MAKE YOUR OWN PATH

CompTIA pg. 21-22
Decorative Welding pg. 45
Grant Writing for Non-Profits pg. 18
Pipefitting for Welders pg. 43
12 new Cooking Classes pg. 5-8
Plus 30 more NEW classes
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 complete 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*.

FEEDBACK

The Results are in!

This past spring students had the opportunity to participate in a survey regarding their satisfaction with Tulsa Tech Adult Career Development Classes.

Highlights from the report include:

- 99.71% Students would recommend the class they took to others.
- 98.84% Satisfaction with the quality of training and instruction provided by Tulsa Tech.
- 95.84% Satisfaction with the enrollment and customer service experience for my current Tulsa Tech class.
- 86.70% Tulsa Tech offers the classes I need to help me reach my professional goal of obtaining employment, advancing my career, or maintaining employment. (*6.41% taking classes for personal enrichment purposes, not for professional development).

Thank you to everyone that participated!

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.
TABLE OF CONTENTS

ARTS, EDUCATION & ENRICHMENT ……4
Apparel, Textiles & Interior Design ……4
Culinary Arts ……………………5
Education ………………………8
Landscape & Floral Design ………15
Visual, Graphics & Creative Arts ……16
Leisure & Recreational Activities ……17

BUSINESS, COMPUTERS …………………18
& TECHNOLOGY
Business, Management & Finance ………18
Human Resources …………………19
Computer Applications ……………19
Online Ed2Go ……………………20
Information Technology ……………21

CERTIFICATION, LICENSING & CEU…24
Insurance …………………………24
UGOTClass ………………………25
Real Estate & Home Inspection ………27
Law & Public Safety/CE ……………29
Safety ……………………………30

HEALTH CARE & WELLNESS ………31
Health Education ……………………31
Health Careers ……………………32
Medical Office & Informatics ………35
Nursing Education …………………37
Wellness …………………………37

MANUFACTURING, CONSTRUCTION …38
& TRANSPORTATION
Manufacturing ………………………38
• Drafting ………………………38
• Machining ……………………38
• Mechatronics …………………41
• Nondestructive Testing ………41
• Welding ……………………42
Construction ………………………44
• Electrical ……………………44
• How To Series …………………45
• HVAC-R ……………………46
• Plumbing ……………………48
Transportation, Service & Repair ……49
Motorcycle & Power Products ………51
Quality/LEAN/ISO …………………52

ENROLLMENT INFORMATION ………54

NEW CLASS LIST

ARTS, EDUCATION & ENRICHMENT
Cheese Making ……………………6
Chef’s Tips & Secrets ………………7
Cooking with Herbs & Spices ………6
DIY Classrooms ……………………13
Essential Photography Skills ………16
Ethnic Cooking French ……………6
Exploring Sensory Play ……………13
Fancy Cookies ……………………7
Holiday Gifts from the Kitchen ………7
Holiday Pie Perfection ……………7
Knitting 2 …………………………4
Let’s Wok …………………………6
Music & Movement & School Agers …13
New England Dinners ………………6
Nurturing the Developing Brain ……12
Portrait Photography 101 …………17
Protecting Our Children ……………13
Pumpkin & Gourd Carving …………8
Savory Pastries ……………………6
Screen Time Guidance ……………13
Technology Toys & Apps …………13
Tex-Mex Dinners …………………5
Winter & Fall Harvest Vegetables ……7

BUSINESS, COMPUTERS & TECHNOLOGY
CCNA Implementing ………………23
Collaboration Devices ………………23
CCNA Implementing IP Video ………23
Network Devices

HEALTH CARE & WELLNESS ………31

Certification, Licensing & CEU

Enrollment Information

Manufacturing, Construction & Transportation

New Class List

*Schedule and Prices Subject to Change
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
M  9/12-10/10  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
M  10/14-11/11  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
T  9/20-11/22  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
TH  10/24-11/21  6-9P L S100

Beginning Knitting  APRL-3390
Prerequisite: APRL-3390 or knitting experience.
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
Instructor: M. Prather
W  9/7-10/5  6-9P L S100

Knitting 2  APRL-3391
Prerequisite: APRL-3390 or knitting experience.
Are you past the basic knitting class but want to work on a project that you might need help with? Continue learning more skills and complete that unfinished project in this fun-filled class. Tuition: $69 Hours: 15
Instructor: M. Prather
W  10/26-11/30  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  9/6-9/20  6-10P  L  S100  
T  10/4-10/18  10A-2P  L  S101

**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  11/1-11/29  8:30A-5P  L  S100  
T  10/4-12/6  6-10P  L  S101

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**CULINARY ARTS**

**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  
M  10/10-12/5  6-10P  OW  S800  
T  10/4-12/6  6-10P  L  S101

**Tex-Mex Dinners**  
**FOOD-3482**  
Utilize cooking techniques and enhance your Spanish flare with combinations of spices, herbs, and chilies adding that professional twist to your south of the border foods. Supply fee $15 Tuition: $35 Hours: 3  
Instructor: K. McCarty  
TH  9/1  6-9P  OW  S800

**Ethnic Cooking Mexican**  
**FOOD-3458**  
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. Supply fee: $15 Tuition: $35 Hours: 3  
Instructor: S. Ellis  
M  9/12  6-9P  L  S100

**Ethnic Cooking German**  
**FOOD-3460**  
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  
M  9/26  6-9P  L  S100

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**MEGAN PRATHER**  
Megan has been knitting for over 10 years and has a wealth of knowledge to share with both beginner and advanced knitters. She is an enthusiastic instructor who has taught people ranging in age from 6 to 60 how to knit. Her work is featured prominently on Pinterest and Red Dirt Yarn Works.

**INSTRUCTOR**  

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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

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5
Let’s Wok FOOD-3479
High heat, fast, fun, healthy, affordable; all words to describe wok cooking. It’s great for one person or a large family and clean-up is a snap! Just a small investment of a few tools and you’re on your way. With a few basic skills, it’s easy to create your own wok recipes at home! Supply fee: $15 Tuition: $35 Hours: 3
Instructor: J. Bieloh
T 9/27 6-9P OW S800

New England Dinners FOOD-3478
Come explore the tastes and smells of the coastal northeast, where recipes are steeped in tradition and the food is warm and hardy. Learn the recipes and techniques that every good Chowder Head should know. Supply fee: $15 Tuition: $35 Hours: 3
Instructor: S. Ellis
M 10/3 6-9P OW S800

Ethnic Cooking French FOOD-3483
Learn the techniques and ingredients to create your very own French experience. From the lavender fields of Provence to the rolling landscape of the burgundy region. Come experience all the wonderful tastes and flavors that make French cuisine second to none. Supply fee: $15 Tuition: $35 Hours: 3
Instructor: S. Leavell
W 10/12 6-9P OW S800

Savory Pastries FOOD-3476
Learn how to make savory pastries such as quiche, empanadas, and other savory treats from scratch in this hands-on class from the pastry kitchen. Supply fee: $15 Tuition: $35 Hours: 3
Instructor: S. Leavell
T 9/13 6-9P OW S800

Cooking With Herbs & Spices FOOD-3434
Food is always better when properly seasoned. You’ll enjoy cooking a lot more once you’ve mastered the herb and spice basics. The food will taste better, smell better, and impress your friends. Learn the most basic herb and spice combinations to improve your dishes. Supply fee: $15 Tuition: $35 Hours: 3
Instructor: K. McCarty
T 10/4 6-9P SS S500

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. Bring a container to take home soup. Supply fee: $15 Tuition: $35 Hours: 3
Instructor: K. McCarty
M 10/10 6-9P L S100

Cheese Making FOOD-3474
In addition to making fresh cheeses, learn how to create cheese tray presentations and fun accompaniments such as homemade crackers and chutney to go with your favorite cheeses. Supply fee: $15 Tuition: $35 Hours: 3
Instructor: S. Leavell
W 10/12 6-9P OW S800
Winter/Fall Harvest Vegetables

Ever wonder what do make with all the vegetables of the winter/fall harvest? Join us as we learn how to turn these most popular vegetables into delicious new creations. Supply fee: $15 Tuition: $35 Hours: 3

Instructor: S. Ellis

TH 11/3 6-9P OW S800

Chef’s Tips & Secrets

Ever sharpened a knife on the bottom of a plate? Or pushed an avocado half thru an icing rack? Chefs work in commercial kitchens around the country and pick up tips and secrets along the way. Come learn some tricks of the trade that will make cooking at home even more enjoyable. Supply fee: $15 Tuition: $35 Hours: 3

Instructor: J. Bieloh

T 11/8 6-9P OW S800

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

M 12/12 6-9P OW S800

Cake Decorating

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: S. Leavell

TH 9/29 6-9P SS S500

Holiday Pie Perfection

Learn how to make pies from scratch. This hands-on class will feature how to make pie dough, different styles of crust, lattice pie crust, and unique takes on classic holiday pies. Supply fee: $15 Tuition: $35 Hours: 3

Instructor: S. Leavell

W 10/26 6-9P OW S800

Holiday Gifts from the Kitchen

Learn how to make unique gifts from the kitchen. This class will feature homemade candy, cookies and other treats that are perfect for thoughtful gifts this Christmas. Supply fee: $15 Tuition: $35 Hours: 3

Instructor: S. Leavell

W 11/30 6-9P OW S800

Fancy Cookies

Bake sale coming up? Tuiles, biscotti and almond spritz cookies are examples of the fun cookies you can wow your guests with at your next gathering in this hands-on class. Supply fee: $15 Tuition: $35 Hours: 3

Instructor: S. Leavell

W 11/30 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: K. McCarty

T 12/13 6-9P OW S800

Continued next page.
Pumpkin & Gourd Carving  
Learn the basic carving techniques to create seasonal fall arrangements and jack-o-lanterns from our award winning chef artist. Supply fee $15 Tuition: $35 Hours: 3

Instructor: S. Leavell
M 9/19  6-9P OW S800
T 10/18  6-8P SS S500

SERVSAFE®

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

ServSafe®, Manager Certification

Instructor: M. Yip/ P. Dalagan
M/T 9/19-9/20  5-10P TC S150
M/T 10/17-10/18  5-10P TC S151
M/T 11/14-11/15  5-10P TC S152
M/T 12/5-12/6  5-10P TC S153

I have been to many ServSafe classes and this by far is the BEST! Harold G.

ServSafe® Manager Refresher  
Prerequisite: FOOD-3419.

This class provides 3 hours of review and allocates 2 hours of time for the test. Book cost: $42 Tuition: $55 Hours: 5

Instructor: M. Yip/P. Dalagan
T 9/20  5-10P TC S150
T 10/18  5-10P TC S151
T 11/15  5-10P TC S152
T 12/6  5-10P TC S153

CERTIFIED DIETARY MANAGER TRAINING

Association of Nutrition & Foodservice Professionals (ANFP)

Dietary Manager Level 1 & 2,  
Sanitation & Systems Management

As part of the program requirements, field experience in the workplace must be supervised by a Registered Dietitian (RD) and documented by the student to demonstrate competencies. Textbook is required and must be purchased online from the Association of Nutrition and Foodservice Professionals (ANFP) before the start of class. Tuition: $525 Hours: 90

Instructor: R. Cupples
T 8/30-12/6  9A-4P BA S300

EDUCATION

Special Ed 
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. Book included. Tuition: $132 Hours: 24

Instructor: D. Brown
M-TH 9/19-9/22  8A-3P BA S300
M-TH 11/7-11/10  8A-3P BA S301

Beginning Sign Language

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

Instructor: D. Lane
M 9/12-10/3  6-9P L S100
M 11/7-11/28  6-9P L S101

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

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

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

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

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

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

CHECK OUT OUR Success Centers

High School and Middle School credit recovery courses
High School and Middle School accrual (first time) credit courses
Math/Reading Skills Refresher
Plan of Study and Next Steps Advisement
Broken Arrow and Riverside Campus 4:30-8:30pm
Lemley, Peoria and Sand Springs Campus 4:00-8:00pm
Monday - Thursday

918.828.5000 tulsatech.edu
### 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 “Part-Time Classes”**

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### EARLY CARE & EDUCATION

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

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### 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>
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<tr>
<th>Block</th>
<th>Competencies</th>
<th>Tuition</th>
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<td>FACS-3813</td>
<td>$109</td>
<td>32</td>
<td>M. Bennett/ K. Bunch</td>
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<td><strong>CDA Block 2:</strong> Competency 3</td>
<td>FACS-3814</td>
<td>$109</td>
<td>32</td>
<td>K. Bunch</td>
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<tr>
<td><strong>CDA Block 3:</strong> Competency 2</td>
<td>FACS-3815</td>
<td>$109</td>
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<td>K. Bunch</td>
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<td><strong>CDA Block 4:</strong> Competencies 5 &amp; 6</td>
<td>FACS-3816</td>
<td>$109</td>
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<td><strong>CDA Block 5:</strong> Application &amp; Assessment Prep</td>
<td>FACS-3817</td>
<td>$95</td>
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<td>D. Dudley</td>
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I really have enjoyed this class! I haven’t been in a school environment for over 20 years and I was a little nervous at first, but Ms. Bunch put me at ease by her pleasantness and making learning fun and exciting! Carrie L.
**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. 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>
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<th>Unit</th>
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<td>FACS-3989</td>
<td>$13</td>
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<td>2</td>
<td>Providing for Children’s Health</td>
<td>FACS-3990</td>
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<td>3</td>
<td>Providing an Environment for Learning</td>
<td>FACS-3991</td>
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<td>Child Growth &amp; Development Concepts</td>
<td>FACS-3992</td>
<td>$39</td>
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<td>Ensuring Developmentmently Appropriate Practice</td>
<td>FACS-3993</td>
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<td>$108.75</td>
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<td>Guiding Children</td>
<td>FACS-3994</td>
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<td>7</td>
<td>Involving Families &amp; the Community</td>
<td>FACS-3995</td>
<td>$13</td>
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<td>Program Plans &amp; Record Keeping</td>
<td>FACS-3996</td>
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<td>Developing as an Early Education Professional</td>
<td>FACS-3997</td>
<td>$13</td>
<td>$43.50</td>
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<td>10</td>
<td>Putting It All Together</td>
<td>FACS-3998</td>
<td>$19.50</td>
<td>$65.25</td>
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**Need CPR? Check out our AHA Pediatric CPR & First Aid class: HLTH-3411 on pg 31.**

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Module 1: Positive Guidance Techniques

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

Instructor: J. McMillan

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

Module 2: Stages of Early Child Behavior

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

Instructor: J. McMillan

T 9/13 6:45-9:15P TC S150

Module 3: Challenging Behaviors

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

Instructor: J. McMillan

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

Module 4: Working With Behavior Problems

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

Instructor: J. McMillan

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

Need more training hours for DHS licensing? Want new ideas and information?

Valuing Differences in Living Color

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

Instructor: S. Oare

W 9/14-9/21 6:45-9:15P TC S150

Music & Movement & School Agers

Music and movement can help children learn and grow. Discover creative ways to include music and movement in your school age program. Tuition: $29 Hours: 5

Instructor: M. Bennett

S 9/24 9A-2P TC S150

Nurturing the Developing Brain

Learn about early brain development and its impact on future growth and learning. Discover how to support the developing brain through everyday activities and interactions in the early childhood setting. Tuition: $29 Hours: 5

Instructor: J. McMillan

T 10/4-10/11 6:45-9:15P TC S150

Art Experiences: Infants to School Agers

Creative art activities help children develop a variety of important skills, including cognitive, physical, social emotional, and language. Utilize a variety of fresh, creative art activities to engage children and enrich your curriculum. Bring a pair of scissors. Tuition: $29 Hours: 5

Instructor: M. Bennett

S 10/8 9A-2P TC S150

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Early Childhood Special Needs Certificate

The Tulsa Tech Early Childhood Special Needs Certificate is designed to present information, tools, techniques, and resources enabling early childhood professionals to provide developmentally appropriate services to young children (age's birth – 8 years) with special needs. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded as you successfully complete each of the classes. The Tulsa Tech Special Needs Education Certificate will be awarded to you after successfully completing ten classes from this series; the 3 certificate core classes and any other 7 classes from the series. Classes may be taken in any order.

You can find more information about this program at tulsatech.edu and click on “Part-Time Classes”

DIY Classroom FACS-4058
The classroom environment can be a powerful teaching tool. Gather ideas for creating a look and feel for your classroom that promotes learning and positive behavior. Tuition: $29 Hours: 5
Instructor: M. Bennett
S 10/15 9A-2P TC S150

Exploring Sensory Play FACS-3444
Learn why sensory play is an essential component in early childhood development. Discover ways to include the five senses in everyday activities and provide sensory experiences for young children. Tuition: $29 Hours: 5
Instructor: J. McMillan
T 10/25-11/1 6:45-9:15P TC S150

Screen Time Guidance FACS-4054
Learn how to build and support relationships with young children through appropriate uses of technology. Tuition: $29 Hours: 5
Instructor: S. Oare
T 11/8-11/15 6:45-9:15P TC S150

Technology Toys & Apps FACS-4055
Identify different types of age appropriate technology and apps for young children. Tuition: $29 Hours: 5
Instructor: M. Bennett
S 11/12 9A-2P TC S150

Protecting Our Children FACS-4057
Learn the warning signs of child abuse and neglect, state regulations, and processes for reporting. Strategies for preventing abuse, supporting families and keeping children safe will be explored and discussed. Tuition: $29 Hours: 5
Instructor: S. Oare
T 12/6-12/13 6:45-9:15P TC S150

Children & Speech & Language Disorders FACS-3956
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
Instructor: K. Bunch
M *8/15-8/22 6:45-9:15P TC S150
*Summer Term
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 and click on “Part-Time Classes”

Young Children Who Are Highly Active

Young children are naturally energetic, but why are some children highly active? Discover reasons for high activity levels, and what you can do to help guide and support children who consistently exhibit impulsive, distracted behaviors. Tuition: $29 Hours: 5

Instructor: M. Lemmond

M 9/12-9/19 6:45-9:15P TC S150

Autism & Communication Strategies

Learn specific visual strategies and communications systems designed to help caregivers support children with Autism. Tuition: $29 Hours 5

Instructor: M. Lemmond

M 10/17-10/24 6:45-9:15P TC S150

Young Children & Autism Spectrum Disorder

What is Autism? Explore ways to provide developmentally appropriate care, and education techniques for working with young children with Autism. Tuition: $29 Hours: 5

Instructor: M. Lemmond

M 10/3-10/10 6:45-9:15P 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

Instructor: M. Lemmond

M 11/28-12/5 6:45-9:15P TC S150

Women Managing Women

Women managing Women

Women are highly active and can be highly active? Discover reasons for high activity levels, and what you can do to help guide and support children who consistently exhibit impulsive, distracted behaviors. Tuition: $29 Hours: 5

Instructor: M. Lemmond

TH *8/18-8/25 6:45-9:15P TC S150

*Summer Term
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  
Instructor: S. Oare  
TH  9/1-9/8  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  
Instructor: S. Oare  
TH  9/22-9/29  6:45-9:15P TC S150

Ethics in Early Childhood Education  
**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  
Instructor: S. Oare  
TH  10/13-10/27  6:45-9:15P TC S150

DAP: Beyond the Basics for 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  
Instructor: M. Bennett  
TH  11/10-11/17  6:45-9:15P TC S150

Survival Skills for Center Directors  
**FACS-4007**
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  
Instructor: S. Oare  
TH  12/1-12/8  6:45-9:15P TC S150

Continued next page.
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 10/27-12/8  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
Instructor: J. Vaughn
W 8/31-10/12  6-9P L S100

VISUAL, GRAPHICS & CREATIVE ARTS

Intro to Colored Pencil Illustration     ADVT-3341
Anyone can learn to draw, no artistic ability required! Create both realistic illustrations and cartoons using Prismacolor pencils. You provide some class material, others are provided in class. Tuition: $75 Hours: 12
Instructor: D. Dudley
TH 9/1-9/22  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 9/29-12/15  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 9/13-11/15  6-9P L S100

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 9/19-11/21  6-9P L S100

Audio Editing & Mixing     RAPA-3338
Prerequisite: RAPA-3335.
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 10/10-12/12  6-10P RS S400

Essential Photography Skills     PHTO-3379
Are you interested in learning the essential skills to take great photographs with any camera? Come explore your camera’s settings. Learn what composition, exposure, and the art of seeing light will do for your photographs. Watch your photos go from bland to grand. Tuition: $99 Hours: 12
Instructor: L. Green
M 10/17-11/7  6-9P OW S800

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 photography.
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
T/TH 9/27-10/11 6-9P OW S800

**Life Size Taxidermy-Fox Squirrels**

Prerequisite: TXDM-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
T/TH 10/25-11/29 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/TH 12/8-1/24 6-9P OW S800

**Portrait Photography 101**  
**PTO-3778**

Utilize your camera to its’ maximum capabilities thru natural lighting, off-camera flash, and other specialized photography equipment to capture perfect photographs of people in both posed and candid styles. Tuition: $125 Hours: 16

Instructor: E. Utley
M 9/12-10/3 6-10P OW S800

**Digital Image Retouching & Restoring**  
**PTO-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: S. Jackson
M/W 9/12-10/5 6-10P OW S800

Digital Photography  
**PTO-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: $25  Tuition: $225 Hours: 32

Instructor: D. Henderson
T 10/11-11/29 6-10P OW S800

**Photography in image-editing programs.**  

An introduction to Adobe Lightroom and similar programs is included. Class includes a field trip. Digital SLR camera required. Book cost: $25  Tuition: $225 Hours: 32

Instructor: D. Henderson
T 10/11-11/29 6-10P OW S800
Optimizing Your Website  MRKT-3349
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: G. Collington
T 10/11-11/1 6-9P RS S400

Get Your Website Right; Grow Your 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: G. Collington
T 11/15-1/17 6-9P RS S400

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

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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  *8/11-11/17  6-9P  TC  $150
   *Summer Term

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

W-F  9/7-9/9  8A- 5P  TC  $150

Business Certificates Online-UGotClass
Certificate in Customer Service, Certificate in Business Research, Recruiting/Retaining Gen X & Gen Y, Successful Survey Techniques, and 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

M/W  9/26-10/5  5:30- 8:30P  OW  $800
M/W  10/31-11/9  5:30- 8:30P  OW  $801

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. Book included. Tuition $125 Hours: 8

Instructor: T. American Horse

T/TH  9/20-9/22  5:30- 9:30P  OW  $800
T/TH  10/25-10/27  5:30- 9:30P  OW  $801

Excel Intermediate 2013  CIS-4132
Skills/experience: CIS-4137 or equivalent knowledge with performing calculations, modifying, formatting, printing worksheets.

Build upon your knowledge and start creating advanced worksheets and workbooks. Learn to analyze massive amounts of data with pivot tables and slicers, extract actionable information, and present that information using basic charts. Book included. Tuition: $125 Hours: 8

Instructor: T. American Horse

T/TH  11/29-12/1  5:30- 9:30P  OW  $800

Shawn is very passionate in what she does which is very encouraging and contagious to others. Nick B.
Instructor-Led ONLINE COURSES

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Introduction to Windows 10
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits – all for little or no money.

Introduction Excel 2016
Become proficient in using Microsoft Excel 2016 and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Our Online Classrooms
- Each course starts new every 4 weeks
- Access your course 24/7
- Instructor and aids answer questions and provide feedback
- Courses runs 6 weeks (with 10 day grace period)
- Includes 12 in-depth lessons
- Features quizzes, assignments, and final exam
- Highlights resources and recommends books on your subject
- Features a discussion area to learn and interact with other students taking the course

Our Instructors
Each course is facilitated by knowledgeable and helpful instructors ready to propel your skills to the next level. Our instructors are from all walks of life, common attributes include:
- Industry experts
- Past or current University and College professors
- Published authors
- Successful business owners
- High ranking officers within well know companies
- Respected business professionals

Microsoft Computer Applications Training

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.
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.

You can find more information about this program at tulsatech.edu and click on “Part-Time Classes”

INFORMATION TECHNOLOGY

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+ 220-901 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. Class is self-paced, online content with instructor assisted labs. Book included. Tuition: $299 Hours: 32

Instructor: M. Shelton
T/TH 9/20-10/18 6-10P OW S800
T/TH 10/25-11/17 6-10P OW S801
T/TH 11/22-12/15 6-10P OW S802

CompTIA A+ Hardware, Part 2  CSC-3416
Prerequisite: CSC-3415.
Book included. Tuition: $299 Hours: 32

Instructor: M. Shelton
T/TH 9/20-10/18 6-10P OW S800
T/TH 10/25-11/17 6-10P OW S801
T/TH 11/22-12/15 6-10P OW S802

CompTIA A+ Software, Part 1  CSC-3417
Prerequisite: CSC-3416.
Prepare for the A+ 220-902 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. Class is self-paced, online content with instructor assisted labs. Book included. Tuition: $299 Hours: 32

Instructor: M. Shelton
T/TH 9/20-10/18 6-10P OW S800
T/TH 10/25-11/17 6-10P OW S801
T/TH 11/22-12/15 6-10P OW S802

CompTIA A+ Software, Part 2  CSC-3418
Prerequisite: CSC-3417.
Book included. Tuition: $299 Hours: 32

Instructor: M. Shelton
T/TH 9/20-10/18 6-10P OW S800
T/TH 10/25-11/17 6-10P OW S801
T/TH 11/22-12/15 6-10P OW S802

Continued next page.
**CISCO Certificate Training**

Tulsa Tech is a Cisco Networking Academy partner and offers the CCNA® Collaboration, CCNA® Routing and Switching, and CCNP® 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 associated Cisco certification exam/s.

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

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### CompTIA Network+, Part 1  
**CSC-3420**

**Basic skills/experience:** CompTIA A+ certification, equivalent coursework, and/or comparable experience highly recommended.

Ready to kick off your network technician career or improve on the networking skills you already have? Prepare for the CompTIA Network+, N10-006 exam as you learn how to maintain, secure, troubleshoot, install, control and configure basic network infrastructure. Book cost: $45 Tuition: $295 Hours: 32

Instructor: R. Shelton

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### CompTIA Network+, Part 2  
**CSC-3421**

**Prerequisite:** CSC-3420.

Tuition: $295 Hours: 32

Instructor: R. Shelton

| M/W 10/10-11/2 | 6-10P | OW | S800 |

### Information Technology  
**Classes Online-Ed2go**

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

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### CERTIFICATION TRAINING  
**CCNA® Routing & Switching, CCNP® Routing & Switching, CCNA® Collaboration**

#### Introduction to Networks  
**CSCO-3336**

Receive an introduction to the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations will be introduced to provide a foundation for the curriculum. By the end of the class, you will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes. Tuition: $545 Hours: 80

Instructor: A. Ashcroft/J. Ballew

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#### Routing & Switching Essentials  
**CSCO-3337**

**Prerequisite:** CSCO-3336.

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 11/16-2/13 | 6-10P | RS | S400 |
Scaling Networks  
**Prerequisite:** CSCO-3337.

Learn the architecture, components, and operations of routers and switches in a larger and more complex network. Configure routers and switches for advanced functionality. By the end of this class, you will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. You will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Tuition: $545 Hours: 80

Instructor: J. Brigance  
M/W 8/29-11/7 6-10P RS S400

Connecting Networks  
**Prerequisite:** CSCO-3338.

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: J. Brigance  
M/W 11/16-2/13 6-10P RS S400

**CCNP R & S**  
**NEW**  
**Implementing IP Switching**  
**Prerequisite:** CSCO-3352  

Required skills/experience: CCNA Routing & Switching Certification.

Prepare for the CCNP Routing & Switching SWITCH exam (300-115) by mastering the knowledge and skills for planning, configuring, and verifying the implementation of complex enterprise switching solutions that use the Cisco Enterprise Campus Architecture. Book cost: $55 Tuition: $525 Hours: 72

Instructor: B. Winn  
T/TH 8/30-11/1 6-10P RS S400

**CCNP R & S**  
**NEW**  
**Implementing IP Routing**  
**Prerequisite:** CSCO-3353  

Required skills/experience: CCNA Routing & Switching Certification.

Prepare for the CCNP Routing & Switching ROUTE exam (300-101) by mastering network principles, Layer 2 and 3 technologies, VPN technologies and Infrastructure security and services. Book cost: $55 Tuition: $695 Hours: 96

Instructor: B. Winn  
T/TH 11/10-2/16 6-10P RS S400

**CCNP Troubleshoot and Maintain IP coming in Spring 2017.**

**CCNA Implementing Collaboration Devices**  
**Prerequisite:** CSCO-3354  

Develop and advance your collaboration and video skills in line with the convergence of voice, video, data and mobile applications while preparing for the CCNA Collaboration exam CICD 210-060. Book cost: $85 Tuition: $545 Hours: 80

Instructor: B. Kepford  
T/TH 8/30-11/8 6-10P RS S400

**CCNA Implementing Video Network Devices**  
**Prerequisite:** CSCO-3355  

Prepare for the CCNA Collaboration 210-065 CIVND by mastering video concepts, endpoint configurations, troubleshooting and support and conferencing concepts. Book cost: $85 Tuition: $545 Hours: 80

Instructor: B. Kepford  
T/TH 11/17-2/14 6-10P RS S400

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CERTIFICATION, LICENSING & CEU
Access your potential.

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

Master Cosmetology Instructor COSM-3343
300 hours

Master Barber Instructor COSM-3344
300 hours

Instruction meets the state of Oklahoma’s requirements for cosmetology/barber instructor licensure and prepares a licensed cosmetologist/barber, in good standing and with two preceding years of experience, to become a qualified instructor of cosmetology/barber theory and practice.

Cosmetologist Review Hours COSM-3345 or COSM-3346
120 or 250 hours

Barber Review Hours COSM-3347 or COSM-3348
120 or 250 hours

Instruction meets the state of Oklahoma’s requirements for mandatory review hours as a result of license expiration or failure to pass the required examination. The number of review hours required depends on your situation.

COMING SOON! COSMETOLOGY TO BARBER AND BARBER TO COSMETOLOGY CROSSOVER CLASSES.

For additional information on eligibility, availability, and cost, call 918.828.5000.

INSURANCE LICENSING
All Insurance Licensing Exam Prep Courses require Study Manuals purchased from OK Insurance Department at oid.ok.gov for $40

Insurance Life/Accident & Health Exam Prep
Instructor: J. Jordan
M/T 9/26-9/27 8A-6P TC S1509

Insurance License Property & Casualty Exam Prep
Instructor: K. Allen
M/T 10/24-10/25 8A-6P TC S1510

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ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
**Fall 2016 UGotClass Courses**

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- **NEW!** Marketing Business Publications
- Self-Publishing eBooks

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- **NEW!** Introduction to Six Sigma Green Belt
- **NEW!** Intermediate Six Sigma Green Belt
- **NEW!** Advanced Six Sigma Green Belt

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- Boosting Your Website Traffic
- Online Advertising

**NEW! Web Design**

**NEW! Change in the Workplace**

**NEW! Dealing with Difficult People in the Workplace**

---

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- Most course offered 4 times a year
- Courses start first Monday of the month
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- Features audio lectures, slides, reading assignments and optional quizzes
- Features a discussion area to post comments and interact with your instructor

**Learn when it is best for you!**
Day or night, 24/7. You choose!

**Don’t see what you want?**

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

---

**INSURANCE CE**

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

**Watch Your Language:**

**Ethical Communication**

**Tuition:** $25 Hours: 3

Instructor: J. Jordan

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**2015 Trends**

**Insurance Legislation**

**Tuition:** $20 Hours: 2

Instructor: J. Jordan

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**Issues We Face 2016**

**INS-4134**

**Tuition:** $25 **Hours:** 3

**Instructor:** J. Jordan

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**Earthquake Insurance**

**INS-4126**

**Tuition:** $15 **Hours:** 1

**Instructor:** J. Jordan

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**Claims Fulfilling Promises**

**INS-4127**

**Tuition:** $25 **Hours:** 3

**Instructor:** J. Jordan

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Certification Training Available at Tulsa Tech!

NATIONAL CERTIFICATIONS PAGE
• Certified Medical Coding.............35
• Child Development Associate (CDA) ....10
• EPA Section 608 ..........................48
• OSHA – 10 Hour ..........................30
• Pharmacy Technician - CPhT ..........35
• Phlebotomy Technician - PBT (ASCP)...35
• ServSafe Manager Certification........8
• SolidWorks ................................40
• ACE Personal Trainer ....................37
• American Heart Association: .........31
  Pediatric First Aid CPR AED &
  Basic Life Support
• American Registry of Radiology .......35
  Technologists (AART)
  Mammography Certification
• ASNT Nondestructive Testing ........41
  (MT, PT, and UT Level I &
  Level II classroom training)
• AWS Welder Certification Testing ....43
• Central Service Technician - (CRCST) .34
• Certified Dietary Technician ..........8
• CISCO CCENT Routing & Switching...22
• CISCO CCNA Collaboration ............23
• CISCO CCNA Routing & Switching ...22
• CISCO CCNP Routing & Switching ...22
• CompTIA A+ ..............................21
• CompTIA Network + ....................22
• Hazwoper 40 Hour, 8 Hour Refresher..30
• HR PHR/SPHR Certification ...........19

STATE CERTIFICATIONS PAGE
• Appraisal....................................27
• Advanced Unlicensed Assistant (AUA) ..34
• Auto Detailing .............................49
• Certified Medication Aide (CMA) ... 33
• CMA-Advanced Feeding Tubes & 34
  Inhalers (CMA-RG)
• CMA-Advanced Glucose .............34
  Monitoring (CMA-GM)
• Electric Code CE ........................44
• Home Inspection ..........................28
• HVAC-R & HVAC CE .................46-48
• Insurance .................................24-27
• Law Enforcement/Private .............30
  Security CE (CLEET)
• Long Term Care/Nurse Aide (CNA) ..33
• Medication Administration ..........33
  Training (MAT)
• OK CNG/NGV Technician ............50
• Plumbing/Plumbing CE .................48
• Real Estate Sales Associate Licensing..27
• RN-PN Nurse Refresher ..............37
• School Bus Driver Training ..........51
• Security Guard: ........................29-30
  Phase I, II, III, IV, V (CLEET)
• Special Education Paraprofessional ... 8

TULSA TECH CERTIFICATE PROGRAMS
• Basic IV Therapy ........................37
• Early Childhood Directors ............14
• CNC Lathe Machinist .................39
• CNC Mill Machinist ....................40
• Early Childhood Special Needs .......13
• Welding Training .......................42

E & O: A Slippery Slope INS-4133
Tuition: $35 Hours: 4
Instructor: J. Jordan

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Generational Ethics INS-4129
Tuition: $25 Hours: 3
Instructor: J. Jordan

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2015 OK Legislative Update

Tuition: $20 Hours: 2

Instructor: J. Jordan

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Firm Foundations

Tuition: $25 Hours: 3

Instructor: J. Jordan

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During our day to day work life, we forget the big picture, so it is extremely beneficial to be reminded about ethics, privacy laws, etc. Joe also brings a sense of humor to his classes - which is much appreciated. Beverly M.

ONLINE APPRAISAL LICENSING & CE, REAL ESTATE CE

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

REAL ESTATE

Real Estate Sales Associate

This class, a combination of face-to-face and online lessons, is the requirement for Real Estate Sales licensure. Passing score of 80% required. 100% classroom attendance is mandatory. Book cost: $60 Tuition: $405 Hours: 90

Instructor: C. Manchester

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Broker in Charge

Tuition: $85 Hours: 15

Instructor: C. Manchester

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Current Issues-Foreclosures

Tuition: $15 Hours: 1

Instructor: M. Washburn

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Broker Relations

Tuition: $15 Hours: 1

Instructor: M. Washburn

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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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More classes next page.
Contracts & Forms
Tuition: $15 Hours: 1
Instructor: M. Washburn
W 8/31  2- 2:50P TC S1508
W 9/28  2- 2:50P TC S1509
W 10/26  2- 2:50P TC S1510
W 11/30  2- 2:50P TC S1511
W 12/14  2- 2:50P TC S1512

Code & Rules Update
Tuition: $15 Hours: 1
Instructor: M. Washburn
W 8/31  3- 3:50P TC S1508
W 9/28  3- 3:50P TC S1509
W 10/26  3- 3:50P TC S1510
W 11/30  3- 3:50P TC S1511
W 12/14  3- 3:50P TC S1512

Know Your People Style
Tuition: $25 Hours: 3
Instructor: C. Manchester
W 9/21  9A‑12P TC S1509

Meth Lab Awareness
Real Estate Concerns
Tuition: $25 Hours: 3
Instructor: J. Carpenter
W 11/16  1‑ 5P TC S1511

Insulation & Ventilation
HOME-3337
Keep your Home Inspection license active. Expand your knowledge as you explore how insulation, air/vapor barriers, and ventilation keep houses comfortable and structurally sound. Tuition: $29 Hours: 4
Instructor: J. Barr
S 9/10  8A-12P TC S150

Interiors
HOME-3338
Keep your Home Inspection license active. Expand your knowledge as you identify problem areas in homes caused by the common building materials used. Tuition: $29 Hours: 4
Instructor: J. Barr
S 9/10  1- 5P TC S150

Heating 1
HOME-3335
Meet Home Inspection CE hours and expand your knowledge of heating systems. Learn the key elements of safely inspecting gas and oil furnaces. Tuition: $29 Hours: 4
Instructor: J. Barr
S 10/ 8  8A-12P TC S150

Heating 2
HOME-3336
Meet Home Inspection CE hours and expand your knowledge of heating systems. Learn the key elements of safely inspecting electric furnaces and wood heaters. Tuition: $29 Hours: 4
Instructor: J. Barr
S 10/ 8  1- 5P TC S150

Plumbing 1
HOME-3343
Identification of the common components and working mechanisms of plumbing systems, water supply piping, hot water heaters and their performance. Tuition: $25 Hours: 3
Instructor: J. Barr
S 11/12  8-11A TC S150

Home Inspection Licensing
HOME-3334
Home Inspection Licensing class is required for state examination to obtain a Home Inspection license. Book cost: $95 Tuition: $450 Hours: 90
Instructor: J. Barr
T/TH *8/23-12/8  6-9P TC S1508

*Summer Term
Identification of the common components and working mechanisms of plumbing systems, drain, waste and vent piping and fixtures, sinks, toilets, tubs & showers and water requirements performance. Tuition: $25 Hours: 3
Instructor: J. Barr
S 11/12 12-3P TC S150

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: $29 Hours: 4
Instructor: J. Barr
S 12/10 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: $29 Hours: 4
Instructor: J. Barr
S 12/10 1-5P TC S150

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 10/24-11/17 6-9:30P P S200

Security Guard, Phase III (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 9/26-10/18 6-9:30P P S200

Private Security, Phase IV (Firearms)
Required skills/experience: Successfully completed Phase III or Phase I/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 campus. Class is held at TCSO Range. Book cost: $10 Tuition: $239 Hours: 32
Instructor: T. Wilkens
T-F 9/13-9/16 6-10P P S200
S/SU 9/17-9/18 8A-5P P S201
T-F 12 6-12/9 6-10P P S201
S/SU 12/10-12/11 8A-5P P
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 (Buck), 50 Rounds (Bird) Shot and required PPE. Class is held at TCSO Range. Book cost: $10 Tuition: $129 Hours: 16

Instructor: T. Wilkens

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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

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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: M. Lowry

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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.


Instructor: D. Rice

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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. Books included. Tuition: $385 Hours: 40

Instructor: D. Rice

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HEALTH EDUCATION

**AHA Pediatric CPR & First Aid**  HLTH-3411

This class meets DHS childcare licensing requirements. Designed for all individuals involved in childcare; new parents, guardians and childcare workers. Practice lifesaving skills to rescue infants and children in cardiopulmonary distress, including prevention, first aid and CPR using the most current AHA guidelines. Book included. Tuition: $59 Hours: 7

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**AHA Basic Life Support (BLS)**  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.) Book included. Tuition: $59 Hours: 5

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**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. Tuition: $195 Hours: 45

Instructor: L. Wimmer

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**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: J. Airhart

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**JUMPSTART:** Jumpstart course may apply toward a full time career program.
Anatomy & Physiology 2  

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: L. Lydem

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**HEALTH CAREERS**

**MEDICAL ASSISTANT CERTIFICATION**

**Medical Assistant Certification Orientation**

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Must call 828-5000 to register in advance of class date. Tuition: $0  Hours: 2

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**Anatomy & Physiology/ Medical Terminology 1-MA**

Prerequisite: MDAS-3334.

Develop a working knowledge in the language of medicine while learning body systems and function which are foundational for medical professionals. Mandatory orientation held the first night of class from 6-7pm at the Health Sciences Center. Book Cost: $80  Tuition: $259  Hours: 40

Instructor: S. Conder

| T   | 10/18-11/14 | O600 |

**Anatomy & Physiology/ Medical Terminology 2-MA**

Prerequisite: MDAS-3335.

Continue developing knowledge in the language of medicine while learning body systems and function that are foundational for medical professionals. Tuition: $259  Hours: 40

Instructor: S. Conder

| T   | 11/15-12/15 | O600 |

**EMT Transition**

NREMT and OSDH EMS require a review of several areas for renewal of your EMT-Basic license and registration. Review areas and meet your license requirements. Tuition: $75  Hours: 24

Instructor: P. Snitz

| T   | 11/5-11/19 | 8A-5P | H  | S600 |

**Medical Assistant Certification Training**

Medical Assistants play a valuable role in the daily operations of both the front and back offices in a variety of health care settings. Students in this program have the flexibility of online classes, blended with evening lab practicums and clinical experiences. This format leverages technology to provide students who need flexibility in their learning schedules. Students may choose to pursue the National Certified Medical Assistant (NCMA) certification through the National Center for Competency Testing (NCCT) upon successful completion of this program. A mandatory face-to-face orientation is held at the Health Sciences Center on the Lemley Memorial Campus. Reliable computer and internet access and basic computer skills are required.

You can find more information about this program at [tulsatech.edu](http://tulsatech.edu) and click on “Part-Time Classes”
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 11/5-12/17 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 11/5-12/10 8A- 5P H S600

Medication Administration Training (MAT)  HLTH-3340
Tuition does not include cost of required book. Tuition: $65 Hours: 16
Instructor: L. Polk
M 9/12 1:30- 2:30P H S600
TH 9/15 1:30- 2:30P H S601
M 9/26 1:30- 2:30P H S602
TH 10/6 1:30- 2:30P H S603

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

CERTIFIED NURSE AIDE & CERTIFIED MEDICATION AIDE

Long Term Care/ Nurse Aide (CNA)  THRPR-THRPR, THRPR-0010A, 0010B
M-TH 8/15-9/26 5P-9P H
M-F* 9/6-9/28 7:45A-2:45P H
M-F* 10/10-11/4 7:45A-2:45P H
M-TH 10/24-12/6 5P-9P H
M-F 11/14-12/9 7:45A-2:45P H

*Limited seats are available for these dates. Additional dates may become available.

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 11/8 8A- 4P H S600
W 11/9 12-4P

CMA Program Orientation  HLTH-3445
Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Must call 828-5000 to register in advance of class date. Tuition: $0 Hours: 1
Instructor: L. Polk
M 9/12 1:30- 2:30P H S600
TH 9/15 1:30- 2:30P H S601
M 9/26 1:30- 2:30P H S602
TH 10/6 1:30- 2:30P H S603

Certified Medication  NRSA-3390
Aide (CMA)
Prerequisite: HLTH-3445; Must be 18, have GED, 6 months experience working as a CNA, no abuse notations at the Nurse Aide Registry. Photo ID with signature required.
Twelve variable clinical hours scheduled within the time scheduled. Book cost: $35 Drug screening: $35 Clinical insurance fee: $10 Tuition: $275 Hours: 45
Instructor: T. Clark/M. Shroff
M/W 8/29-10/7 9A- 1P H S600
T/TH 8/30-10/10 5- 9P H S601
T/TH 10/4-11/16 5- 9P H S602
M/W 10/17-11/30 9A- 1P H S603

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

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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. Photo ID with signature required.

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

Instructor: T. Clark

M/W 8/29-9/14  9A-1P H S600  
T/TH 8/30-9/13  5- 9P H S601  
T/TH 10/4-10/18  5- 9P H S602  
M/W 10/17-11/2  9A-1P H S603

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: T. Clark

TH 9/8-9/15  9A-1P H S600  
TH 10/8  9A-5P H S601  
TH 11/10-11/17  5-9P H S602  
TH 12/15  9A-5P H S603

CMA Advanced: Feeding Tubes & Inhalers  
**NRSA-3398**

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. Tuition: $65 Hours: 8

Instructor: M. Shroff

TH/F 10/27-10/28  9A-1P H S600  
T/W 12/6-12/7  5-9P H S601

CMA Advanced: Glucose Monitoring Only  
**NRSA-3399**

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

M/W 9/12-9/14  4-9P H S600  
T/TH 11/29-12/1  9A-2P H S601

Advanced Unlicensed Assistant Orientation

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Must call 828-5000 to register in advance of class date. Tuition: $0 Hours: 2

Instructor: S. Conder

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Advanced Unlicensed Assistant  
**NRSA-3436 A, B, C**

Required skills/experience: NRSA-3436 & 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: $105 Drug screening: $35 Clinical insurance fee: $10 Supply fee: $75 Tuition: $899 Hours: 200

Instructor: C. Wayland/D. Johnson/M. Shroff

Blended 10/3-12/19 H S600  
Lab TH/F 10/25-12/13  6-9P H S601

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

T 10/25-12/13  6-9P H S600

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Phlebotomy Technician Orientation

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Must call 828-5000 to register in advance of class date. Tuition: $0 Hours: 2

Instructor: S. Conder

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Phlebotomy Technician

Prerequisite: HLTH-3452.

Train in a variety of blood collection methods, and upon completion of this program, you are eligible to sit for the national certification exam administered by the American Society for Clinical Pathology (ASCP). 48 classroom hours followed by a scheduled daytime laboratory clinical. Book cost: $70 Drug screening: $35 Clinical insurance fee: $10 Supply fee: $75 Tuition: $699 Hours: 168

Instructor: J. Skora

Blended 9/22-12/16 H S600
Lab on TH 5:30-9:30P

Pharmacy Technician

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 Supply fee: $50 Tuition: $525 Hours: 80

Instructor: K. Gibson

T  9/6-12/6  5:30- 9:30P H S600

Initial Mammography Training Orientation

Join us with your questions! This mandatory orientation explains class structure, time commitment, and clinical associated fees and requirements. Must call 828-5000 to register in advance of class. Tuition: $0 Hours: 2

Instructor: S. Conder

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Initial Mammography RADT-3335 Training

Required skills/experience: RADT-3412 & AART-RT(R).

Those interested in women’s health can learn this unique part of radiography imaging which is designed to provide the initial training necessary to fulfill the requirements set forth by the Mammography Quality Standards Act (MQSA). Book cost: $60 Drug screening: $35 Clinical insurance fee: $10 Tuition: $499 Hours: 40

Instructor: K. Corbino

M-T 9/12-9/22  6-9P H S600
S  9/17 8A-12P H

Radiologic Technology RADT-3410 Modalities Orientation

If you are ready to work toward a certification in a radiological technology specialty area, such as mammography or CT, and you have a clinical site ready to partner with Tulsa Tech to provide your clinical experiences, then this orientation is for you. Bring your questions. Tuition: $0 Hours: 2

Instructor: S. Conder

T  9/13  6-8P H S600
T  10/11  6-8P H S601
T  11/14  6-8P H S602
T  12/12  6-8P H S603

MEDICAL OFFICE & INFORMATICS

MEDICAL CODING CERTIFICATION TRAINING

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

Medical Term & Anatomy, HIS-3425 ICD-10 Coding, Pt 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/A. Rice

Online 9/14-11/9 O200
Online 11/16-1/11 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 “Part-Time Classes”

Medical Term & Anatomy, ICD-10 Coding, Pt 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/A. 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: R. Wallace/V. Bailey

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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: R. Wallace/V. Bailey

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CPT-4, Part 1
**HIS-3398**

Prerequisite: HIS-3432.


Instructor: K. Holman/R. Magnuson

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

Prerequisite: HIS-3398.

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

Online 9/14-11/9 O200
Online 11/16-1/11 O201

**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: K. Holman/R. Magnuson

Online 9/14-11/9 O200
Online 11/16-1/11 O201

**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. Must call 828-5000 to register in advance of start date. Tuition: $0 Hours: 2
Instructor: S. Conder
T 9/13  6-8P H S600
T 10/11  6-8P H S601
T 11/14  6-8P H S602
T 12/12  6-8P H S603

**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

**Clinical & Skills Lab**  **NRSA-3433C**
Prerequisite: NRSA-3433B
90 hours. Book included $2,000
Instructor: D. Hawkes
F 9/16  8A- 5P H S600
M 10/3  8A- 5P H S601
M 11/7  8A- 5P H S602
M 12/5  8A- 5P H S603

**Basic Intravenous Therapy**  **NRSA-3426**
Designed for nurses who need training in basic intravenous (IV) skills. Course is a combination of class and lab practicum. Clinical insurance fee: $10 Supply fee: $35 Tuition: $149 Hours: 8
Instructor: D. Hawkes

**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
T 10/18-12/6  6-8P H S600

**Health Careers Classes Online-Ed2go**
Explore Career in: Medical Transcription, Dental Office, Veterinary Assistant and more. Visit ed2go.com/tulsatech for additional information.
### 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:** $135
- **Supply fee:** $60
- **Tuition:** $245
- **Hours:** 45

*Instructor: R. Coonfield*

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**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

*Instructor: K. Hoffman*

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**AutoCAD, Level 1**

**DRFT-3361**

*Prerequisites: DRFT-3359 & DRFT-3360 plus basic computer skills.*

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*

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**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: G. Gragg*

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## MACHINING

**Shop Math & Safety**

**MACH-3379**

*Prerequisite: MACH-3379 or OSHA 10 General Industry card and 80% or better on Shop Math Final Exam.*

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. 

- **Tuition:** $195
- **Hours:** 28

*Instructor: D. Watts*

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**Print Reading & Precision Measurement**

**MACH-3368**

*Prerequisite: MACH-3379 or OSHA 10 General Industry card and 80% 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.

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Perform precision measurement techniques using common shop measuring tools such as micrometers and calipers. Book included. Supply fee: $28 Tuition: $295 Hours: 36

Instructor: D. Watts

T/TH 9/27-10/27 6-10P L S100

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. Book included. Tuition: $495 Hours: 60

Instructor: S. Pranger

M/W 8/31-10/24 6-10P L S100

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 10/31-12/5 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. Book included. Tuition: $495 Hours: 60

Instructor: S. Pranger

T/TH 11/1-12/20 6-10P L S100

CNC Lathe Operations & Setup  MACH-3375
Prerequisite: MACH-3368.

Providing you with the foundation of technical skills needed to safely operate and set up CNC Lathes, this hands-on class includes: safety, coordinate grid system, common CNC lathe operations and tooling, tool installation, work piece holding, tool and work offsets, setting up and running a part and common G codes used in CNC lathes. Tuition: $495 Hours: 60

Instructor: D Napier

T/TH 8/30 -10/18 6-10P BA S300

Steve enjoys working with people to help them develop the skills necessary to start a career in the machining industry. He believes that sharing his work experiences helps students understand the importance of machining operations, good maintenance practices while promoting a safe working environment. His enthusiasm makes his class energized.

Steve Pranger

Instructor

CNC LATHE MACHINIST CERTIFICATE

CNC Lathe Operations & Setup  MACH-3375
Prerequisite: MACH-3368.

Providing you with the foundation of technical skills needed to safely operate and set up CNC Lathes, this hands-on class includes: safety, coordinate grid system, common CNC lathe operations and tooling, tool installation, work piece holding, tool and work offsets, setting up and running a part and common G codes used in CNC lathes. Tuition: $495 Hours: 60

Instructor: D Napier

T/TH 8/30-10/18 6-10P BA S300
CNC Lathe Machinist Certificate and
CNC Mill Machinist Certificate

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. 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 “Part-Time Classes”

CNC Lathe Programming  MACH-3376
Prerequisite: MACH-3375.
Acquire the basic skills used in common G Code CNC Lathe Programming. Your training will include instruction and hands-on practice in the following: common CNC lathe G codes, basic program structure, methods of programming, canned cycles for CNC common lathes, order of operations, writing a CNC program, and running a part using a program you have written. Tuition: $495 Hours: 60
Instructor: D Napier
T/TH 10/25-12/15 6-10P BA S300

CNC Mill Programming  MACH-3378
Prerequisite: MACH-3377.
Designed to provide you with the basic skills used in common G Code CNC Mill Programming, classroom and lab instruction includes common CNC lathe G codes, basic program structure, methods of programming, canned cycles for CNC common lathes, order of operations, writing a CNC program, and running a part using a program you have written. Tuition: $495 Hours: 60
Instructor: D. Napier
M/W 10/26-12/19 6-10P BA S300

CNC MILL MACHINIST CERTIFICATE

CNC Mill Operations & Setup  MACH-3377
Prerequisite: MACH-3368.
Providing you with the foundation of technical skills needed to safely operate and set up CNC Lathes, this hands-on class includes: safety, coordinate grid system, common CNC lathe operations and tooling, tool installation, work piece holding, tool and work offsets, setting up and running a part and common G codes used in CNC lathes. Tuition: $495 Hours: 60
M/W 8/31-10/24 6-10P BA S300

SolidWorks  MACH-3349
Learn to use SolidWorks, the powerful and widely used 3-D mechanical design automation software, to design parts quickly and accurately! Using SolidWorks you'll build parametric models of parts and assemblies, as well as create drawings of those parts and assemblies. Curriculum required- purchased on-line 1st night of class (Credit Card required). Certification testing included. Tuition: $295 Hours: 42
T/TH 9/1-10/18 6-9P BA S300
T/TH 10/27-12/15 6-9P BA S301

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ENROLL NOW AT TULSATECH.EDU OR CALL 918.828.5000
CNC Programming Using Esprit

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 9/13-10/13 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 Feature CAM is useful in today’s CNC production environment. Tuition: $295 Hours: 39

Instructor: R. Huddleston

M/W 10/3-11/14 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 11/1-12/20 6-9P BA S300

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. Tuition: $245 Hours: 40

Instructor: G. Lewis

T/TH 9/6-10/6 5-9P BA S300
T/TH 10/25-11/29 5-9P BA S301

Circuits & Measurements INDT-3347

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

Liquid Penetrant, Level I NDT-3335
Book cost: $70 Tuition: $295 Hours: 20
Instructor: G. Hanna

T/TH 9/13-9/27 5-10P RS S400

Magnetic Particle, Level I NDT-3337
Book cost: $70 Tuition: $295 Hours: 20
Instructor: G. Hanna

T/TH 10/25-11/8 5-10P RS S400

NONDESTRUCTIVE TESTING (NDT)

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: G. Hanna

T/TH 9/13-9/27 5-10P RS S400

Magnetic Particle, Level I NDT-3337
Book cost: $70 Tuition: $295 Hours: 20
Instructor: G. Hanna

T/TH 10/25-11/8 5-10P RS S400

BA - BROKEN ARROW, H - HEALTH SCIENCES CENTER, L - LEMLEY, OW - OWASSO, P - PEORIA, RS - RIVERSIDE, SS - SAND SPRINGS, TC - TRAINING CENTER/BIS
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 “Part-Time Classes”
you are ready for additional SMAW classes. PPE required. Tuition: $295 Hours: 42

Instructor: H. Saucedo
T/TH 9/1-10/18 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

Pipe Welding    WELD-3363
Prerequisite: WELD-3386 or 1 year documented work experience.
PPE required. Tuition: $295 Hours: 42
Instructor: H. Saucedo
T/TH 9/1-10/18 6-9P L S100
T/TH 10/27-12/15 6-9P L S101

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. Book cost: $25 Tuition: $295 Hours: 42
Instructor: H. Saucedo
M/W 8/31-10/19 6-9P L S100
M/W 10/26-12/14 6-9P L S101

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. Book cost: $25 Tuition: $295 Hours: 42
Instructor: H. Saucedo
M/W 8/31-10/19 6-9P L S100
M/W 10/26-12/14 6-9P L S101

AWS/CWI Cert. Welding Inspector Prep    WELD-3396
Prepare yourself to take the AWS/CWI Inspector Certification Exam. 56 hours. Book cost: $550
Tuition: $525 Hours: 56
Instructor: R. Wilsdorf/R. Johnson
M/T/TH 8/22-9/22 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.

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### CONSTRUCTION

**Granicrete Countertop Surfacing System**  
**CNST-3358**

Do you want to bring new life to your countertops just like they do on HGTV? Old countertops can look like granite, stone, or marble using the Granicrete System. You will become a certified Granicrete installer during your class. Book cost: $30  
Supply fee: $35  
Tuition: $245  
Hours: 30

*Instructor: S. Cagle*  
*T/TH 9/13-10/13 6-9P L S100*

**Granicrete Flooring Systems**  
**CNST-3359**

Have you seen the latest trend in home improvement on HGTV? The Granicrete system will bring new life to old floors and patios. You will become certified by Granicrete International during your class. Book cost: $30  
Supply fee: $35  
Tuition: $195  
Hours: 18

*Instructor: S. Cagle*  
*T/TH 11/1-11/17 6-9P L S100*

**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 8/31-11/2 6-9P L S100*

**Deck Design**  
**CNST-3360**

Have you ever wanted to build your own deck? This introductory class covers drawings, permits, materials, ground layout, decking and rails.  
Tuition: $119  
Hours: 15

*Instructor: J. Antonelli*  
*W 11/9-12/14 6-9P L S100*

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### ELECTRICAL

**Electrical Licensing Exam Test Prep**  
**ELTC-3357**

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.  
Home computer and internet access required.  
Book cost: $185  
Tuition: $295  
Hours: 42

*Instructor: D. Neil*  
*T/TH 10/25-12/13 6-9P L S100*

**Electrical Code Update**  
**ELTC-3356**

NFPA 70 NEC 2014 book required; must be purchased in advance. Photo ID required.  
Tuition: $79  
Hours: 6

*Instructor: D. Neil*  
*S 9/10 8A-3P TC S150  
S 10/8 8A-3P TC S151  
S 11/12 8A-3P TC S152  
S 12/10 8A-3P TC S153*

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**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 9/8-11/17 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

*Instructor: J. Vaughn*  
*W 10/26-11/2 6-9P L S100*

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# DAY # DATE # TIME # LOCATION # SECTION #
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| M | 8/22-10/3 | 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! Bring safety glasses. Supply fee: $10 Tuition: $35 Hours: 4

Instructor: K. Shoemaker
TH 9/1 6-10P SS S500

How to Roof Repair CNST-3362
Basic roofing repair skills come in handy especially after strong Oklahoma winds come sweeping across your home. Learn about roof structures, replacing damaged shingles, flashing, and sealing techniques. Tuition: $35 Hours: 4

Instructor: K. Shoemaker
TH 9/8 6-10P SS S500

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! Bring safety glasses. Tuition: $59 Hours: 6

Instructor: S. Cagle
W/TH 10/12-10/13 6-9P SS S500

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. Bring safety glasses. Supply fee: $10 Tuition: $35 Hours: 4

Instructor: K. Shoemaker
TH 9/29 6-10P SS S500

Home Weatherization CNST-3364
Tips & Tricks
Looking for a way to save on home heating and cooling bills? Learn terrific tips and tricks to sealing leaks around the house including windows and doors. Supply fee: $10 Tuition: $35 Hours: 4

TH 10/6 6-10P SS S500

Backyard Basics – Shade Structures CNST-3361
Do you want to spruce up your yard or patio and make sitting outside comfortable on a sunny day? Learn the basic construction techniques and skills needed to build your own shade structure. Bring safety glasses. Tuition: $129 Hours: 16

T/TH 9/13-9/22 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, mask, and gloves. Tuition: $79 Hours: 8

Instructor: S. Cagle
T/W 10/25-10/26 6-10P SS S500

Decorative Welding WELD-3399
Making art projects is easy with basic welding skills designed to teach you best safety practices, machine operations, metallurgy, and cutting processes. You’ll learn to bead, tack, and fillet welds to make sculpture projects. Supply Fee: $25 Tuition: $175 Hours: 32

T/TH 9/20-10/13 6-10P P S300

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. Bring safety glasses. Tuition: $35 Hours: 4

Instructor: K. Shoemaker
TH 11/3 6-10P SS S500

TODAY'S CLASSES:
This class went over exactly what I wanted. Brett D.
How to: Lay Tile the Right Way  
Laying ceramic tile the right way can be an art. Learn the techniques of proper measuring, estimating, cutting, spacing and grouting in this short course. Bring safety glasses. Supply fee $10  
Tuition: $79 Hours: 8  
T/TH 11/8-11/10 6-10P S500

How to: Countertop Replacement  
Countertops looking a little dated? Learn how to remove and replace laminate counters. Make your kitchens, bath and laundry rooms, and bar tops “Pop” with new laminate. Hands-on training in all aspects of this “How to” handy project. Bring safety glasses. Supply fee: $10  
Tuition: $79 Hours: 8  
T/TH 11/29-12/1 6-10P SS S500

How to: Window Replacement  
Take the guess work out of window replacement with hands-on instruction including removal of existing windows, installing new windows and associated trim work. Bring safety glasses.  
Tuition: $35 Hours: 4  
TH 12/15 6-10P SS S500

Landlord’s Curse: Plumbing Problems  
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. Bring safety glasses.  
Tuition: $79 Hours: 8  
Instructor: K. Shoemaker

Electric Avenue  
Don’t be intimated 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! Bring safety glasses.  
Tuition: $35 Hours: 4  
Instructor: R. Neil

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

A/C Systems Air Distribution & Duct Sizing  
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

Air Conditioning Electrical  
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 Fee $25.  
Tuition: $345 Hours: 60  
M/W 8/29-10/19 6-10P L S100

One time book fee for the next 7 classes is $220.
HVAC Licensing Training

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 “Part-Time Classes”

Air Conditioning Mechanical HVAC-3336
Prerequisite: HVAC-3335 or current state Journeyman or Contractor’s license.
Learn the fundamental principles and applications of refrigeration. You’ll get hands-on experience through lab activities, shop demonstrations and mechanical mock-up simulations. Tuition: $345 Hours: 60
M/W 10/24-12/14 6-10P L S100

Residential Cooling HVAC-3339
Prerequisite: HVAC-3336 and HVAC-3338.
Proper installation, service and repair of residential air conditioning units is the emphasis of this class. Tuition: $245 Hours: 40
Instructor: T. Fleetwood
M/W 9/7-10/10 6-10P L S100

Residential Heating HVAC-3340
Prerequisite: HVAC-3336 and 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
M/W 10/17-11/16 6-10P L S100

Heat Pumps HVAC-3341
Prerequisite: HVAC-3339 and 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
W 9/7-11/9 6-10P L S100

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: M. Plummer
T/TH 8/30-9/29 6-10P L S100

Commercial Refrigeration HVAC-3355
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: M. Plummer
T/TH 10/4-11/8 6-10P L S100

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BA - BROKEN ARROW, H - HEALTH SCIENCES CENTER, L - LEMLEY, OW - OWASSO, P - PÉRIGUEUX, RS - RIVERSIDE, SS - SAND SPRINGS, TC - TRAINING CENTER/BIS
Low Pressure Boilers & Chillers

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 9/7-11/9 6-10P L S100

HVAC Installation

Are you interested in an entry level position in the HVAC industry? Proper installation and removal procedures for heating and air conditioning equipment per the manufacturer’s instructions and local codes are covered in this hands-on class. Tuition: $245 Hours: 40

Instructor: H. Stephenson/G. Westerman
M/W 9/7-10/10 6-10P L S100
M/W 10/24-11/28 6-10P L S101

Mechanical License Test Prep

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: $335 Tuition: $245 Hours: 40

Instructor: G. Westerman
T 9/13-11/15 6-10P L S100

EPA Section 608 Certification

Students please note, it is recommended that you enroll at least two weeks prior to the class start date to allow time to study your materials in preparation for the certification exam. Upon enrollment, you will receive a Preparatory Manual, Study Guide and information on how to access free online practice exams. Classes are taught in English; however, the exam is available in Spanish.

Prepare for and take the exam meeting all the requirements of Section 608 of the Federal Clean Air Act for refrigerant handling. The first half of the class provides an overview of all the information air conditioning and refrigeration service personnel will need to successfully become certified as a universal technician. During the second half of the class, you will take the online certification exam. You are allowed one free exam re-take; retake dates will be announced on the first night of class. No hands-on recovery training is provided. Book cost: $30 Tuition: $89 Hours: 8

Instructor: R. Morton
T 9/20-9/27 6-10P L S100
T 11/8-11/15 6-10P L S101

MECHANICAL CE

Mechanical HVAC CE

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

PLUMBING LICENSING TRAINING

Start a new career! Start Plumbing Licensing Training this September.

Plumbing Foundation:

Safety & Math

Designed to provide foundational skills and knowledge for a career in the plumbing profession, this class will prepare you with essential training in important safety measures and math concepts you will use in all phase of the plumbing trade. Class includes OSHA 10-Hour Construction Industry training. Book cost: $130 Fee: $25 Tuition: $299 Hours: 40

Instructor: T. Lang
M/W 9/7-10/10 6-10P L S100

Fixtures, Fittings & Valves

Prerequisite: PLMB-3344 or you must produce an OSHA-10 card and 70% or better on the math for plumbers and pipefitters exam.

Learn the appropriate selection, use and application of fixtures, fittings and valves used in a variety of plumbing applications. You will also learn the correct use of plumbing tools and
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 “Part-Time Classes”

practice how to properly measure, cut, join and install pipe and tubing. Book cost: $70 Tuition: $475 Hours: 60

Instructor: P. Owens
M/W 10/24-12/14 6-10P L S100

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
T/TH 10/4-11/29 6-10P L S100

Plumbing CE  PLMB-3353
This class is 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. Photo ID required. Tuition: $75 Hours: 6

Instructor: T. Lang

S 9/10 7:30A-2:30P TC S150
S 10/8 7:30A-2:30P TC S151
S 11/12 7:30A-2:30P TC S152
S 12/10 7:30A-2:30P TC S153

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. Book included. Tuition: $295 Hours: 42

Instructor: F. Brown
T/TH 9/8-10/27 6:30-9:30P BA S300
T/TH 11/1-12/20 6:30-9:30P BA S301
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  
T/TH 10/25-11/29  6-10P  BA  S300

Preventive Maintenance Tech Specialist
AST-3379
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 9/8-10/11  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: 40  
Instructor: M. McNally  
M 9/12-11/14  5:30- 9:30P  BA  S300

Collision Repair Technology 2  CRT-3335
Prerequisite: CRT-3334.  
Follow-up class to Collision Repair 1 which allows time to work on your own projects with an experienced instructor to provide assistance and guidance. No overnight storage available for vehicles. You supply own materials. Tuition: $245  
Hours: 40  
Instructor: D. Adney  
TH 9/8-11/17  5:30-10P  BA  S300

Automotive Refinishing Technology 1  CRT-3336  
Equip yourself with the fundamentals of basic refinishing, repair surfaces using modern spray equipment, chemical safety, undercoats and topcoats. Safety glasses and proper PPE required.  
Tuition: $245  
Hours: 40  
Instructor: S. Alley  
T 9/13-11/15  6-10P  BA  S300

Automotive Refinishing Technology 2  CRT-3337  
Prerequisite: CRT-3336.  
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. Supply fee: $30  
Tuition: $245  
Hours: 45  
Instructor: S. Alley  
TH 9/8-11/17  5:30-10P  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. Personal projects with instructor approval. Supply fee: $24  
Tuition: $175  
Hours: 24  
Instructor: M. McNally  
W 10/12-11/16  5:30- 9:30P  BA  S300
DRIVER TRAINING

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  10/3-10/7  6-10P  BA  S300
S  10/8  8A- 5P  BA

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  10/3  6-10P  BA  S300
T  10/4  6-10P  BA  S301
W  10/5  6-10P  BA  S302
TH  10/6  6-10P  BA  S303
F  10/7  6-10P  BA  S304

CDL B Written Test  DRIV-3337

Preparation Class

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  9/26-10/13  6-10P  BA  S300
M/Th  11/28-12/15  6-10P  BA  S301

CDL B Driving Skills Preparation  DRIV-3338

Required skills/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  10/28  6-10P  BA  S300
S  10/29  8A-5P  BA

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. Stubblefield
M  9/19  6-10P  BA  S300
M  10/24  6-10P  BA  S301

Motorcycle Tech 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: G. Stubblefield
M/Th  9/26-10/13  6-10P  BA  S300
M/Th  11/28-12/15  6-10P  BA  S301

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Motorcycle Basic Rider Preparation  MCPP-3363

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

Instructor: L. McDonald

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Motorcycle Basic Ridercourse  MCPP-3364

Classroom and on-cycle instruction under controlled range conditions using Motorcycle Training Safety Center motorcycles. MSF (Motorcycle Safety Foundation) accredited course. Learn the skills of effective motorcycle operation, braking, obstacle avoidance, and strategies for critical conditions, protective gear, types of motorcycles, inspection and care. Successful completers of both riding and written tests receive an insurance discount, plus a waiver of the riding portion of the Oklahoma DMV test. You provide your 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. Student projects may be allowed with instructor permission. Tuition: $245 Hours: 42

Instructor: T. Clark

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<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Section #</th>
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<tbody>
<tr>
<td>T/TH</td>
<td>9/8-10/27</td>
<td>6-9P</td>
<td>BA</td>
<td>S300</td>
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<td>T/TH</td>
<td>11/1-12/20</td>
<td>6-9P</td>
<td>BA</td>
<td>S301</td>
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QUALITY

Call 918.828.5000 for information in regard to Lean Manufacturing.

ISO 9001:2015 Certified Lead Auditor  QLTY-3342

You are required to provide your own 9001:2015 Standards. Tuition: $1295 Hours: 28

Instructor: C. Peterson

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<th>Section #</th>
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<tr>
<td>M/TH</td>
<td>9/12-9/15</td>
<td>8-30A-5P</td>
<td>TC</td>
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ISO 9001:2015 Internal Auditor  QLTY-3343

You are required to provide your own 9001:2015 Standards. Tuition: $295 Hours: 16

Instructor: C. Peterson

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<td>M/T</td>
<td>10/3-10/4</td>
<td>8-30A-5P</td>
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<td>S150</td>
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ISO 9001: 2015 Transition  QLTY-3341

Time to UPDATE! ISO 9001:2008 is changing to ISO 9001: 2015. Help your company transition to the new Standard. You will develop an understanding of the changes that are being made, and how you can help your company adjust. Tuition: $145 Hours: 8

Instructor: C. Peterson

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<tr>
<td>W</td>
<td>10/5</td>
<td>8-30A-5P</td>
<td>TC</td>
<td>S150</td>
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</table>

Great class, very informative. Robin C.
CAMPUS LOCATIONS

CAMPUS ADDRESS

1. Lemley Memorial Campus
   Career Services Center
   3420 S. Memorial Dr.
   Health Sciences Center
   3350 S. Memorial Dr.
   Lemley Campus
   3420 S. Memorial Dr.
   Training Center
   3638 S. Memorial Dr.

2. Peoria Campus
   3850 N. Peoria Ave.

3. Broken Arrow Campus
   4000 W. Florence St.

4. Riverside Campus
   801 E. 91st St.

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

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

CAMPUS PHONE/HOURS

918.828.5000
Monday-Thursday 7:00am-7:00pm
Friday 7:00am-4:30pm
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 closed during Thanksgiving Break!
November 23-25, 2016

ONE-STOP will be open during Winter Break!
December 21-22 7:30am-4:30pm
December 23-26 CLOSED
December 27-29 7:30am-4:30pm
December 30-January 2, 2017 CLOSED
January 3, 2017 7:30am-4:30pm
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.

REFUND POLICY:
100% REFUND WILL BE GIVEN IF A WRITTEN, TELEPHONE, FAXED OR IN-PERSON REQUEST IS MADE THE DAY PRIOR TO THE FIRST 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.
Advanced Unlicensed Assistants are in demand for critical care settings!

If you are a current CNA or have 6 months in the hospital setting as a nurse aide, then this program is for you! A free orientation that explains all aspects of this program is offered regularly. You can find the most updated regulatory information about this exciting career by accessing the Oklahoma Board of Nursing website: http://nursing.ok.gov/cert-auau.html

For a complete list of our Health Care & Wellness part-time classes, see pages 31-37 or visit us at tulsatech.edu. For more information, please call 918.828.5000.