE ARTS

Decorating on a Budget  
ATID-3335

Learn how to use existing furniture and accessories to develop a new look and appeal to your space. Find out simple, inexpensive changes can make a big difference. Tuition:$65 Hours:12

Instructor: C. Roper

T 5/31-6/21  6-9P  L  S100

Party Planning Ideas  
HSPT-3335

Planning a party? Come and get ideas on how to plan theme parties i.e. sweet 16, tea parties, and holiday parties, including invitations, decorations and party favors. Tuition:$25 Hours:4

Instructor: H. Williams

T 3/1  6-10P  OW  S800  
T 5/10  6-10P  OW  S800

Intro to Colored Pencil Illustration  
ADV-T-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. Tuition:$75 Hours:12

Instructor: D. Dudley

TH 1/14-2/4  6-9P  L  S100  
TH 5/12-6/2  6-9P  L  S100

Colored Pencil Illustration  ADVT-3335

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. Tuition:$135 Hours:30

Instructor: D. Dudley

TH 2/11-4/21  6-9P  L  S100  
TH 6/9-8/11  6-9P  L  S100
Pen & Ink Illustration  ADVT-3347
Explore various drawing techniques while creating a pen and ink illustration. Taught by nationally recognized artist Dayne Dudley. Tuition:$159 Hours:30
Instructor: D. Dudley
T 2/9-4/19 6-9P L S100
T 6/7-8/9 6-9P L S100

Drawing With Markers  ADVT-3346
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. Tuition:$195 Hours:30
Instructor: R. Wolverton
M/W 5/23-6/27 6-9P RS S400

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 which has become the basic for many college animation programs around the world. Tuition:$125 Hours:30
Instructor: R. Wolverton
T/TH 5/31-6/30 6-9P RS S400

Lip Sync & Sound FX for Animation  ADVT-3348
Learn proven acting techniques through the ten voice placements, enhanced with mood, emotion and projection. Discover basic mouth positions and how to apply them effectively to characters of your own creation. Learn the importance of exposure sheets and how to time a soundtrack for production. Tuition:$195 Hours:30
Instructor: R. Wolverton
T/TH 7/12-8/11 6-9P RS S400

Storyboarding for Animation  ADVT-3349
Learn the basics of storyboard creation including format, continuity, composition and flow. The art of storytelling is explored through visual portrayal utilizing camera techniques, lighting and special effects. A variety of formats will be studied including the proper method to storyboard for television shows working direct from scripts and model sheets. Tuition:$195 Hours:30
Instructor: R. Wolverton
M/W 7/18-8/17 6-10P RS S400

RAPA-3335 Modern Recording  RAPA-3335
Learn the art and science of audio engineering for the modern recording studio, from basic signal flow and microphone techniques to using Pro Tools for recording and editing. Tuition:$225 Hours:40
Instructor: K. Osborne
M 1/11-4/4 6-10P RS S400
M 7/18-9/26 6-10P RS S400

Audio Editing & Mixing  RAPA-3338
Discover powerful techniques for editing and mixing audio. Dive deeper into the Pro Tools software and improve the quality and excitement of your mixes and audio productions. Tuition:$225 Hours:40
Instructor: K. Osborne
M 4/18-6/27 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. Supply Fee:$447 Tuition:$165 Hours:30
Instructor: P. Roper
M 5/9-7/25 6-9P L S100

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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. Book cost:$30 Tuition:$225 Hours:32

Instructor: D. Henderson

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Great class with very knowledgeable instructor, you could not get a better teacher. He is able to be serious, fun, comical, receptive and helpful all at once. Brianna T.

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Digital Photography  
**PHTO-3374**

**Now: Part 2**

Required skills/experience: Comfortable with manual mode camera operation. Clear understanding of aperture and shutter speed.

Delve deeper into the more advance areas of photography, lighting, composition, and image editing. Lightroom skills will include the output modules of printing and web galleries. Instructor Douglas Henderson is one of Oklahoma’s most prolific photographers. Class includes a field trip. Book and digital camera required. Book cost:$30 Tuition:$225 Hours:32

Instructor: D. Henderson

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Digital Photography  
**PHTO-3376**

**Now: Part 3**

Prerequisite: PHTO-3373.

Build on your photography skills as you employ a number of specialized photographic techniques, such as studio lighting, flash portrait posing, and on-camera flash. Tuition:$225 Hours:32

Instructor: D. Henderson

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Digital Image Retouching & Restoring  
**PHTO-3377**

Do you have that favorite family photo that has degraded over time? With Photoshop’s many tools and filters, you can repair and retouch an old photograph to make it look like as good-as-new and put life into them. You will provide your own photographs to work on. Tuition:$225 Hours:32

Instructor: M. Enlow

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LEISURE & RECREATIONAL ACTIVITIES

Introduction to Taxidermy  TXDM-3333
Interested in starting a new hobby or pursuing a career in taxidermy? Develop a working knowledge of the principles with an introduction to bird, big game, shoulder mounts, and 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. Book cost:$25 Tuition:$145 Hours:15
Instructor: J. Aldrich
TH  5/26-6/23  6-9P  OW  S800

Bird Taxidermy  TXDM-3337
Prerequisite: TXDM-3333.
Continue to build on your beginning taxidermy skills as you gain experience in the use of tools, materials and techniques in the preparation of bird mounts. You will learn what materials are needed for bird anatomy, and gain knowledge of specific mounting techniques, bird reference material, habitat references, preserving techniques, displaying techniques, and finishing touches that lend to realistic mounts in authentic habitats. Supply Fee:$67 Tuition:$195 Hours:21
Instructor: J. Aldrich
T  1/26-4/21  6-9P  OW  S800
TH  8/4-10/6  6-9P  OW  S800

Life Size Taxidermy- Fox Squirrels  TXDM-3338
Prerequisite: TXDN-3333.
Life-Size Taxidermy is designed to give you hands-on experience in mounting small mammals for a new hobby or pursuing a career in taxidermy. You will mount a life-size fox squirrel, enriching the working knowledge of taxidermy principles that can be used to prepare all life size mammals. Supply Fee:$50 Tuition:$245 Hours:30
Instructor: J. Aldrich
TH  2/11-4/21  6-9P  OW  S800

Big Game Taxidermy  TXDM-3336
Prerequisite: TXDM-3333.
Continue to build on your intermediate taxidermy skills as you gain experience in the use of tools, materials and techniques in the preparation of big game mounts. You will learn what materials are needed for big game (deer size) taxidermy, and gain knowledge of specific mounting techniques, big game reference material, habitat references, tanning techniques, displaying technique, and finishing touches that lend to artistic realistic mounts by addressing anatomy. Book cost:$30 Supply Fee:$52 Tuition:$245 Hours:30
Instructor: J. Aldrich
T  4/5-4/7  6-9P  OW  S800
TH  5/26-6/23  6-9P  OW  S800

Crappie Fishing Techniques Seminar  LRA-3515
Increase your chances of catching Ole Papermouth. Wally Marshall, a top crappie fisherman in America aka “Mr. Crappie”; Barry Morrow, experienced Lake Eufaula guide; Gary Dollahon, from Gene LaRue Lures and regular contributor on Southwest Outdoor Fishing TV Show; and Kurt Kuklinski, crappie expert and fisheries biologist; round out the expert instructional team. Tuition:$89 Hours:8
T  2/2-2/16  7:30-9:30P  OW  S800
TH  2/11  7:30-9:30P  OW  S800

Let’s Talk Turkey Hunting Seminar  LRA-3516
Optimize your turkey hunting skills! Learn from the best, Bill Epeard and Russell Knight, nationally-known turkey hunters from the Ultimate Hunting TV show on the Outdoor Channel plus, top Oklahoma hunters Tres Phipps and Rod Smith. Tuition:$99 Hours:6
S  2/27  8A-4:30P  OW  S800

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BUSINESS, MANAGEMENT & 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 and customizing reports, explore creating invoices, recording sales and entering payments. You must bring a 2GB flash drive to class. Book cost:$90 Tuition:$245 Hours:36

Instructor: R. Roininen
M/W 1/11-2/24 6-9P L S100
T/TH 5/10-6/16 6-9P L S100

How to Start Your Own Business
Have you been wondering what you need to do to start your own business or how to make your existing business better? Our course will inform you about market research, marketing, sales, financial forecasting, taxes, recordkeeping, cash flow, employee issues, business management, and much more. Book, all materials and all individual consultations include in tuition:$195

W 1/20-3/9 6:30-9:30P L
TH 4/7-5/26 6:30-9:30P L

Get Your Website Right & Grow Your Small Business MRKT-3348
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 ecommerce store. Tuition:$145 Hours:24

Instructor: J. Collington
T 3/22-5/10 6-9P RS S400
T 8/9-9/27 6-9P RS S400

Bruce Bishline is currently a Business Management Consultant with Tulsa Tech and since 1990 has also taught the How to Start Your Own Business Program. Bruce owned his own successful retail store for almost 12 years. He has a BS degree in Accounting, is a Certified Economic Development Finance Professional and a Certified Professional Coach. Join his class and make your entrepreneur goal a reality.
How can you drive traffic to your website? Examine what innovative companies are doing to connect their content and network with the right people. Learn how to create content and optimize for specialized targeted audiences. Review case studies of various social media platforms and build from their strengths. Tuition:$95 Hours:12

Instructor: J. Collington

T  1/19-2/9  6-9P RS S400
T  7/12-8/2  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 yougotclass.org/catalog.cfm/tulsatech for additional information.

HUMAN RESOURCES

PHR/SPHR Certification Prep  HRA-3334
PHR/SPHR Certification Prep 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). Book cost:$460 Tuition:$295 Hours:42

Instructor: B. Webb

TH  1/21-4/28  6-9P TC S150
TH  8/11-11/17  6-9P TC S150

PHR/SPHR Certification Prep  HRA-3335
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. Book cost:$460 Tuition:$175 Hours:24

Instructor: S. Liggins


SHRM Essentials of the HR Management  HRA-3330
The SHRM Essentials of HR Management offers a comprehensive overview of human resource roles and responsibilities providing participants critical knowledge to help reduce potentially costly lawsuits and improving the ability to handle challenging HR issues. Recently updated, this class is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. Tuition:$395 Hours:12

Instructor: B. Webb

T/W  2/23-2/24  9A-4P TC S150

HR 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 discussion of the rational for the correct answers as defined by hrci.org. Tuition:$395 Hours:12

Instructor: B. Webb

W  5/4  5:30-9:30P TC S150
TH  5/5  6-9P S150
F  5/6  8A-5P S150
S  5/7  8A-12P S150

Shawn brings more than 20 years of experience in Human Resources to the classroom. Her knowledge of employment, recruitment, benefits, and employee relations serves as valuable tools for her students.
Business Certificates Online-UGotClass
Certificate in Customer Service, Certificate in Business Research, Recruiting/Retaining Gen X & Gen Y, Successful Survey Techniques, Negotiation: Get What You Want and more are offered online with UGotClass. Visit  yougotclass.org/catalog.cfm/tulsatech for additional information

COMPUTER APPLICATIONS

Computer Essentials CIS-4075 for the Beginner
Does the idea of turning on a computer and understanding all the programs overwhelm you? Ease your way into technology by exploring the computer desk top, using the Internet, introduction to word, setting up and using e-mail and Facebook, downloading and sharing photos. Time will be dedicated to answering specific questions. Tuition:$75 Hours:12
Instructor: R. Dejongh
T/TH 2/2-2/11 12:30-3:30P BA S300
T/TH 4/5-4/14 5:30-8:30P OW S800
T/TH 6/7-6/16 5:30-8:30P BA S300
T/TH 8/16-8/25 5:30-8:30P OW S800

Word Basics 2010 CIS-3989
Become proficient in creating structured, professional business documents in this practical, hands-on approach. Practice navigation and selection techniques, editing and formatting text, creating and working with tables, manipulating page layouts, proofing and printing documents and using graphics. Book included. Tuition:$125 Hours:8
Instructor: R. Dejongh
T/TH 3/1-3/3 5:30-9:30P OW S800
T/TH 7/19-7/21 5:30-9:30P BA S300

Excel Basics 2013 CIS-4137
Learn to create and develop Excel worksheets and workbooks to organize, calculate, analyze, revise, update and present data that will help the decision makers in your organization get the information needed to make sound decisions. Tuition:$125 Hours:8
Instructor: T. American Horse
T/TH 1/26-1/28 5:30-9:30P OW S800
T/TH 4/26-4/28 5:30-9:30P OW S801
T/TH 5/10-5/12 5:30-9:30P BA S300

Excel Intermediate 2013 CIS-4132
Prerequisite: CIS-4137.
Build upon your knowledge and start creating advanced workbooks and worksheets. Learn to analyze massive amounts of data with pivot tables and slicers, extract actionable information, and present that information using charts. Tuition:$125 Hours:8
Instructor: T. American Horse
T/TH 5/24-5/26 5:30-9:30P OW S800
T/TH 8/16-8/18 5:30-9:30P OW S801
T/TH 8/23-8/25 5:30-9:30P BA S300

From the age of twelve, Doug knew that computers would be his life’s passion. From building his own computers to software support, design, and testing, Doug has worked many facets of the computer industry. He enjoys teaching and sharing his passion for computers both in and out of the Owasso classroom.

DOUG DEARING

Mrs. Tiffany American Horse was very knowledgeable and able to communicate to us step-by-step. Although many of us had different levels of computer skills and learning styles, we were all well-engaged. Julianne L.
SELF-PACED TRAINING
Experience the convenience of working at your own pace in a classroom with a facilitator available for individual assistance and to answer questions. Book fees are an additional $45 to $120, depending on the class.

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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 $99. Visit ed2go.com/tulsatech for more information.
**CCNA® Routing and Switching Certification Training**

Tulsa Tech is a Cisco Networking Academy partner and offers the CCNA® Routing and Switching classes. The curriculum is ideally suited for individuals who want to increase their value to employers and those wishing to stay current with advances in networking knowledge and skills. Training is designed to prepare students to take the CCNA® Routing and Switching certification which validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks.

You can find more information about this program at tulsatech.edu and click on “Continuing Education”

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**INFORMATION TECHNOLOGY**

**CCNA® ROUTING & SWITCHING CERTIFICATION TRAINING**

**Introduction to Networks**

CSCO-3336

*Networking Devices*

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.

Tuition:$545 Hours:80

Instructor: Ashcroft

M/W 3/21-5/25 6-10P RS S400

**Routing & Switching Essentials**

CSCO-3337

Gain insight into the architecture, components, and operations of routers and switches in a small network. Learn how to configure a router and a switch for basic functionality. By the end of the class, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Tuition:$545 Hours:80

Instructor: A. Ashcroft

M/W 6/13-8/22 6-10P RS S400

**Connecting Networks**

CSCO-3339

Discuss the WAN technologies and network services required by converged applications in a complex network. Understand the selection criteria of network devices and WAN technologies to meet network requirements. You will learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. You will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. Tuition:$545 Hours:80

Instructor: B. Kepford

T/TH 6/14-8/18 6-10P RS S400

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**INFORMATION TECHNOLOGY**

**CCNA® ROUTING & SWITCHING CERTIFICATION TRAINING**

**Introduction to Networks**

CSCO-3336

*Networking Devices*

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.

Tuition:$545 Hours:80

Instructor: Ashcroft

M/W 3/21-5/25 6-10P RS S400

**Routing & Switching Essentials**

CSCO-3337

Gain insight into the architecture, components, and operations of routers and switches in a small network. Learn how to configure a router and a switch for basic functionality. By the end of the class, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Tuition:$545 Hours:80

Instructor: A. Ashcroft

M/W 6/13-8/22 6-10P RS S400

**Connecting Networks**

CSCO-3339

Discuss the WAN technologies and network services required by converged applications in a complex network. Understand the selection criteria of network devices and WAN technologies to meet network requirements. You will learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. You will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. Tuition:$545 Hours:80

Instructor: B. Kepford

T/TH 6/14-8/18 6-10P RS S400
CompTIA Certification Training

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+ and coming this spring, Security+.

You can find more information about this program at [tulsatech.edu](http://tulsatech.edu) and click on “Continuing Education”

### COMPTIA A+ CERTIFICATION TRAINING

**CompTIA A+ Hardware, Part 1  CSC-3415**

Designed to provide foundational skills and knowledge for a career in PC repair and support, plus preparation for the A+ 220-801 certification exam. Gain an understanding of computer components and the ability to install, configure and maintain computer hardware technology. Specific class content includes PC hardware, networking, laptops, printer and operational procedures. Tuition:$295 Hours:32

Instructor: M. Shelton

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**CompTIA A+ Hardware, Part 2  CSC-3416**

*Prerequisite: CSC-3415.*

Tuition:$295 Hours:32

Instructor: M. Shelton

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**CompTIA A+ Software, Part 1  CSC-3417**

*Prerequisite: CSC-3416.*

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. Tuition:$295 Hours:32

Instructor: M. Shelton

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**CompTIA A+ Software, Part 2  CSC-3418**

*Prerequisite: CSC-3417.*

Tuition:$295 Hours:32

Instructor: M. Shelton

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**Information Technology Classes Online-Ed2go**

Networking, PC Security, ASP.NET, PHP & MySQL and more are offered online with Ed2go. Visit [ed2go.com/tulsatech](http://ed2go.com/tulsatech) for additional information.
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.

Master Cosmetology Instructor

Required skills/experience: Hold a current Oklahoma Cosmetology License and High School Diploma or GED and have been engaged in the practice of cosmetology for at least the preceding two years.

Instruction meets the state of Oklahoma’s requirements for cosmetology instructor licensure and prepares you to become a qualified instructor of cosmetology theory and practice. Training topics include: Orientation, Introduction to Teaching and Curriculum, Course Outlining and Development, Cosmetology Law, Cosmetology School Management and Record Keeping, Teaching and Assisting in the Classroom and Clinic and Practice Teaching in the Classroom and Clinic. For additional information, call 918.828.5000.

INSURANCE LICENSING

Insurance License Life/Accident & Health Exam Prep

Tuition:$195 Hours:16
Instructor: J. Jordan

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Insurance Licensing

Property & Casualty Exam Prep

Tuition:$195 Hours:16
Instructor: K. Allen

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INSURANCE CE

We offer 24 hours of continuing education classes every month with instructor J. Jordan. We offer LTC classes quarterly.

Ethics Getting Personal

Approved for Ethics OID #1019746. Tuition:$25 Hours:3

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2016 Trends in Insurance Legislation

Tuition:$20 Hours:2

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Approved for ProGen OID #1019748 and AdjGen 1019747. Tuition:$25 Hours:3

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### Earthquake Insurance
Approved for Earthquake #102126. Tuition:$15 Hours:1

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**Spring/Summer 2016 UGotClass Courses**

**NEW! Certificate in Office Operations**

*NEW!* Office Operations  
Cyber Security for Managers  
*NEW!* Embracing Sustainability in the Workplace

**NEW! Certificate in Business Writing**

*NEW!* Business Writing  
Effective Copywriting  
*NEW!* Writing News and Press Releases

**NEW! Introduction to Game Design**

**NEW! Intro to 3-D Printing**

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**Claims Fulfilling Promises**  INS-4127

Approved for ProGen OID #1021259 and AdjGen 1021258. Tuition:$25 Hours:3

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**E & O: A Slippery Slope**  INS-4133

Approved for ProGen OID #1023559 and AdjGen 1023558. Tuition:$35 Hours:4

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**Generational Ethics**  INS-4129

Approved for Ethics #1023557. Tuition:$25 Hours:3

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**2015 OK Legislative Update**  INS-4130

Approved for Legislative #1024236. Tuition:$20 Hours:2

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**Watch Your Language: Ethical Communication**  INS-4106

Approved for Ethics OID #1013517. Tuition:$25 Hours:3

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yougoclass.org/catalog.dfm/TulsaTech
**REAL ESTATE**

**Real Estate Sales Associate**

**RE-3494**

Passing score of 80% required. 100% attendance required. Book cost: $60  Tuition: $405  Hours: 90

Instructor: C. Manchester

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**ONLINE REAL ESTATE CE**

Check out online classes through CareerWeb School at [tulsatech.edu](http://tulsatech.edu) and click on “Part-Time Classes” for information and enrollment.

**REAL ESTATE CE**

**Current Issues-Foreclosures**

**RE-4021**

Tuition: $15  Hours: 1

Instructor: M. Washburn

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**Broker Relations**

**RE-4022**

Tuition: $15  Hours: 1

Instructor: M. Washburn

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**Cindy Manchester**

Cindy has assisted hundreds of businesses worldwide in the areas of consulting, sales and training for industries including real estate, financial, education, manufacturing and television for more than 20 years. She is also the author of “P.I. Selling, Crack the Code to Real Estate Sales. As a business owner, trainer and coach, she has a strong foundation to direct others in improving themselves.

---

**Cindy Manchester**

Cindy has assisted hundreds of businesses worldwide in the areas of consulting, sales and training for industries including real estate, financial, education, manufacturing and television for more than 20 years. She is also the author of “P.I. Selling, Crack the Code to Real Estate Sales. As a business owner, trainer and coach, she has a strong foundation to direct others in improving themselves.
Fair Housing  
Tuition: $15 Hours: 1

Instructor: M. Washburn

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Professional Standards  
Tuition: $15 Hours: 1

Instructor: M. Washburn

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Contracts & Forms  
Tuition: $15 Hours: 1

Instructor: M. Washburn

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Code & Rules Update  
Tuition: $15 Hours: 1

Instructor: M. Washburn

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Understanding the Sales Agreement  
Tuition: $25 Hours: 3

Instructor: C. Manchester

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Laws Affecting RE Practice  
Tuition: $25 Hours: 3

Instructor: R. Hooks

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Fair Housing Update  
Tuition: $25 Hours: 3

Instructor: R. Hooks

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Broker in Charge  
Tuition: $85 Hours: 15

Instructor: C. Manchester

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Ethics Count  
Tuition: $25 Hours: 3

Instructor: R. Hooks

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Meth Lab Awareness- Real Estate Concerns  
Tuition: $25 Hours: 3

Instructor: S. Carpenter

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<td>Basic Home Inspection Licensing class is required for state examination to obtain a Home Inspection license. Book cost:$95 Tuition:$450 Hours:90</td>
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<td>Meet Home Inspection CE hours and expand your knowledge of heating systems. Learn the key elements of safely inspecting gas and oil furnaces. Tuition:$25 Hours:4</td>
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<td>HOME-3336</td>
<td>Meet Home Inspection CE hours and expand your knowledge of heating systems. Learn the key elements of safely inspecting electric furnaces and wood heaters. Tuition:$25 Hours:4</td>
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<td>Identification of the common components and working mechanisms of plumbing systems, drain, waste and vent piping and fixtures, sinks, toilets, tubs &amp; showers and water requirements performance. Tuition:$25 Hours:3</td>
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Professional Practices & Communication 1

Improve your professional practice and communication skills by reviewing the Home Inspection Standards and Codes of Ethics guidelines. Explore ways to improve verbal and written skills necessary for the Home Inspection process. Tuition:$25 Hours:4

Instructor: J. Barr

S 3/26 8A-12P TC S150

Professional Practices & Communication 2

Learn about the laws that govern the home inspector in the state of Oklahoma and how they relate to the inspections report. Tuition:$25 Hours:4

Instructor: J. Barr

S 3/26 1-5P TC S150

Electrical 1: Service Drop, Box, & Entrance

Identification of the basics of residential electrical systems, their function and adverse conditions that may occur. Systems addressed include service drop and entrance, grounding and panel. Tuition:$25 Hours:3

Instructor: J. Barr

M 4/18 6-9P TC S150

Electrical 2: Service & Distribution Systems

Identification of the basics of residential electrical systems, their function and adverse conditions that may occur. Systems addressed include service box, grounding system, distribution panels and the distribution system. Tuition:$25 Hours:3

Instructor: J. Barr

W 4/20 6-9P TC S150

Air Conditioning 1

Keep up-to-date on your Home Inspection CE hours with this air conditioning 1 class. You will expand your knowledge of best practice and licensing requirements for AC systems. Identify and review component, configurations, and how to insure an AC unit is operating properly. Tuition:$25 Hours:4

Instructor: J. Barr

F 5/20 8A-12P TC S150

Air Conditioning 2

Keep up to date on your Home Inspection CE hours with the air conditioning 2 class. 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. Tuition:$25 Hours:4

Instructor: J. Barr

F 5/20 1-5P TC S150

Insulation & Ventilation

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. Tuition:$25 Hours:4

Instructor: J. Barr

S 6/25 8A-12P TC S150

Interiors

Keep your Home Inspection license active. Expand your knowledge as you identify problem areas in homes caused by the common building materials used. Tuition:$25 Hours:4

Instructor: J. Barr

S 6/25 1-5P TC S150

ONLINE HOME INSPECTION CE

Check out online classes through CareerWeb School at tulsteam.edu and click on “Part-Time Classes” for information and enrollment.
Security Guard

Security Guard, Phase I & II  CLEET-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. Book cost:$14 Tuition:$145 Hours:40

Instructor: H. Adair

M/T/TH  1/11-2/8  6-9:30P  BA  S300
M/T/TH  4/11-5/3  6-9:30P  P  S200
M/T/TH  8/8-9/1  6-9:30P  BA  S300

Security Guard, Phase III  CLEET-3336
(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 statutes, contracts and disclosures. 100% attendance is required. Book cost:$10 Tuition:$145 Hours:35

Instructor: J. Jakubowski

M/T/TH  2/16-3/8  6-9:30P  P  S200
M/T/TH  5/23-6/14  6-9:30P  BA  S300

Private Security, Phase IV (Firearms)  CLEET-3337
Required skills/experience: 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.

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. No weapons are allowed on Tulsa Tech campus. Class is held at TCSO Range. Book cost:$10 Tuition:$239 Hours:32

Instructor: T. Wilkens

T-F  3/29-4/1  6-10P  P  S200
S/SU  4/2-4/3  8A-5P
T-F  6/21-6/24  6-10P  P  S200
S/SU  6/25-6/26  8A-5P

Private Security, Phase IV (Shotgun)  CLEET-3342
Prerequisite: CLEET-3337.
During the Shot Gun course you will learn the six fundamentals of shooting, cruiser ready, and combat loading. You will be required to pass all practicum scenarios. 12 Gauge pump action shotgun required, 35 Rounds (00), 50 Rounds (Bird) Shot. Class is held at TCSO Range. Book cost:$10 Tuition:$129 Hours:16

Instructor: T. Wilkens

TH/F  4/7-4/8  6-10P  P  S200
S  4/9  8A-5P
TH/F  8/18-8/19  6-10P  P  S200
S  8/20  8A-5P

Private Security, Phase V (Bail Enforcer)  CLEET-3341
Training is specifically identified for the Oklahoma Bail Enforcement and Licensing Act. You will learn about interpreting the Act, legal powers and limitations, responsibilities to clients, and bail enforcement duties. Book cost:$25 Tuition:$259 Hours:40

Instructor: T. Wilkens

M/T/TH  7/7-7/28  6-10P  P  S200

From Buddy to Boss: Effective Fire Service  CLEET-3335
If you are a new officer in leadership or plan to promote within your profession, this is for you! Instruction focuses and highlights on the transition from being a Buddy to becoming a Boss and hits on the “aha” moments that arise in the new leadership career for firefighters, Law Enforcers, Emergency Management, Leaders, Management. Tuition:$195 Hours:24

Instructor: C. Sargent

T-TH  3/8-3/10  8A-5P  CSC  S100
Law Enforcement Handcuffing  CLEET-3340
Learn basic handcuffing philosophies and techniques used by law enforcement personnel, such as speed cuffing and partner cuffing/restraint methods typically used in felony take-down situations. You will be exposed to multiple handcuff application and removal techniques. Liability and relevant case law will also be covered. Tuition:$35 Hours: 4
Instructor: T. Wilkens
T 2/9 6-10P P S200
W 5/18 6-10P P S200

Milo-On Target  CLEET-3339
Prerequisite: PRFD-3433 or current licensed law enforcement or private security guard.
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. Tuition:$35 Hours: 4
Instructor: T. Wilkens
T 2/16 6-10P P S200
T 5/10 6-10P P S200

Law Enforcement  CLEET-3338
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. Tuition:$35 Hours: 4
Instructor: D. Whittaker
T 2/23 6-10P P S200
T 5/24 6-10P P S200

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

Hazwoper Refresher  SAFE-3347
Required skill/experience: 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. Tuition:$95 Hours: 8
Instructor: J. Carpenter
W 2/10 8A-5P TC S150
W 5/4 8A-5P TC S151

The course provided excellent refresher material from the 40-hour course, and the instructor did a great job keeping discussion relevant. David T.

Hazwoper 40 Hour  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. Tuition:$385 Hours: 40
Instructor: J. Carpenter
M-F 2/22-2/26 8A-5P TC S150
M-F 5/16-5/20 8A-5P TC S150
HEALTH EDUCATION

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). Tuition:$59 Hours:4.5

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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. Tuition:$59 Hours:6.5

Instructor: D. Bird
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. Online access fee included. Tuition:$195 Hours:45
Instructor: L. Wimmer/Jones
M/W 2/22-4/27 6-8:30P O H S600
Online 7/11-9/7 O H S600

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. Book cost:$75 Tuition:$240 Hours:60
Instructor: C. Chavez/L. Lydem
Blended 1/19-3/8 H 6-10P O H S600
Lab every T 6-10P O H O601
Blended 4/12-5/31 H 6-10P O H O601
Lab every T 6-10P O H O601
Blended 7/5-8/23 H 6-10P O H S600
Lab every T 6-10P O H O601

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. Tuition:$240 Hours:60
Instructor: C. Chavez/L. Lydem
Blended 3/10-5/5 H 6-10P O H S600
Lab every TH 6-10P O H O600
Blended 6/2-7/21 H 6-10P O H O600
Lab every TH 6-10P O H O600
Blended 8/25-10/20 H 6-10P O H O601
Lab every TH 6-10P O H O601

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. This information is given during the class orientation.

Medical Assistant Certification Training - Coming Fall 2016
Mandatory orientation scheduled on the dates listed below.
T 5/10 6-8P H S600
T 6/14 6-8P H S601
T 7/12 6-8P H S602
T 8/9 6-8P H S603

EMR Refresher  EMS-3334
Required skill/experience: Registered EMR’s.
Cover topics you’ll use on-the-job daily and required by ODSH EMS for renewal of your EMR registration. Book cost:$14 Tuition:$48 Hours:16
Instructor: P. Snitz
S 5/7-7/14 8A-4:30P H S600

EMT Transition  EMS-3337
NREMT and ODSH EMS require a review of several areas for renewal of your EMT-Basic license and registration. Review areas and meet your license requirements. Tuition:$75 Hours:24
Instructor: P. Snitz
S 2/6-2/20 8A-5P H S600

EMT Advanced Transition  EMS-3335
For professionals renewing their EMT-Intermediate license and registration, NREMT and ODSH EMS require a review of some key topics. Cover all these specific topics, preparing you to renew your license. Tuition:$109 Hours:36
Instructor: P. Snitz
S 2/6-3/5 8A-5P H S600

JUMPSTART:
Jumpstart course may apply toward a full time career program.
EMT Paramedic Transition  EMS-3336
Cover the topics you’ll use on-the-job daily and required by NREMT and ODSH EMS for renewal of your EMT-Paramedic license and registration. Book cost:$78 Tuition:$145 Hours:48
Instructor: P. Snitz
S 2/6-3/26 8A-5P  H  S600
M-S 3/21-3/26 8A-5P  H  S601

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

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

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

Long Term Care/ Nurse Aide (CNA)  THRP-THRP
THRP-0010A,0010B
Prerequisite:  HLTH-3445
All tuition and additional fees are discussed during the mandatory orientation. 91 hours.

Home Health  NRSA-3335
Deeming Workshop
Required skills/experience: Current CNA card in LTC.
Prepares the ODSH Certified Long Term Aide for working in the home health setting. Must present evidence of certification at the time of enrollment. Requires 8 hours of online instruction within scheduled dates. Tuition:$75 Hours:16
Instructor: B. Vogt
T-Blended 1/19 8A-12P  H  S600
W 1/20 12-4P
W-Blended 5/25 8A-12P  H  S600
TH 5/26 12-4P

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CERTIFIED NURSE AIDE & CERTIFIED MEDICATION AIDE
CNA/CMA Program Orientation  HLTH-3445
Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Tuition:$0 Hours:1
Instructor: L. Polk
T 1/5 1:30-2:30P  H  S600
T 1/12 1:30-2:30P  H  S601
T 1/19 1:30-2:30P  H  S602
T 2/2 1:30-2:30P  H  S603
T 2/23 1:30-2:30P  H  S604
TH 3/10 1:30-2:30P  H  S605
T 3/22 1:30-2:30P  H  S606
T 4/5 1:30-2:30P  H  S607
T 4/19 1:30-2:30P  H  S608
T 5/3 1:30-2:30P  H  S609
TH 5/19 1:30-2:30P  H  S600
T 6/7 1:30-2:30P  H  S601
TH 6/23 1:30-2:30P  H  S602
TH 7/7 1:30-2:30P  H  S603
TH 7/14 1:30-2:30P  H  S604
F 8/19 1:30-2:30P  H  S605

Claudia Chavez is a trained physician and holds a certificate in Nutrition. She is passionate about sharing her medical knowledge in the Anatomy and Physiology class.

Instructor: Claudia Chavez
Claudia Chavez is a trained physician and holds a certificate in Nutrition. She is passionate about sharing her medical knowledge in the Anatomy and Physiology class.

ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
Certified Medication Aide (CMA)  
**Prerequisite:** HLTH-3445.  
**Requires skills/experience:** Must be 18, have GED, 6 months experience working as a CNA, no abuse notations at the Nurse Aide Registry.

Twelve variable clinical hours scheduled within the time scheduled. Book cost:$35  
Drug screening:$35  
Clinical insurance fee: $10  
Tuition:$275  
Hours:45

**Instructor:** M. Shroff/T. Clark

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CMA Basic Refresher  
**HLTH-3430**  
**Required skills/experience:** 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.  
Tuition:$95  
Hours:20

**Instructor:** M. Shroff

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CMA CEU Seminar  
**HLTH-3339**  
**Required skills/experience:** 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. Tuition:$35  
Hours:8

**Instructor:** N. Smart

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CMA-Advanced Feeding Tubes & Inhalers (CMA-RG)  
**Required skills/experience:** Must provide a copy of current CMA and CNA card; photo ID with signature. Cannot have any abuse notations at the Nurse Aide Registry.

**Instructor:** M. Shroff  
**Tuition:**$65

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CMA-Advanced Glucose Monitoring Only (CMA-GM)  
**Required skills/experience:** Must have current CMA and CNA card; photo ID with signature. Cannot have any abuse notations at the Nurse Aide Registry.

Clinical insurance fee:$10  
Tuition:$75  
Hours:10

**Instructor:** M. Shroff

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Advanced Unlicensed Assistant Orientation  
**HLTH-3346**  
**Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Tuition:$0**

**Instructor:** S. Conder

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Advanced Unlicensed (CMA)  
**HLTH-3436**  
**Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Tuition:$0**

**Instructor:** S. Conder

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**Jumpstart: Jumpstart course may apply toward a full time career program.**
Advanced Unlicensed Assistant (NRSA-3436A, NRSA-3436B NRSA-3436C) 

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

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. This program is 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. Book cost: $85 Supply Fee:$75 Drug screening:$35 Clinical insurance fee:$10 Tuition:$899 Hours:200

Instructor: C. Wayland/T. Clark/M. Wakley
Blended 3/21-6/27 M/W 4-8P H S600 Lab 7/11-10/24 M/W 4-8P H O600

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. Book cost:$90 Tuition:$359 Hours:45

Instructor: M. Kuhlman
Blended (T) 1/19-3/8 6-8:30P H O600

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. Tuition:$65 Hours:6

Instructor: P. Moore

Phlebotomy Technician Orientation (HLTH-3452)

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Tuition:$0 Hours:2

Instructor: S. Conder
T 1/12 6-8P H S600 T 2/9 6-8P H S601 T 3/8 6-8P H S602 T 4/12 6-8P H S603 T 5/10 6-8P H S600 T 6/14 6-8P H S601 T 7/12 6-8P H S602 T 8/9 6-8P H S603

Phlebotomy Technician (HLTH-3429)

Prerequisite: HLTH-3452.
Train in a variety of blood collection methods, and upon completion of this program, 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. Book cost:$70 Drug screening: $35 Clinical insurance fee:$10 Tuition:$699 Hours:168

Instructor: J. Skora
Blended 2/11-4/29 M/W 6-8P H O600 Lab on Thursdays 5:30-9:30P Blended 6/23-9/2 M/W 6-8P H O600 Lab on Thursdays 5:30-9:30P

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. Book cost:$135 Tuition:$525 Hours:80

Instructor: K. Gibson
M/W 1/11-4/25 6-9P H S600 M/W 5/16-8/22 6-9P H S600

The classes were excellent! Kari Gibson is an exceptional, knowledgeable teacher! Carolyn H.
Initial Mammography Training Orientation

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Tuition:$0 Hours:2

Instructor: S. Conder
T 1/12 6-8P H S600
T 2/9 6-8P H S601
T 3/8 6-8P H S602
T 4/12 6-8P H S603
T 5/10 6-8P H S600
T 6/14 6-8P H S601
T 7/12 6-8P H S602
T 8/9 6-8P H S603

Initial Mammography Training will be offered in the Fall of 2016.

Radiologic Technology 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. Tuition:$0 Hours:2

Instructor: S. Conder
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T 3/8 6-8P H S602
T 4/12 6-8P H S603
T 5/10 6-8P H S600
T 6/14 6-8P H S601
T 7/12 6-8P H S602
T 8/9 6-8P H S603

HEALTH OFFICE & INFORMATICS

MEDICAL CODING CERTIFICATION TRAINING

Mandatory orientation held the first night of class from 6-8P at Peoria Campus

Medical Terminology & Anatomy for ICD-10 Coding, Part 1

Whether you’re new to medical coding or transitioning from ICD-9-CM to ICD-10, this class will help you understand the relevant medical terminology and anatomy essential for accurate and effective coding with ICD-10-CM. Progress through carefully sequenced medical terminology lessons that will enhance your knowledge of detailed anatomy and prepare you for subsequent coding instruction. Book cost:$65 Tuition:$259 Hours:40

Instructor: T. Clark/C. Rice
Online 1/13-3/2 O200
Online 3/9-5/4 O201
Online 5/11-6/29 O200
Online 7/6-8/24 O201
Medical Coding Certification Training

This online program leverages technology to provide classes through our virtual classroom and provides students with the flexibility they need along with support from the instructor. These classes encapsulate the latest information related to office-based medical coding and are taught by professional instructors. Students may choose to pursue the CPC certification upon successful completion of this program. A student may take the CPC exam prior to work experience; however he/she will receive the designation of “apprentice” until appropriate work experience documentation is provided. A mandatory face-to-face orientation is held the first night at the Peoria campus. Reliable computer and internet access and basic computer skills are required.

You can find more information about this program at tulsatech.edu and click on “Continuing Education”

Medical Terminology & Anatomy for ICD-10 Coding, Part 2

**HIS-3426**

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.

Tuition:$259 Hours:40

Instructor: T. Clark/C. Rice

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Patient Billing & Medical Insurance

**HIS-3403**

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. Book cost:$110 Tuition:$259 Hours:40

Instructor: V. Bailey/B. Wallace

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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 and guidelines. Book cost:$195 Tuition:$259 Hours:40

Instructor: V. Bailey/B. Wallace

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## CPT-4, Part 1

**HIS-3398**


Instructor: R. Magnuson/K. Holman

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## CPT-4, Part 2

**HIS-3399**

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. Tuition:$259 Hours:40

Instructor: R. Magnuson/K. Holman

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## CPC Certification Preparation

**HIS-3422**

Thoroughly review Medical Terminology, Patient Billing & Medical Insurance, ICD-10-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. Book cost:$95 Tuition:$395 Hours:60

Instructor: R. Magnuson/K. Holman

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## NURSING & CONTINUING EDUCATION

### Nurse Refresher Orientation

**NRSA-3433A**

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Tuition:$0 Hours:2

Instructor: S. Conder

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### Nurse Refresher

Applicants for RN or LPN licensure by endorsement, reinstatement, or return to active status are eligible to enroll in Nurse Refresher. The classes consist of a 70-hour online didactic review with the OU School of Nursing, a 10-hour skill lab at Tulsa Tech’s Health Sciences Center, and an 80-hour clinical practicum at one of the area hospitals. 160 hours.

### Didactic Review

**NRSA-3433B**

Prerequisite: NRSA-3433A

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

### Clinical & Skills Lab

**NRSA-3433C**

Prerequisite: NRSA-3433B

90 hours. Book included $2,000

### Basic Intravenous (IV) Therapy

**NRSA-3426**

Basic skills/experience: Nurses or Paramedics. Course is a combination of class and lab practicum. Clinical insurance fee:$10 Tuition:$149 Hours:8

Instructor: D. Hawkes

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I had a great learning experience, my instructor Ms. Johnson was wonderful and I feel confident because of her knowledge and experience. Genea D.

Classes are offered on a flex entry basis. Schedule information is accessible @ tulsatech.edu within the Part-Time Classes page.

WELLNESS

Personal Trainer SPMD-3301
Required skills/experience: 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. Book cost:$140 Tuition:$259 Hours:32
Instructor: J. Carson
Blended (T) 3/8-4/26 6-8P H S600

30/30 Fitness HLTH-3455
Change is good! Join us for the 30/30 workouts incorporating 30 minutes of two of the following at each session: Zumba®, Pilates, Core, Hi-Lo, Toning, Circuit, and Yoga. The instructor will offer both high and low intensity options. Tuition:$35 Hours:8
Instructor: T. Sexton
T/TH 1/5-1/28 4:45-5:45P CSC S170
T/TH 2/2-2/25 4:45-5:45P CSC S171
T/TH 3/1-3/31 4:45-5:45P CSC S172
T/TH 4/5-4/28 4:45-5:45P CSC S173
T/TH 5/3-5/26 4:45-5:45P CSC S174

Caregivers & Dementia: HLTH-3454
Join us for a panel discussion encompassing key issues for caregivers dealing with dementia and gain insight into tools and community support available to you. Tuition:$0 Hours:3
Instructor: S. Conder
S 4/2 9A-12P H S600

Safe Sitter® Boot Camp HLTH-3453
Prerequisite: Must be at least 11 years old to attend. Young entrepreneurs considering summer child care will gain adequate preparation in child care, safety, and potential household emergencies in this engaging interactive class. You need to bring a sack lunch. Book cost:$25 Tuition:$49 Hours:12
Instructor: K. Bunch
S 4/2-4/9 8A-2:30P H S600
MANUFACTURING

DRAFTING

Drafting, Level 1 DRFT-3359
Required skills/experience: 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. Book cost:$130 Supply Fee:$60 Tuition:$245 Hours:45

Instructor: R. Coonfield
T/TH 1/7-2/25 6-9P BA S300
T/TH 3/22-5/10 6-9P BA S301
T/TH 6/7-7/26 6-9P BA S300

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. Tuition:$245 Hours:45

M/W 1/11-3/7 6-9P BA S300
M/W 3/21-5/9 6-9P BA S301
M/W 6/6-7/27 6-9P BA S300

AutoCAD, Level 1 DRFT-3361
Prerequisites: DRFT-3359 & DRFT-3360.
Explore the basics of CAD geometry creation and manipulation using a variety of computer command inputs including keyboard shortcuts, toolbox icons and mouse menu selection. Tuition:$245 Hours:45

Instructor: P. Turner/G. Gragg
T/TH 1/12-3/1 6-9P BA S300

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. Tuition:$245 Hours:45

Instructor: P. Turner/G. Gragg
T/TH 3/22-5/10 6-9P BA S300
M/W 5/16-7/11 6-9P BA S300
T/TH 7/12-8/30 6-9P BA S301

G L E N N  G R A G G
Glenn has over 30 years of experience working for major companies on the cutting edge of drafting technology with new software such as AutoCAD, Pro-E, Inventor and CadWORX. Glenn’s enthusiasm, passion and subject matter knowledge provides quality training and equips his students for entry into the drafting job market.

I N S T R U C T O R
MACHINING

Shop Math & Safety  MACH-3379
Learn the most essential skills needed to work in a modern machine shop: safety and math. 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. Class includes OSHA 10-Hour General Industry training. Supply Fee:$25 Tuition:$195 Hours:28

Instructor: D. Watts
T/TH 1/12-2/2 6-10P L S100
T/TH 3/8-4/5 6-10P L S101
T/TH 7/5-7/26 6-10P L S101

Print Reading & Precision Measurement  MACH-3368
Prerequisite: MACH-3379 or OSHA 10 General Industry card and 70% or better on Shop Math Final Exam.

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. Supply Fee:$28 Tuition:$295 Hours:36

Instructor: D. Watts
T/TH 2/4-3/3 6-10P L S100
T/TH 4/7-5/5 6-10P L S101
T/TH 7/28-8/25 6-10P L S101

Manual Lathe, Part 1  MACH-3369
Prerequisite: MACH-3379 or OSHA 10 General Industry card and 70% or better on Shop Math Final Exam AND MACH-3368 or 70% or better on MACH-3368 Final Exam.

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. Tuition:$495 Hours:60

Instructor: S. Pranger
M/W 1/11-3/7 6-10P L S100
M/W 4/27-6/20 6-10P L S101

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. Tuition:$345 Hours:40

Instructor: S. Pranger
M/W 3/23-4/25 6-10P L S100
M/W 6/22-7/27 6-10P L S100

Manual Mill  MACH-3371
Prerequisite: MACH-3379 or OSHA 10 General Industry card and 70% or better on Shop Math Final Exam AND MACH-3368 or 70% or better on MACH-3368 Final Exam.

This class introduces the fundamental skills associated with the design, setup and operation of manual milling machines. Hands-on experience with manual milling machines and practical applications are included. Tuition:$495 Hours:60

Instructor: A. McQuary
T/TH 1/14-3/3 6-10P L S100
T/TH 4/26-6/14 6-10P L S101
T/TH 8/2-9/20 6-10P L S100

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The CNC Lathe Machinist certificate program and the CNC Mill Machinist certificate program are for individuals who want to upgrade their skills to include operation of CNC Lathe machines or CNC Mill machines. The objective is to provide students with occupational training required for employment in the field of computer numerically controlled machining. The curriculum is accelerated while embracing the hands-on approach to learning using the following controls: Fanuc, HAAS, Mazak and Okuma. Disciplines of study include operations, setup and programming. Skills in the metalworking industry are certified through the earning of National Institute for Metalworking Skills, Inc. (NIMS) credentials. Measurement, Materials & Safety NIMS credential is an optional certification available to students in the Print Reading and Precision Measurement class. CNC Turning: Operations NIMS credential is an optional certification available to students in the CNC Lathe Operations and Setup class. CNC Milling: Operations NIMS credential is an optional certification available to students in the CNC Mill Operations and Setup class.

You can find more information about this program at tulsatech.edu and click on “Continuing Education”
**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 1st night of class (Credit Card required). Certification testing included. Tuition:$295 Hours:42

Instructor: M. King
M/W  1/11-3/2  6-9P  BA  S300
M/W  3/21-5/4  6-9P  BA  S301
T/TH  5/11-6/29  6-9P  BA  S300

**CNC Programming Using Esprit**  MACH-3345
Required skills/experience: 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. Tuition:$370 Hours:40

Instructor: D. Bushyhead
T/TH  3/22-4/21  5:30-9:30P  BA  S300
T/TH  7/7-8/9  5:30-9:30P  BA  S300

**Feature CAM Fundamentals**  MACH-3380
Required skills/experience: Basic computer skills.
Improve your professional skill set. Learn to use a leading design and manufacturing software. This course introduces you to basic drawing tools, geometry and curves, part features, and more. Knowledge of FeatureCAM is useful in today’s CNC production environment. Tuition:$295 Hours:39

Instructor: R. Huddleston
M/W  1/25-3/9  6-9P  BA  S300
M/W  7/11-8/22  6-9P  BA  S300

**CATIA V5**  MACH-3361
CATIA is the leading product development solution for manufacturing organizations. You will design sketches and develop projects into solid modeling through building assemblies and making prints of models. Book cost:$90 Tuition:$995 Hours:42

Instructor: D. Bushyhead
T/TH  1/12-2/25  6-9P  BA  S300
T/TH  5/17-6/30  6-9P  BA  S300

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**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. Instructor: G. Lewis Tuition $245 Hours:40

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

T/TH  1/12-2/11  5-9P  BA  S300
T/TH  3/3-4/12  5-9P  BA  S301
T/TH  5/17-6/16  5-9P  BA  S300
T/TH  7/5-8/4  5-9P  BA  S301

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**This CATIA class was very informative and has already helped me move along in my career. Bobby G.**

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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 I**  
NDT-3335  
Book cost:$70 Tuition:$295 Hours:20  
Instructor: J. Edwards  
M-TH 1/11-1/14 5-10P RS S400

**Liquid Penetrant, Level II**  
NDT-3336  
Required skills/experience: PT Level 1 certification.  
Book cost:$70 Tuition:$295 Hours:20  
Instructor: J. Edwards  
M-TH 8/1-8/4 5-10P RS S400

**Magnetic Particle, Level I**  
NDT-3337  
Book cost:$70 Tuition:$295 Hours:20  
Instructor: J. Edwards  
M-TH 1/25-1/28 5-10P RS S400

**Magnetic Particle, Level II**  
NDT-3338  
Required skills/experience: NDT- MT Level 1 certification.  
Book cost:$70 Tuition:$295 Hours:20  
Instructor: J. Edwards  
M-TH 8/15-8/18 5-10P RS S400

**Eddy Current, Level I**  
NDT-3339  
Book cost:$70 Tuition:$595 Hours:40  
Instructor: J. Edwards  
M-TH 7/11-7/14 5-10P RS S400  
M-TH 7/25-7/28 5-10P RS

**Eddy Current, Level II**  
NDT-3340  
Prerequisite: NDT-3339 or ET Level 1 certification card.  
Book cost:$70 Tuition:$595 Hours:40  
Instructor: J. Edwards  
M-TH 2/22-2/25 5-10P RS S400  
M-TH 3/7-3/10 5-10P RS

**Ultrasonic, Level I**  
NDT-3341  
Book cost:$70 Tuition:$595 Hours:40  
Instructor: J. Edwards  
M-TH 6/6-6/9 5-10P RS S400  
M-TH 6/20-6/23 5-10P RS

**Ultrasonic, Level II**  
NDT-3342  
Prerequisite: NDT-3341 or UT Level 1 certification.  
Book cost:$70 Tuition:$595 Hours:40  
Instructor: J. Edwards  
M-TH 3/21-3/24 5-10P RS S400  
M-TH 4/4-4/7 5-10P RS
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 this program at tulsatech.edu and click on “Continuing Education”

WELDING CERTIFICATE PROGRAM

Welding & Cutting 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 oxy-fuel, plasma arc, and air carbon arc cutting processes as well as proper safety practices. PPE required. Tuition:$295 Hours:42

Instructor: T. Haverkamp

T/TH 1/12-2/25 6-9P L S100
T/TH 3/22-5/5 6-9P L S101
T/TH 5/10-6/23 6-9P L S100
T/TH 7/7-8/23 6-9P L S101

SMAW 1: Beads & Fillets

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. Tuition:$295 Hours:42

Instructor: H. Saucedo

T/TH 1/12-2/25 6-9P L S100
T/TH 3/22-5/5 6-9P L S101
T/TH 5/10-6/23 6-9P L S100
T/TH 7/7-8/23 6-9P L S101

SMAW 2: V-Groove with Backing

WELD-3389

Prerequisite: WELD-3386.

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. Tuition:$295 Hours:42

Instructor: H. Saucedo

T/TH 1/12-2/25 6-9P L S100
T/TH 3/22-5/5 6-9P L S101
T/TH 5/10-6/23 6-9P L S100
T/TH 7/7-8/23 6-9P L S101

SMAW 3: Groove Structural Pre-Pipe

WELD-3393

Prerequisite: WELD-3389 or 1 year documented work experience.

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. Tuition:$295 Hours:42

Instructor: H. Saucedo

T/TH 1/12-2/25 6-9P L S100
T/TH 3/22-5/5 6-9P L S101
T/TH 5/10-6/23 6-9P L S100
T/TH 7/7-8/23 6-9P L S101

DAY DATE TIME LOCATION SECTION #
M 8/22-10/3 6-9P L S100
Gas Tungsten Arc Welding-TIG WELD-3395
Prerequisite: WELD-3386 or 1 year documented work experience.

Learn the TIG processes for arc characteristics and safety. Weld on mild steel, stainless steel and aluminum. PPE required. Tuition:$295 Hours:42

Instructor: H. Saucedo

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Gas Metal Arc Welding-MIG WELD-3390
Prerequisite: WELD-3386 or 1 year documented work experience.

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. Tuition:$295 Hours:42

Instructor: H. Saucedo

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Flux Cored Arc Welding WELD-3391
Prerequisite: WELD-3386 or 1 year documented work experience.

Produce fillet and groove welds on carbon steel plate in all positions. PPE required. Tuition:$295 Hours:42

Instructor: H. Saucedo

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Pipe Welding WELD-3363
Prerequisite: WELD-3386 or 1 year documented work experience.

Instructor approval required prior to enrollment. PPE required. Tuition:$295 Hours:42

Instructor: H. Saucedo

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Welding Applications WELD-3353
Required skills/experience: Previous welding training.

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

Instructor: H. Saucedo

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AWS/CWI Certified Welding Inspector Preparation WELD-3396

Prepare yourself to take the AWS/CWI Inspector Certification Exam. Book cost:$550 Tuition:$525 Hours:56

Instructor: R. Wilsdorf

| M/T/TH  | 2/22-3/22 | 6-10P | TC | S150 |

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. Tuition:$195 Hours:30

Instructor: J. Antonelli

| W     | 1/27-4/6 | 6-9P  | L | S100 |
Fundamentals of Brick Laying
MSRY-3340
Build with your own two hands. You get demonstrations and practice learning to mix and spread mortar, lay bricks and cinder blocks to a line and with a level as well as lay rock. Tuition:$195 Hours:30
Instructor: C. Kila
TH 2/11-4/21 6-9P L S100

Sprinkler Repair & Troubleshooting
CNST-3348
Frustrated with broken sprinkler heads? Learn to troubleshoot and repair the basic problems commonly encountered with your irrigation system. Tuition:$39 Hours:6
W 2/24-3/2 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! Supply Fee:$10 Tuition:$35 Hours:4
Instructor: K. Shoemaker
TH 1/14 6-10P SS S500
TH 5/5 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. Supply fee:$10 Tuition:$35 Hours:4
Instructor: K. Shoemaker
TH 1/28 6-10P SS S500
TH 5/26 6-10P SS S500

How To: Furniture Refinishing
CNST-3352
Do you have a piece of furniture in need of a face lift? Learn how to strip and refinish a piece of furniture. You supply small piece or personal project i.e. chair, end table, or small stand. Supply list will be provided. Bring safety glasses. Tuition:$99 Hours:12
Instructor: S. Cagle
M-W 2/1-2/3 6-10P SS S500
M-W 5/16-5/18 6-10P SS S500

How To: Decorative Faux Painting & Staining
CNST-3356
Walls looking a bit drab and dingy, renter’s left marks and dirt from floor to ceiling? Update with bold and exciting faux finishes and stains. Come have fun and learn how to apply these awesome techniques. Bring safety glasses. Supply fee:$10 Tuition:$79 Hours:8
Instructor: K. Shoemaker
W/TH 2/10-2/11 6-10P SS S500
W/TH 6/8-6/9 6-10P SS S500

The Throne: Anatomy of a Toilet PLMB-3351
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. Tuition:$35 Hours:4
Instructor: K. Shoemaker
TH 2/25 6-10P SS S500
TH 6/16 6-10P SS S500

How To: Window Replacement
CNST-3353
Take the guess work out of window replacement with hands-on instruction including removal of existing windows, installing new windows and associated trim work. Tuition:$35 Hours:4
Instructor: K. Shoemaker
TH 3/3 6-10P SS S500
TH 8/11 6-10P SS S500

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ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
**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! Tuition:$35 Hours:4

Instructor: K. Shoemaker

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**Landlord’s Curse:**  
**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. Tuition:$79 Hours:8

Instructor: K. Shoemaker

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**How To: Counter Top Replacement**  
**CNST-3354**

Countertops looking a little dated? Learn how to remove and replace laminate countertops in this hands-on class. Make your kitchens, bath and laundry rooms, and bar tops “Pop” with new laminate. Supply Fee:$10 Tuition:$79 Hours:8

Instructor: K. Shoemaker

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**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. Tuition:$195 Hours:30

Instructor: J. Laughlin

| W | 1/13-3/23 | 6-9P | L | S100 |

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**How To: Install, Repair or Replace Vinyl Siding**  
**CNST-3355**

Want to improve the look of your home’s exterior? Have a rental property in need of repair? Learn how to prepare walls, layout vinyl siding and trim on an existing structure in this “How To” class! Bring safety glasses. Tuition:$35 Supply fee:$10 Hours:4

Instructor: J. Barr

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**How To: Hang a Door**  
**CNST-3351**

Knock Knock! Who’s There? Want to replace that old ugly door with a nice new door to see who’s on the other side? Everything you need to know to replace and hang a door the right way! Tuition:$59 Hours:6

Instructor: K. Shoemaker

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**ELECTRICAL**
Seeking an entry-level career in residential heating, ventilation and air conditioning? Tulsa Tech’s HVAC certificate program has been approved by the State of Oklahoma’s Construction Industry Board (CIB) and is designed to prepare individuals to take the HVACR Journeyman Limited and HVACR Journeyman Unlimited exams. Applicants for a journeyman’s license may submit their Tulsa Tech HVAC Certificate or transcript to the CIB certifying completion of a minimum of two hundred and fifty (250) hours to receive one-half (1/2) year credit of the three years’ apprenticeship requirement.

You can find more information about this program at tulsatech.edu and click on “Continuing Education”

**Commercial Applications - Electrical**
**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. Tuition:$195 Hours:30

Instructor: J. Laughlin

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**Electrical Licensing Test Prep**
Gain the confidence you need to take the Unlimited Electrical Journeyman License exam in this comprehensive training class. Review the theory, calculations and applications of the current code version and prepare yourself to navigate the reference books used in the exam. Online practice exams will also be utilized. Computer and internet access required. Book cost:$185 Tuition:$295 Hours:42

Instructor: D. Neil

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**Electrical Code Update**
NFPA 70 NEC 2014 book required; must be purchased in advance. Tuition:$79 Hours:6

Instructor: D. Neil

| S | 1/16 | 8A-3P | TC | S151 |
| S | 2/13 | 8A-3P | TC | S152 |
| S | 3/5 | 8A-3P | TC | S153 |
| S | 4/9 | 8A-3P | TC | S154 |
| S | 5/14 | 8A-3P | TC | S155 |
| S | 6/11 | 8A-3P | TC | S156 |
| S | 7/16 | 8A-3P | TC | S157 |
| S | 8/13 | 8A-3P | TC | S158 |

**HVAC LICENSING TRAINING**

**A/C Systems Load Calculations**
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. Book cost:$95 Tuition:$245 Hours:40

Instructor: H. Stephenson

| M/T | 2/22-3/29 | 6-10P | L | S100 |
| M/T | 5/9-6/13 | 6-10P | L | S100 |

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

ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000

56
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. Book cost:$75 Tuition:$245 Hours:40

Instructor: H. Stephenson

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*One time book fee for the next 7 classes is $220.

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. Tuition:$345 Fee:$25 Hours:60

Instructor: G. Enochs

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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. Tuition:$345 Hours:60

Instructor: G. Enochs

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Residential Heating  HVAC-3340

Prerequisite: HVAC-3336 & HVAC-3338.

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

Instructor: T. Fleetwood

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Heat Pumps  HVAC-3341

Prerequisite: HVAC-3339 & HVAC-3340.

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

Instructor: G. Burch

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Light Commercial HVAC  HVAC-3354

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. Tuition:$245 Hours:40

Instructor: R. Morton

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Commercial Refrigeration  HVAC-3355  
Prerequisite: HVAC-3354.  
Topics included are refrigeration cycle and components of refrigeration systems including metering devices, evaporators, compressors, condensers, accessories, and access valves. Tuition:$245 Hours:40  
Instructor: R. Morton  
T/TH 3/1-4/7  6-10P  L  S100  
T/TH 7/12-8/11  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. Book cost:$95 Tuition:$195 Hours:30  
Instructor: W. Reynolds  
W 3/30-6/1  6-9P  L  S100

High Pressure Boilers  HVAC-3353  
Prerequisite: HVAC-3352.  
In-depth information on proper start-up and shut-down procedures of boiler operations and maintenance are focused on during this class. An overview of boiler components, accessories and tools wrap-up the content. Book cost:$95 Tuition:$195 Hours:30  
Instructor: W. Reynolds  
W 1/13-3/23  6-9P  L  S100  
W 6/8-8/10  6-9P  L  S100

Freon Recovery  HVAC-3342  
Certification - EPA 608  
Prepare for and take the exam meeting all the requirements of Section 608 of the Federal Clean Air Act for refrigerant handling. An overview of information air conditioning and refrigeration service personnel need to successfully become certified as a universal technician. During 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. Book cost:$30 Tuition:$89 Hours:8  
Instructor: R. Morton  
TH 2/11-2/18  6-10P  L  S100  
TH 4/14-4/21  6-10P  L  S101  
TH 6/16-6/23  6-10P  L  S100  
TH 8/11-8/18  6-10P  L  S101

Mechanical License Test Prep  HVAC-3343  
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. Book cost:$300 Tuition:$245 Hours:40  
Instructor: G. Westerman  
T 1/26-4/5  6-10P  L  S100

Psychrometrics, Airflow & Thermodynamics of Refrigeration  HVAC-3359  
This class has been approved by the Construction Industries Board Mechanical Examining Committee for 6 hours of CE credit. Photo ID required. Tuition:$75 Hours:6  
Instructor: H. Stephenson/G. Westerman  
S 1/16 8:30A-3:30P  TC  S151  
S 2/13 8:30A-3:30P  TC  S152  
S 3/5 8:30A-3:30P  TC  S153  
S 4/9 8:30A-3:30P  TC  S154  
S 5/14 8:30A-3:30P  TC  S155  
S 6/11 8:30A-3:30P  TC  S156  
S 7/16 8:30A-3:30P  TC  S157  
S 8/13 8:30A-3:30P  TC  S158

Mechanical CE

PLUMBING LICENSING TRAINING

Class number one of the plumbing licensing training will begin in the Fall of 2016.

DWV & Water Distribution  PLMB-3346  
Systems, Part 1  
Prerequisite: PLMB-3345.  
Discover important facets of the drain waste and vent system including design, installation, connecting, testing and more. Book cost:$110 Tuition:$299 Hours:40  
Instructor: T. Lang  
M/W 1/11-2/17  6-10P  L  S100
Plumbing Licensing Training

Designed for students with little to no plumbing experience or apprentices currently working in the field, Tulsa Tech’s Plumbing program provides both theory and hands-on training opportunities. Tulsa Tech’s Plumbing program has been approved by the State of Oklahoma’s Construction Industry Board (CIB) and prepares students to take the Oklahoma Plumbing Journeyman and Gas exam. Upon successful completion of the program, students may apply to the CIB 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 this program at tulsatech.edu and click on “Continuing Education”

**DWV & Water Distribution Systems, Part 2**

**PLMB-3347**

Prerequisite: PLMB-3346. 
Tuition:$299 Hours:40

Instructor: T. Lang

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**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. Book cost:$40 Tuition:$299 Hours:40

Instructor: T. Lang

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**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. Book cost:$25 Tuition:$299 Hours:40

Instructor: P. Owens

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**IFGC, IPC & License Test Prep**

**PLMB-3350**

Prerequisite: PLMB-3349 or 3 years recent trade experience.

Learn how the codes are written, adopted, modified and implemented. In addition, prepare for the Oklahoma Plumbing Journeyman and Gas 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. Book cost:$355 Tuition:$475 Hours:60

Instructor: T. Lang

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Scott Owens was very helpful in learning about plumbing. His knowledge and experience is evident, and I look forward to learning more from him. Richard C.
PLUMBING CE

Plumbing CE  PLMB-3353
Approved by the Construction Industries Board Plumbing Examining Committee for 6 hours of CE credit. Topics will include coverage of the new 2015 Plumbing and Fuel Gas Codes. You will be required to present a photo ID upon arrival. Tuition:$75 Hours:6

Instructor: T. Lang

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TRANSPORTATION

SERVICE, REPAIR, & REFINISHING

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.

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. Tuition:$295 Hours:42

Instructor: M. Brown

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MANNY BROWN

Manny Brown has been in the professional auto detailing industry since 1995. He is a Master Certified Detailer, as well as a Certified Auto Tech. Manny prides himself on encouraging his students to rethink the art of detailing and to focus on more than what meets the eye.”

INSTRUCTOR

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ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
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. Book cost:$50 Tuition:$345 Hours:40

Instructor: K. Richardson
M/W 3/28-4/27 6-10P BA S300
M/W 6/6-7/11 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? Utilizing industry-driven standards, instruction is designed to provide a consistent, credible message about the methods and rewards of effective automotive maintenance. 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. You will have the opportunity to validate your knowledge by completing 14 industry-recognized certifications during class. Tuition:$275 Hours:40

Instructor: S. Kirtley
T/TH 2/2-3/3 6-10P BA S300
T/TH 5/17-6/16 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. Proper PPE required. Tuition:$245 Hours:45

Instructor: M. McNally
M 1/25-4/11 5:30-9:30P BA S300
M 5/16-8/1 5:30-9:30P BA S300

Collision Repair Technology 2 CRT-3335

Prerequisite: CRT-3334.
Follow-up class allowing 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. Tuition:$245 Hours:40

Instructor: D. Adney
TH 1/7-3/10 5:30-10P BA S300
TH 5/12-7/14 5:30-10P BA S300
Collision Repair Workshop CRT-3340
Prerequisite: CRT-3335 or 1 year of experience.
Tuition:$175 Hours:24
Instructor: D. Adney
TH 7/28-9/1 6-10P BA 300

Automotive Refinishing CRT-3336
Technology 1
Equip yourself with the fundamentals of basic refinishing, repair surfaces using modern spray equipment, chemical safety, undercoats and topcoats. Safety glasses and proper PPE require. Tuition:$245 Hours:40
T 2/23-5/3 6-10P BA S300
T 5/17-7/19 6-10P BA S300

Automotive Refinishing CRT-3337
Technology 2
Prerequisite: CRT-3336 or 1 year of experience.
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. Tuition:$195 Hours:45
TH 1/7-3/10 5:30-10P BA S300
TH 5/12-7/14 5:30-10P BA S300

Collision Refinishing Workshop CRT-3341
Prerequisite: CRT-3337 or 1 year of experience.
Tuition:$175 Hours:24
TH 7/28-9/1 6-10P BA S300

MIG Welding for Auto Collision Repair CRT-3342
Continue to refine your MIG welding skills in this advanced welding class designed to introduce more advanced skills and techniques. Work with more complex shapes and methods of holding pieces during the fit up and welding process. No personal projects. PPE required. Supply Fee $24 Tuition:$175 Hours:24
Instructor: M. McNally
W 1/27-3/2 5:30-9:30P BA S300
W 5/18-6/22 5:30-9:30P BA S300

School Bus Driver Training DRIV-3333
Required skills/experience: 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. Tuition:$75 Hours:25
Instructor: D. Rosier
M-F 2/1-2/5 6-10P BA S300
S 2/6 8A-5P BA S301
M-F 4/11-4/15 6-10P BA S300
S 4/16 8A-5P BA S301
M-F 7/17-7/15 6-10P BA S300
S 7/16 8A-5P BA S301
M-F 8/15-8/19 6-10P BA S300
S 8/20 8A-5P BA S301

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. Tuition:$49 Hours:4
Instructor: D. Rosier
M 2/1 6-10P BA S300
T 2/2 6-10P BA S301
W 2/3 6-10P BA S302
TH 2/4 6-10P BA S303
F 2/5 6-10P BA S304
M 4/11 6-10P BA S305
T 4/12 6-10P BA S306
W 4/13 6-10P BA S307
TH 4/14 6-10P BA S308
F 4/15 6-10P BA S309
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T 7/12 6-10P BA S301
W 7/13 6-10P BA S302
TH 7/14 6-10P BA S303
F 7/15 6-10P BA S304
M 8/15 6-10P BA S305
T 8/16 6-10P BA S306
W 8/17 6-10P BA S307
TH 8/18 6-10P BA S308
F 8/19 6-10P BA S309

Day Date Time Location Section #
M 8/22-10/3 6-9P L S100
CDL B Written Test Preparation DRIV-3337
Required skills/experience: Minimum 18 year of age, 20/40 eye acuity with or without correction, and valid driver’s 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. Tuition:$79 Hours:12

Instructor: D. Rosier

M-TH 2/8-2/11 6-9P BA S300
M-TH 6/13-6/16 6-9P BA S300

CDL B Driving Skills Preparation DRIV-3338
Required skill/experience: Must be 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. Tuition:$79 Hours:12

Instructor: D. Rosier

F 2/19 6-10P BA S300
S 2/20 8A-5P BA S300
F 8/26 6-10P BA S300
S 8/27 8A-5P BA S300

MOTORCYCLE & POWER PRODUCTS

Motorcycle Preventative Maintenance MCPP-3352
Essential for safe riding! Bring your motorcycle and we will teach you 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. Tuition:$29 Hours:4

Instructor: G. Parnell

M 3/7 6-10P BA S300
M 4/11 6-10P BA S301
M 6/6 6-10P BA S300
M 7/25 6-10P BA S301

Motorcycle Technician Fundamentals MCPP-3355
Get started today and build your knowledge of maintenance service and tune-up skills; including valve clearance adjustments and carburetor synchronization. Bring your motorcycle or work on one of ours. Tools supplied, you are responsible for parts and consumables. Tuition:$195 Hours:24

Instructor: D. Heenan

T/TH 3/22-4/7 6-10P BA S300
T/TH 6/14-6/30 6-10P BA S300
Veteran & Military Services

Tulsa Tech is committed to supporting military personnel, veterans, and their dependents. Let us provide you with the opportunity to earn credentials to promote an upwardly mobile career.

The greatest advantage of the military experience is no secret. Soldiers concentrate on goals. Research shows military personnel make excellent employees.

But specific skills are needed by business and industry to insure career success. The high level of concentration learned in the military can be transformed into an educational focus. Tulsa Tech provides the opportunity to earn credentials to promote an upwardly mobile career.

For more information about Tulsa Tech’s Veterans & Military Services call 918.828.5000 or visit tulsatech.edu

Motorcycle Basic Rider Preparation

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. Tuition:$35 Hours:4

Instructor: L. McDonald

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Motorcycle Basic Ridercourse

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. Tuition:$200 Hours:16

Instructor: L. McDonald

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Maintenance for Small Gas Engines  MCPP-3365
This hands-on class will teach you how to interpret repair manuals and properly use tools to perform basic repairs and routine maintenance on small gas engines. You will apply these techniques to lawn mowers, leaf blowers, weed trimmers, and more. Some student projects may be allowed with instructor permission. Tuition: $245 Hours: 42
T/TH 1/26-3/10  6-9P  BA  S300

ISO 9001:2008 Certified Lead Auditor  QLTY-3337
Tuition: $1295 Hours: 28
Instructor: C. Peterson
T-F 2/23-2/26 8:30A-5P  TC  S150
T-F 6/7-6/10 8:30A-5P  TC  S150

ISO 9001:2008 Internal Auditor  QLTY-3338
Tuition: $295 Hours: 16
Instructor: C. Peterson
M/T 1/25-1/26 8:30A-5P  TC  S150
M/T 5/9-5/10 8:30A-5P  TC  S150

ISO 9001:2008 Document Development  QLTY-3339
Tuition: $295 Hours: 16
Instructor: C. Peterson
W/TH 1/27-1/28 8:30A-5P  TC  S150
W/TH 5/11-5/12 8:30A-5P  TC  S150

Carl was very prepared and knowledgeable about the material. He presented it in a clear, understandable manner. Sandra C.
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.

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

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.

Challenge us to create the perfect program for you.

Business & Industry Services

Think Jobs

We search assistance for Tulsa Tech students and alumni

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

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?

Email classes@tulsatech.edu and submit your suggestion. We value our customers’ input!

One Stop Location

CAREER SERVICES CENTER

Walk up registration for adult education classes within the Lemley Memorial Campus, 3420 S. Memorial Dr. Tulsa

918.828.5000
This is where your journey begins!
At Tulsa Tech we help high school and adult students get on the path to independence. Your success determines our success!

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
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<td>Career Services Center</td>
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<td>Lemley Campus</td>
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<td>Training Center</td>
<td>3638 S. Memorial Dr.</td>
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<tr>
<td>Peoria Campus</td>
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<tr>
<td>Broken Arrow Campus</td>
<td>4000 W. Florence St.</td>
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<td>Riverside Campus</td>
<td>801 E. 91st St.</td>
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<td>Sand Springs Campus</td>
<td>924 E. Charles Pg. Blvd.</td>
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<tr>
<td>Owasso Campus</td>
<td>10800 N. 140th E. Ave.</td>
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**CAMPUS PHONE/HOURS**

918.828.5000
Monday-Thursday 7:00am-7:00pm
Friday 7:00am-4:30pm
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 Lemley Memorial Campus, 3420 S. Memorial Dr.

Information and Enrollment Services
• Full-time programs and part-time class information
• Part-time 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 Hours
• 7:00am-7:00pm Monday - Thursday
• 7:00am-4:30pm Friday

ONE-STOP
ONE-LOCATION
ONE-NUMBER
918.828.5000

ONE-STOP WILL BE OPEN DURING SCHOOL BREAKS!

<table>
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<th>Winter Break</th>
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<td>December 21-23</td>
<td>March 14-18, 2016</td>
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<td>December 24-25</td>
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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 tulstatech.edu & click on Tech Advisor link.

FAX: 918.828.5229

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

MAIL: Tulsa Tech CSC/Career Information P.O. Box 477200 Tulsa, OK 74147-7200

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

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.

Please Recycle This Catalog

ENROLL TODAY

PLEASE PRINT

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Pay by ☐ Check (payable to Tulsa Tech) ☐ Account Number _______________________________ /_________ Expiration Date

Cardholder Name ____________________________________________

Authorized Signature ______________________________________ Tuition payment required at time of enrollment.

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.
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Seeking an entry-level career in residential heating, ventilation and air conditioning? Tulsa Tech’s HVAC certificate program has been approved by the State of Oklahoma’s Construction Industry Board (CIB) and is designed to prepare individuals to take the HVACR Journeyman Limited and HVACR Journeyman Unlimited exams.

For more information, please visit our website or call 918.828.5000.