BUSINESS & INDUSTRY SERVICES (BIS) offers customized training to help companies of all sizes and in all sectors (manufacturing, construction, healthcare, service, etc.) boost productivity, increase competitiveness, create a culture of safety, and operate with maximum efficiency. Training delivery methods: traditional classroom/hands on, online, or blended learning; days, nights, weekends. Location: at the business site, or any of our four campuses.

SAFETY & HEALTH
Training available: forklift certification | fit test & respirator safety | fire extinguisher safety | OSHA 10 & 30 | defensive driving | HAZWOPER | slips, trips & falls | personal protective equipment | lockout/tagout | machine guarding | office ergonomics | confined space | blood borne pathogens | arc flash | overhead crane safety | fall protection | scaffolding | and more
Contact: Jill Brady, Industrial Coordinator, Safety Jill.Brady@ictctech.com | 918-348-7988

INDUSTRIAL MAINTENANCE
Training available: AC/DC Electrical Systems | Electrical Motor Control with VFD’s | Pneumatics & Hydraulic Systems | Machining - Maintenance & CNC | HVAC Maintenance | Mechanical Drives | Amatrol Online: 24/7 access; program areas - Machining, Prints, & Drawings | PLC Programming | and more
Contact: Jerry Hooper, Industrial Coordinator Jerry.Hooper@ictctech.com | 918-348-7990

OFFICE, OPERATIONS & ONLINE
Training available: Microsoft Excel, Project, Publisher | Management & Supervisory | Digital Marketing | Customer Service | Creating a Culture of Excellence | Communication | For Healthcare Professionals: Customer Service, Conflict Resolution, Stress Reduction, Critical Thinking, & Lean | Franklin Covey—5 Choices, 7 Habits of Highly Effective People | and more
Online training available: ESL training through ICTCeEnglishUSA.com | Amatrol technical skills e-learning system: electrical circuits | electronic sensor applications | mechanical drive systems, etc.
Contact: April C. Murelio, Industrial Coordinator April.Murelio@ictctech.com | 918-348-7945

RESOURCES FOR MANUFACTURERS
Lean Manufacturing & Continuous Improvement Training | e-commerce expertise | access to new local, regional, and international markets | financial support to fund research & development, & expansion | subsidized internships | energy audits & analysis | process mapping | networking & advocacy
Contact: Judy McCombs, Oklahoma Manufacturing Alliance Judy.McCombs@okalliance.com Judy.McCombs@ictctech.com | 918-348-7938

BUSINESS GROWTH THROUGH GOVERNMENT CONTRACTS
Individual consultations to help companies sell products and services to local, state, and federal government agencies | daily, customized bid matches | SAM (System of Award Management) registration | twice weekly, statewide construction activity summary | network of procurement specialists to help navigate the regs, rules, specs & standards | market research | specialized workshops & seminars
Contact: Kim Tate, Oklahoma Bid Assistance Network Kim.Tate@ictctech.com | 918-348-7940

FACILITIES AVAILABLE
Web-connected and teleconference-enabled meeting rooms | seminar center with auditorium seating & three-screen projection system | computer lab | safety & technical training rooms
Contact: Shawnna Coachman, BIS Secretary Shawnna.Coachman@ictctech.com | 918-348-7937

NEW! ONLINE ESL TRAINING: www.ICTCeEnglishUSA.com Start learning English today! ¡Comience a aprender inglés hoy!
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REGISTER NOW
CALL, COME BY, OR GO ONLINE
HTTPS://ICTCTECH.COURSESTORM.COM

How to Register: Students may register online by visiting ictctech.coursestorm.com, by telephone, or in person at the campus where the class is offered. A non-refundable $15 administrative fee is required at time of registration.

Fee Payment: Tuition must be paid prior to the first class meeting for all courses 24 hours or less. Tuition and fees are due, payable in full by second class meeting (includes a non-refundable administrative fee of $15). Not all supplies are included in cost and may vary considerably by course. Textbooks are included in cost (as applicable). Methods of payment: cash, check, money order, VISA, Master-Card, Discover, or company billing.

Refund Policy: Students will receive a full refund if the course is cancelled by ICTC. Students may request a refund after the first class meeting that excludes the $15 administrative fee and textbook fees. No refunds will be issued after the second class meeting.

Inclement Weather: Tune to local TV/Radio announcements. Call to check school closing status.

Course Cancellation Policy: ICTC reserves the right to cancel courses due to insufficient enrollment or complications beyond our control. Low enrollment courses may meet the first scheduled time to determine actual enrollment numbers. ICTC also reserves the right to change dates and times published.

Persons with Disabilities: Call prior to class beginning to request an accommodation for a qualified disability.

2018 SPRING CLOSINGS
JAN 15 MLK Jr. Day
MAR 19-23 Spring Break
MAY 28 Memorial Day

ATTENTION: Phones will not be answered during campus closings.
NEW COURSE!

CHARTERED TAX PROFESSIONAL
The Chartered Tax Professional Online Certificate Program will teach you to prepare tax returns for individuals, small business corporations, partnerships, and sole proprietorships. After successfully finishing the Chartered Tax Professional Certificate Program, you’ll be qualified to prepare individual tax returns for almost all U.S. taxpayers and will also have the tax knowledge to successfully pass the IRS Competency Exam. (Exam fee not included). More information: careertraining.ed2go.com/ictc or call Susan Mabry at (918) 348-7969. 180 HRS/$1,195

NEW COURSE!

MOBILE PHONE ANDROID APP DEVELOPER
This Google-Authorized Training program is designed to propel your career as a certified professional Android app developer. This online program takes you through the basics and moves to advanced concepts in Android app development. You will acquire the necessary skill sets and experience for professional Android application development by building six top-trending applications during the program. Students may also sit for the Associate Android Developer (AAD) Exam conducted by Google. (Exam fee not included). More information: careertraining.ed2go.com/ictc or call Susan Mabry at (918) 348-7969. 25 HRS/$495

NEW COURSE!

SMART PHONES FOR SAVVY SENIORS
Learn how to get the most out of your smartphone to take pictures, use email, and social media. Fee waivers do not apply. 3 HRS/$25  04/23-04/23 M 5:30P-8:30P  MSK  06/11-06/11 M 5:30P-8:30P  TAH  04/30-04/30 M 4:00P-7:00P  STL  04/24-04/24 T 8:00A-11:00A  SAL  04/22-02/22 Th 6:00P-9:00P  TAH  03/15-03/15 Th 8:00A-11:00A  SAL

NEW COURSE!

MARKETING YOUR BUSINESS WITH SOCIAL MEDIA
Social Media is the single most important aspect of modern day marketing. Learn how to use different social media platforms such as Facebook, Twitter, Instagram, LinkedIn, Pinterest, and YouTube to promote your business in this hands-on class. 12 HRS/$55  02/20-03/10 T/Th 6:00P-9:00P  MSK  03/06-03/15 T/Th 6:00P-9:00P  SAL  04/03-04/12 T/Th 6:00P-9:00P  STL  06/18-06/27 M/W 6:00P-9:00P  TAH

NEW COURSE!

QUICKBOOKS PRO I
Learn how to set up a company, create lists, track inventory, sell products and services, process payments, enter and pay bills, reconcile accounts, customize forms, work with asset and liability accounts, create reports and graphs, track and pay sales tax, prepare estimates, handle payroll, track time and job costing, and use the letter wizard to correspond with customers, vendors, and employees. Online classes are also available at: careertraining.ed2go.com/ictc. 32 HRS/$199

03/27-04/19 T/Th 5:30P-9:00P  MSK

NEW COURSE!

MAKE YOURSELF MORE EMPLOYABLE!
#JOBSWAG
Can’t get a job? Can’t keep a job? It’s time to get your Job Swag on! Research shows that employers hire and keep employees who are punctual, have leadership potential, and who work well with others. Our experienced instructor will give you the “DO’s and DON’Ts” for success in any job you choose. 6 HRS/$30  01/06-01/06 S 8:30A-3:00P  MSK  02/03-02/03 S 8:30A-3:00P  MSK  03/03-03/03 S 8:30A-3:00P  MSK
CAKE DECORATING
Cake decorating is more than spreading on the icing. Learn the secret to keeping your cake fresh for days and how to create leaves, roses, rosebuds and borders. Learn intricate designs like glazing, piping, and scripts. Join this exciting class and work at your own pace. Additional supply fees may apply.

24 HRS/$95 MKS S AL TAH | 12 HRS/$39 STL

01/22-02/06 M/T 5:00P-9:00P MKS
04/02-04/17 M/T 5:00P-9:00P MKS
06/04-06/09 M/T 5:00P-9:00P MKS
01/16-02/06 T 6:00P-9:00P STL
01/23-03/13 T 6:00P-9:00P TAH
06/07-07/28 T 6:00P-9:00P TAH

CAKE DECORATING WITH FONDANT
Fondant is a type of icing used to make anything from a smooth cake surface to a number of decorative shapes. It can be tinted, flavored, modeled, formed, twisted, and imprinted. Learn how to make professional-looking cakes and desserts with this special type of icing. Additional supply charges may apply.

12 HRS/$39

02/20-03/13 T 6:00P-9:00P STL
01/23-03/13 T 6:00P-9:00P TAH

CUP CAKES/CAKE BALLS
Learn how to bake delicious cupcakes and cake balls in this hands-on class that also provides secrets of baking and decorating. Additional supply charges may apply.

12 HRS/$39

04/03-04/24 T 6:00P-9:00P STL
04/03-04/24 T 6:00P-9:00P TAH

SERVSAFE
This course is designed by Culinary Foundations to focus on essential culinary skills such as how to properly use a knife, read a recipe, and scale a recipe. Students will also learn proper procedures on prepping and preparing cold and hot foods and will assist the student in obtaining their ServSafe certification. Additional supply charges may apply.

12 HRS/$45

01/23-02/01 T/Th 6:00P-9:00P TAH
04/09-04/30 M 6:00P-9:00P TAH

SCHOOL BUS PREP CLASS
School Bus Drivers are in high demand. This course prepares you to take the CDL B permit exam with Passenger and School Bus endorsements that are required 14 days before you can take the School Bus Class B Driver course. Permit exam fee is not included in course cost.

8 HRS/$35

02/10-02/10 S 8:00A-5:00P STL
05/05-05/05 S 8:00A-5:00P STL
04/07-04/07 S 8:00A-5:00P MSK
ARROWHEAD MAKING/FLINT KNAPPING
A beginner’s guide to the art of flint knapping (making stone tools). In this hands-on class students will be guided through the process of making spear points, arrow points, and a variety of other stone tools. Students will learn to use percussion and pressure flaking techniques. The instructor will also discuss both modern and ancient tools. Students will learn to use percussion and pressure flaking of making spear points, arrow points, and a variety of other stone tools. Students will learn to use percussion and pressure flaking.

NEW COURSE!
DRONE FLIGHT OPERATIONS
Interested in flying drones or finding out more uses for them? Students will also learn FAA regulations, drone law, drone safety, airspace considerations, and much more. Each student will have the opportunity to get real flight time. ICTC has state of the art drones that students will be able to use in class. Class size is limited.

6 HRS/$75

03/13-03/15  T/Th  5:00P-8:00P
05/05-05/07  T  5:00P-8:00P
04/10-04/12  T/Th  5:00P-8:00P
06/05-06/07  T/Th  6:00P-9:00P

SAL

ESSENTIAL OILS
Discover the benefits of common and less familiar oils. You will be empowered with knowledge to control your health as you learn how oils can supercharge your immune system. Stay a step ahead of the coming pollen and allergens by joining a discussion on seasonal discomforts. With spring will come an introduction to a chemical-free way of de-winterizing your home. The final topic will introduce oils that can bring cleansing to your body along with suggestions for weight control and loss. 24 HRS/$75

01/23-03/13  Th  6:00P-9:00P

SAL

FIDDLE-BEGINNERS
Whether you are a first-time fiddle player or just wanting to improve your fiddling skills, this class is a must for anyone who loves the sound of fiddle music! 18 HRS/$62

03/29-05/03  Th  6:00P-9:00P

STL

GUITAR-BEGINNERS
Whether you’re a beginner or an intermediate student, this course will take your musical talent to the next level. Experience first-hand the art of guitar through technique and theory. Students must furnish their own acoustic guitar, picks, and replacement strings if needed. 18 HRS/$62

01/18-02/22  Th  6:00P-9:00P
02/26-04/09  M  6:00P-9:00P
03/26-04/11  M/W  6:00P-9:00P
04/16-05/02  M/W  6:00P-9:00P

STL

GUITAR-ADVANCED
Learn advanced chords while playing your favorite music in this hands-on guitar class. You must bring your own acoustic guitar to class. Prerequisite: Guitar - Beginners or comparable skills. 18 HRS/$62

02/07-04/10  T  6:00P-9:00P

STL

KNIFE MAKING-INTRODUCTION
Learn knife making from ‘scratch’ without the use of kits or pre-treated blades. Instruction will cover making a fixed blade, full tang knife using tool steel bars and resin-impregnated wood handles. Forging of metal for knives will not be a part of this course but heat treated blades. Instruction will cover making a fixed blade, full tang knife using tool steel bars and resin-impregnated wood handles.

36 HRS/$100

01/22-04/16  M  6:00P-9:00P

SAL

KNIFE MAKING-ADVANCED
Learn more about the art of making knives. Instruction will cover making a fixed blade, full tang knife using tool steel bars and resin impregnated, laminated wood handles. Prerequisite: Knife Making – Introduction. 36 HRS/$100

01/23-04/17  T  6:00P-9:00P

SAL

FINES ARTS & CRAFTSMANSHIP

ARROWHEAD MAKING/FLINT KNAPPING
A beginner’s guide to the art of flint knapping (making stone tools). In this hands-on class students will be guided through the process of making spear points, arrow points, and a variety of other stone tools. Students will learn to use percussion and pressure flaking techniques. The instructor will also discuss both modern and ancient flint knapping technologies and how they relate to each other.

48 HRS/$186

01/09-05/01  T  5:00P-8:00P

SAL

SCHOOL BUS DRIVER TRAINING
This course prepares you to be a school bus driver. Students must have a valid driver’s license, no felonies, and obtain a Class B permit with Passenger and School Bus endorsements a minimum of 14 days prior to this class start date. You can obtain a book to study for the permit from your local Drivers Examiner office or participate in one of our Class B Permit Prep classes. (* without air brakes) 25 HRS/$95

04/28-05/03  S  8:00A-5:00P
M-Th  4:30P-8:30P

MSK

05/05-05/10  S  8:00A-5:00P
M-Th  8:00A-5:00P

MSK

06/18-06/22  M-F  12:00P-5:00P

MSK

02/05-02/13  M/T/Th  5:00P-10:00P

MSK

03/05-03/13  M/T/Th  5:00P-10:00P

MSK

04/16-04/24  M/T/Th  5:00P-10:00P

MSK

06/11-06/15  M/T/Th/F  8:00A-1:00P

MSK

01/06-01/11  S  8:00A-5:00P
M-Th  4:30P-8:30P

TAH

01/13-01/18  S  8:00A-5:00P
M-Th  4:30P-8:30P

TAH

01/20-01/25  S  8:00A-5:00P
M-Th  4:30P-8:30P

TAH

01/22-01/27  S  8:00A-5:00P
M-Th  4:30P-8:30P

TAH

SCHOOL BUS CLASS B WITH AIR BRAKES RENEWAL
Need to renew your Class B with Air Brakes certification? Students will receive SDE approved hours of training in Railway Safety and Emergency Bus Evacuation Procedures and pre-trip inspection. 4 HRS/$25

03/15-03/15  Th  6:00P-9:00P

STL

SPECIAL EDUCATION PARAPROFESSIONAL
Paraprofessionals assist teachers in the classroom with instructional and non-instructional activities for students in special education. This course prepares paraprofessionals to provide services to children and youth with disabilities in Oklahoma schools and is designed for existing paraprofessionals or individuals wishing to prepare for a special education paraprofessional career. 24 HRS/$132

05/12-05/26  S  8:00A-4:30P

SAL

06/09-06/23  S  8:00A-4:30P

MSK

02/24-03/10  S  8:00A-4:30P

STL

04/07-04/21  S  8:00A-4:30P

TAH

FINES ARTS & CRAFTSMANSHIP

ARROWHEAD MAKING/FLINT KNAPPING
A beginner’s guide to the art of flint knapping (making stone tools). In this hands-on class students will be guided through the process of making spear points, arrow points, and a variety of other stone tools. Students will learn to use percussion and pressure flaking techniques. The instructor will also discuss both modern and ancient flint knapping technologies and how they relate to each other.

48 HRS/$186

01/09-05/01  T  5:00P-8:00P

SAL

www.ictctech.com
LEATHER CRAFT
This course is designed for the leather craft enthusiast who wishes to develop their skills in leather work at all skill levels. Students will learn the basics of stamping, tooling and stitching. 18 HRS/$76, additional supply fees may apply
01/18-02/22 Th 6:00P-9:00P TAH

QUILT MAKING
Make a “Trip Around the World” quilt or try a “Japanese Lantern” quilt. Additional patterns are provided by the instructor. Gain helpful tips on fabric selection, rotary cutter use, strip piecing, and much more! Additional supply charges may apply. 24 HRS/$69
01/22-03/26 M 6:00P-9:00P TAH
02/20-04/17 T 6:00P-9:00P TAH

SILK FLORAL DESIGN
Let your creativity blossom! Students will learn basic elements and principles of floral design through hands-on training. Instruction will cover the use of silk flowers. Wire cutters, scissors, and a floral knife are needed for use in this class. Additional supply fees may apply.
6 HRS/$27
03/13-03/15 T/Th 6:00P-9:00P TAH
05/08-05/10 T/Th 6:00P-9:00P TAH

WOODTURNING BASICS
Woodturning Basics gives you the opportunity to explore the basic aspects of using a wood lathe. Safety, as well as learning the parts of a lathe is essential to beginning your own projects. This course will cover the correct methods in using the spindle roughing gouge, the spindle gouge, the bowl gouge, and the parting gouge. You will have the opportunity to turn two projects in this short course.
18 HRS/$71
03/01-04/12 Th 6:00P-9:00P TAH

HEALTH SCIENCES

► NEW COURSE!

CERTIFIED ADMINISTRATIVE MEDICAL ASSISTANT
Administrative medical assistants are versatile and valuable members of the healthcare team who can handle a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry, and medical claims. Students work at their own pace to complete this online program within six months. Upon completion of this program you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program. More information: careertraining.ed2go.com/ictc or call Susan Mabry at (918) 348-7969. 160 HRS/$1,495
03/31-04/07 S 8:00A-4:30P TAH
06/09-06/16 S 8:00A-4:30P TAH
03/05-03/06 M/T 8:00A-4:30P TAH
06/11-06/12 M/T 8:00A-4:30P TAH
04/07-04/14 S 8:00A-4:30P TAH

► NEW COURSE!

DENTAL ASSISTANT – FALL 2018
Students in the Dental Assistant program will learn head and neck anatomy, dental terminology, radiography placement of X-ray film, charting, instrumentation, sterilization techniques, chairside assisting protocol, four-handed dentistry, taking impressions, and mixing cements. Students will attend 260 hours of classroom instruction, and will be required to complete 140 hours of daytime clinical experience. 400 HRS/$1,450
01/01-04/02 M/W 6:00P-9:00P TAH
02/06-05/31 T/Th 6:00P-9:00P TAH

AAPC MEDICAL CODING
Step-by-step medical coding with professional reference books involves the accurate assignment of numerical codes to medical treatments. This course is taught using curriculum from the American Academy of Professional Coders (AAPC) and includes the AAPC national exam and membership to AAPC. Prerequisite: Medical Terminology for Medical Coding. 96 HRS/ $1,060
01/22-05/17 M/Th 5:30P-8:30P SAL
01/23-05/11 T/Th 6:00P-9:00P SAL

AHIMA MEDICAL CODING
This course involves the accurate assignment of a numerical code to disease or treatment for insurance reimbursement. This makes the position of a coder very critical to the success of a hospital or physician’s office. Employment opportunities exist in both medical and insurance fields for medical coders. Students who complete this course are eligible to take the AHIMA certification exam. AHIMA exam fee not included in the cost of the course. Prerequisite: Medical Terminology. 96 HRS/$609
02/06-05/31 T/Th 6:00P-9:00P TAH

MEDICAL TERMINOLOGY
Learn the basics of medical terminology. Content includes the study of prefixes, suffixes, and root words. This course also covers proper usage of anatomical, diagnostic, surgical, and procedural terms. 45 HRS/$177 TAH
02/05-04/02 M/W 6:00P-9:00P TAH

MEDICAL TERMINOLOGY FOR MEDICAL CODING
Learn the basics of medical terminology. Content includes the study of prefixes, suffixes, and root words. This course also covers proper usage of anatomical, diagnostic, surgical, and procedural terms that are used in medical coding. This course is a prerequisite for the AAPC Medical Coding course. 60 HRS/$310
04/10-06/19 T/Th 5:30P-8:30P TAH
05/01-06/19 T/Th 5:00P-9:00P TAH

ADVANCED CMA: INSULIN ADMIN/GLUCOSE MONITORING
Certified Medication Aides will learn the foundational aspects of diabetes care, including insulin administration. This courses focuses on: the endocrine system; procedures for testing blood glucose levels and acceptable levels; medications; and potential complications of medications, side effects, adverse reactions. Students must have a current CMA license before enrolling in this course. Students will be responsible for OSDH application and fees. OSDH fee not included in course cost. 16 HRS/$155
03/31-04/07 S 8:00A-4:30P MSK
06/09-06/16 S 8:00A-4:30P MSK
03/05-03/06 M/T 8:00A-4:30P SAL
06/11-06/12 M/T 8:00A-4:30P SAL
04/07-04/14 S 8:00A-4:30P TAH
### ADVANCED CMA: NASOGASTRIC/GASTROSTOMY/RESPIRATORY
This course provides advanced training in the administration of medications via nasogastric and gastrostomy tubes, along with administration of oral inhalers and nebulizers. This class will include class time, skills lab and practical experience. Students must have a current CMA license before enrolling in this course. **8 HRS/$55**

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### CERTIFIED MEDICATION AIDE (CMA)
This course is designed for the CNA who wishes to take the state CMA exam. The course covers body systems, medications, administration and documentation requirements. The student must be proficient in reading, speaking, and understanding English. **PRERequisites:** High school diploma or Ged; current CNA card with 6 months’ work experience as a CNA; TB skin test, social security card, and government photo ID required. **56 HRS/$425**

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### CMA UPDATE
Earn 8 hours of continuing education as required by the Oklahoma State Department of Health. A renewal application will be provided, along with a certificate of attendance. The student will be responsible for sending in a renewal form upon completion of the course. **PRERequisite:** Proof of current CMA license. **8 HRS/$45**

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### CPR: BLS HEALTHCARE PROVIDER
For healthcare providers, professional rescuers and laypersons. This course includes adult, infant, and child CPR, plus AED training. To obtain your CPR card you must pass both written and performance tests. This course includes adult, infant, and child CPR, plus AED training and is a requirement for students applying for LPN or RN nursing programs. **8 HRS/$55**

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### CPR: PEDIATRIC HEART SAVER FIRST AID
For healthcare providers, professional rescuers, laypersons, and childcare workers. This course includes adult, infant, and child CPR, plus AED training as well as First Aid. To obtain your CPR card you must pass both written and performance tests. Cost includes tuition, fees, CPR card, and textbook. **8 HRS/$75**

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### DEMENTIA BASICS
Learn to understand the basics of Alzheimer’s and dementia care, behavior, and communication in this person-centered care curriculum for those who care for family members or patients with dementia. Healthcare providers are eligible to take the essentiALZ Dementia Basic exam that satisfies healthcare provider CEUs. (Exam fee not included.) **PRERequisite:** Dementia Basics **6 HRS/$55**

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### DEMENTIA-RELATED BEHAVIOR
This course provides an introduction to dementia-related behaviors using the CARES approach to dementia, breaking down the CARES approach and key responses to dementia-related behaviors. **PRERequisite:** Advanced Dementia Care **4 HRS/$40**

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### CPR: RENEWAL
This course meets the American Heart Association requirements for recertification. **PRERequisite:** Must be able to present a current Healthcare Provider CPR card. **4 HRS/$25**

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### EMR-EMERGENCY MEDICAL RESPONDER
This course is designed to train the student in basic life support and emergency care. The student will learn legal aspects of the First Responder, Human Body/Lifting and Moving the Patient, Airway, Patient Assessment, Medical Emergencies, Trauma Emergencies, and EMS operation. Upon completion of this class the student will be allowed to take the State/National Test for the EMR license. Test fee is included in the course cost. **100 HRS/$615**

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www.ictctech.com
EMT-EMERGENCY MEDICAL TECHNICIAN
This class is the beginning of the Emergency Medical Service Program. In this class, the student will study and learn CPR; control of bleeding and fractures; heart attack; strokes; diabetes; poisonings; burns; treatment of shock; splinting; seizures; radiation emergencies; vehicle extraction; psychiatric respiratory emergencies; radio communications; legalities; abdominal/central nervous system; communicable disease; hazardous material; and clinicals. Clinical hours will include surgical departments, intensive care units, emergency room, and local EMS units. Approved by OSDH-EMS Division. 264 HRS/$1,100

FEEDING ASSISTANT
This course provides training for healthcare workers to help long-term care residents with eating and drinking to reduce the incidence of unplanned weight loss and dehydration. Students who complete this course are eligible to apply for a Feeding Assistant certificate from the Oklahoma State Department of Health. Application fee of $10 is not included in the course cost. 8 HRS/$55

HOME HEALTH DEEMING
Learn patient rights, legal and ethical behaviors and how to communicate effectively with clients, co-workers and families. Learn infection control measures and how to provide client safety along with psychosocial and ADL skills. TB skin test, social security card, photo ID, and current CNA card required. 16 HRS/ $115

LONG-TERM CARE NURSE AIDE (CNA) FAST TRACK
This course prepares students to provide direct patient care in a long-term care nursing facility. This 80-hour fast track course includes instruction in mental health, social needs, hygiene and safety. Students who complete the course are eligible to take the state CNA certification exam. The cost of the exam is included in the course cost. This class requires 100% attendance. Students must pass a background check, obtain a TB skin test, provide a government-issued photo ID, and social security card. 80 HRS/$500

MEDICATION ADMINISTRATION - (MAT)
Training for certification required for all group homes and residential care employees who administer or monitor medicines. This course includes administration of medication, measuring and charting, vital signs and legal aspects. 16 HRS/$95

MEDICATION ADMINISTRATION - (MAT UPDATE)
Every year Medication Administration Technicians must renew their license with an 8-hour update. This class will review legal and ethical issues, medication administration, and how to avoid medication errors. 8 HRS/$65

PHLEBOTOMY INTRO
Learn the basic skills and terminology of venipuncture, safety issues and biohazard techniques. This course prepares you for the Phlebotomy Clinical course. 40 HRS/$225

PHLEBOTOMY CLINICAL
This course is offered after a student completes Phlebotomy Introduction and is designed to give students experience in a laboratory setting. Students who complete this course may qualify for the American Society of Clinical Pathology certification. For more information, please call a campus near you.
PHLEBOTOMY COMBO
This is a combination class for Phlebotomy Introduction and the Phlebotomy Clinical classes. Upon entry students will take the Phlebotomy Intro class. Following the successful completion of that class, students will be assigned a clinical site to perform their 100-stick clinical practicum. The combination of these two courses provides a smooth transition from introduction to mastery. 140 HRS/$495
01/09-03/13 T 6:00P-10:00P TAH
04/24-06/26 T 6:00P-10:00P TAH

INDUSTRY & TRADES

AUTO BODY FOR HOBBYISTS
Considering auto body repair as a career or just an auto enthusiast? Start here! Learn the basics of auto body repair in this hands-on, project-based course. Practice painting, dent repair, and welding with professional grade refinishing equipment. Students must provide personal projects. 72 HRS/$179
03/12-06/11 M/T 6:30P-9:30P MSK
07/09-10/01 M/T 6:30P-9:30P MSK

BUILD A SHED!
Learn fundamental skills with this “build a shed” project. Learn to frame, roof, install windows and sub-flooring, siding, drywall, and basic electrical skills. This will allow you to gain basic knowledge needed to build an 8’ x 12” shed at your home or shop. This is a project-oriented, hands-on course. 60 HRS/$328
03/26-06/07 M/Th 5:30P-8:30P MSK

FREON RECOVERY CERTIFICATION/EPA 608
Prepare for EPA’s Section 608 the Clean Air Act for refrigerant handling. Online certification exam available at the end of the course. 12 HRS/$90
03/03-03/10 S 9:00A-3:30P MSK
03/26-03/28 M-W 6:00P-10:00P TAH

 FORKlift OPERATIONS TRAINING
Learn how to properly drive or control forklifts used in many industries primarily to move materials. They can also be used to raise, lower, or remove large objects or a number of smaller objects on pallets or in boxes, crates, or other containers. Forklift Safety Certification is required prior to taking this course. 15 HRS/$66
02/26-03/01 M-Th 5:30P-9:00P MSK
04/16-04/19 M-Th 5:30P-9:00P MSK
05/21-05/24 M-Th 5:30P-9:00P MSK

HOME IMPROVEMENT
Gain basic carpentry, electrical and masonry skills needed to make home improvements, minor repairs or additions to your home or shop in this project-oriented, hands-on course. Additional supply charges may apply. 18 HRS/$69
03/01-04/12 T 6:00P-9:00P STL
03/05-04/04 M/W 6:00P-9:00P TAH
04/16-05/09 M/W 6:00P-9:00P TAH

HVAC ELECTRICAL
Study automatic controls used in light commercial and residential HVAC operations. Emphasis is placed on the proper use of electrical testing instruments and mechanical tools. Classroom activities include hands-on lab exercises, shop demonstrations, and mechanical simulations. 72 HRS/$418
01/10-03/07 W/Th 5:30P-9:30P MSK
01/08-03/12 M/W 6:00P-10:00P TAH

HVAC REFRIGERATION
Study automatic controls used in light commercial and residential HVAC operations. Classroom activities include hands-on lab exercises, shop demonstrations, and mechanical simulations. This class prepares you for the EPA certification class that allows you to take the EPA certification exam. Prerequisite: HVAC Electrical. 72 HRS/$418
03/28-05/24 W/Th 5:30P-9:30P MSK

REAL ESTATE HOME INSPECTION
To obtain an Oklahoma Home Inspector license, the student must complete a 90-hour course and complete the Construction Industry Board Application Exam. The cost of the CIB application and fees is $280. Once the student’s application is approved, the student must schedule the National Home Inspector Examination through PSI. An exam fee of $200 must be paid directly to PSI. For more information about testing, you may call PSI at (800) 733-9267 or visit www.psiexams.com. To be a Real Estate Home Inspector, you will be required to carry liability insurance. CIB license, application fees, testing, and liability insurance are not included in the cost of this course. 90 HRS/$375
03/05-06/25 M/T/S 5:30P-8:30P MSK

RESIDENTIAL WIRING
In this introductory course to residential wiring students will learn basics in wiring, best practices, and safety. Students will learn how to wire a single pole switch, three-way switch and a receptacle from our licensed veteran instructor. 18 HRS/$59, additional supply fees may apply
01/29-03/12 M 6:00P-9:00P STL
SPANISH FOR BEGINNERS
Gain the ability to communicate in Spanish with simple statements and expressions. Learn to speak with imperative sentences using common daily expressions, body language, shopping terms or travel terms. 60 HRS/$230 MSK | 24 HRS/$75 TAH | 18 HRS/$56 STL
01/08-03/26 M/Th 6:00P-9:00P
02/01-03/08 Th 6:00P-9:00P
01/16-03/06 T 6:00P-9:00P

BEGINNING SIGN LANGUAGE (ASL)
Learn how to communicate without saying a word! American Sign Language (ASL) is a system of communicating through visual gestures and signs used by deaf or hard-of-hearing people. Students will focus on mastering the basics of fingerspelling, numbers, colors, and other necessities to hold a beginning-level conversation. Introductory information about deaf culture will be presented.
24 HRS/$115
02/06-03/01 T/Th 6:00P-9:00P
01/25-04/19 Th 6:00P-8:00P
02/13-03/08 T/Th 6:00P-9:00P
06/05-06/28 T/Th 6:00P-9:00P

PHOTOGRAPHY
ADAIR COUNTY NATIVE AMERICAN PHOTOGRAPHY TOUR
This course is designed for the photography enthusiast. Students will enjoy photographing a guided tour of Adair County's rich Cherokee heritage. This course includes advanced training in digital photography and editing. Students will also enjoy a time of image sharing and editing. Additional supply charges may apply. Prerequisite: Digital Photography with Editing or comparable skills.
4 HRS/$49 plus fees
03/10-03/10 S 8:00A-12:00P

CHEROKEE COUNTY PHOTOGRAPHY TOUR
Students will enjoy photographing a guided tour of Cherokee County's beautiful landscapes, lakes, and rich Cherokee heritage. This course includes advanced training in digital photography and editing. Students will also enjoy a time of image sharing and editing. Additional supply charges may apply. Prerequisite: Digital Photography with Editing or comparable skills.
4 HRS/$49 plus fees
05/14-06/25 M/T 6:00P-9:00P
01/29-03/12 M/T 6:00P-9:00P
01/16-02/22 M 6:00P-9:00P
03/27-05/03 T/Th 6:00P-9:00P

DIGITAL PHOTOGRAPHY
Welcome to digital photography! In this introductory course you will gain a better perspective on camera types and functions. You will be allowed class time to take photographs with this hands-on course. Class equipment is not available for homework. 18 HRS/$55
01/16-02/20 T 6:00P-9:00P

CONVERSATIONAL ENGLISH FOR SPANISH SPEAKERS
Gain the ability to communicate in English with simple statements and expressions. Learn to speak with imperative sentences using common daily expressions, body language, shopping terms or travel terms. 18 HRS/$56
04/05-05/10 Th 6:00P-9:00P
04/03-05/22 T 6:00P-9:00P

LANGUAGES

WELDING CERTIFICATION IN 3G PROCESS -FALL 2018
You will receive certification in MIG, Root and Flux Core Fill and Cap Welding. Learn how to design, engineer, and build products to solve industrial and manufacturing challenges. Learn how to interpret blueprints and specifications using math and critical thinking skills. 169 HRS/$993

WELDING PRINCIPLES
Basic welding for home, shop repair, and professional-level welding with modern equipment. The welding processes include gas cutting and welding, Arc, MIG and TIG welding as skills develop. Additional supply charges may apply. 36 HRS/$150 TAH | 36 HRS/$225 SAL | 18 HRS/$60 STL
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01/29-03/12 M 6:00P-9:00P
01/16-02/22 M 6:00P-9:00P
03/27-05/03 T/Th 6:00P-9:00P

SMALL ENGINE MAINTENANCE & REPAIR
Start your engines! Learn the basics of the four-cycle engine including part identification, how to disassemble, reassemble, and troubleshoot. This class is designed to teach different knowledge levels of small engine repair and maintenance. Whether you are a novice, amateur, or professional there is something for everyone.
40 HRS/ $199 MSK | 24 HRS/$95 TAH | 30 HRS/$75 SAL | 18 HRS/$55 plus supplies STL
01/09-02/08 T/Th 6:00P-10:00P
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04/10-05/10 T/Th 6:00P-10:00P
01/23-02/22 T/Th 6:00P-9:00P
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07/10-08/09 T/Th 6:00P-9:00P
01/23-02/27 T 6:00P-9:00P
04/03-05/08 T 6:00P-9:00P
01/04-02/22 Th 6:00P-9:00P
03/01-04/26 Th 6:00P-9:00P

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DIGITAL PHOTOGRAPHY WITH EDITING
Take pictures with purpose! Explore your camera’s built-in settings, use basic photo editing to correct common errors, and add a little shine to your pictures. You will be allowed class time to take photos in this hands-on course. Your own digital camera and flash drive are required. Computers will be available during class time for photo editing. **24 HRS/$95 MSK, TAH | 18 HRS/$55 STL**

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PRIVATE SECURITY

**UNARMED SECURITY GUARD - PHASE I & II**
This course covers material such as the Oklahoma Security Act, Fire Safety, First Aid, Field Notes, Report Writing, Legal Powers, Public Relations, Post Duties, Patrolling and Investigation. At the end of the course, students will be able to take the state Unarmed Security Guard test. **40 HRS/$179, test included**

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**ARMED SECURITY GUARD - PHASE IV**
Prepare for an exciting career in armed security. Phase IV-Armed Security Guard is divided into two separate programs: handgun and shotgun. Each program covers in-depth training. At the end of each program the student must pass the qualification test in order to become CLEET certified. Prerequisite: Phase I and II, MMPI test, and interview required by CLEET. Cost of MMPI exam not included in course cost. **32 HRS/$237**

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INTERESTED IN TEACHING A CLASS? CONTACT DELINA BIBLE AT 918-348-7960
Licensed Practical Nurse
Work with physicians and nurses in a clinical environment. Utilize effective communication and critical thinking skills to provide quality patient care. Experience a rigorous curriculum with relevant clinical instruction in a variety of settings. Adult students only.

Occupational Therapy Assistant
Put the “fun” in “function” while changing lives from newborns to elderly. Work with professional occupational therapists to deliver occupation-based interventions to assist others with autism, developmental disabilities, traumatic injuries, stroke, dementia, chronic illness, or mental health conditions. Utilize rigorous curriculum with relevant fieldwork instruction in a variety of settings. Adult students only.

Physical Therapist Assistant
Help individuals of all ages regain physical function and improve mobility under the direction and supervision of a licensed physical therapist. Utilize contemporary curriculum in an engaging clinical environment. Gain the skills needed to work in a rewarding and satisfying career helping others reach maximum potential and independence. Adult students only.

Radiologic Technologist
Use advanced radiographic imaging and techniques to look inside the human body. Utilize critical thinking to provide quality patient care and radiation protection. Experience challenging coursework with relevant clinical instruction in a variety of diagnostic settings. Adult students only.

Surgical Technologist
Assist in surgical procedures under the supervision of surgeons as a professional member of the surgical team. Utilize effective communication and critical thinking to provide quality patient care before, during, and after surgery. Experience challenging coursework with relevant clinical instruction in a variety of surgical settings. Adult students only.

OTA ACCREDITATION STATUS: The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-4499. ACOTE’s telephone number is (301) 652-2682 and its Web address is www.acotetonline.org. Graduates of the program are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, a graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

SURG TECH ACCREDITATION STATUS: The Surgical Technology Program at ICTC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1362 Park Street, Clearwater, FL 33756 Phone: 727-210-2350 Website: www.caahep.org. For information regarding accreditation standards or concerns regarding such standards contact program officials at ICTC or JRCERT: Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 250, Chicago, IL 60606-1362. E-mail: radtech@jrcert.org Website: www.jrcert.org Phone: (312) 704-5300.

OTA ACCREDITATION STATUS: Candidate for Accreditation is a preaccreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a preaccreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation. RAD TECH ACCREDITATION STATUS: The Radiology Technology Program at ICTC is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), for information regarding accreditation standards or concerns regarding such standards contact program officials at ICTC or JRCERT: Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 250, Chicago, IL 60606-1362. E-mail: radtech@jrcert.org Website: www.jrcert.org Phone: (312) 704-5300.

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SURG TECH ACCREDITATION STATUS: The Surgical Technology Program at ICTC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1362 Park Street, Clearwater, FL 33756. Phone: 727-210-2350 Website: www.caahep.org. For information regarding accreditation standards or concerns regarding such standards contact program officials at ICTC or JRCERT: Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 250, Chicago, IL 60606-1362. E-mail: radtech@jrcert.org Website: www.jrcert.org Phone: (312) 704-5300.

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AUTOMOTIVE

Auto Collision Repair Technician: Assess, estimate, repair, and refinish the body and interior of damaged vehicles. Straighten and replace damaged parts using modern welding, sanding, masking, and painting procedures. Utilize professional techniques of metal and adhesive repair.

Auto Service Technician (NATEF Compliant): Diagnose, maintain, and repair a wide range of vehicles. Use advanced diagnostic and repair equipment to troubleshoot complex automotive systems. Work with automotive experts.

CONSTRUCTION

Electrician’s Assistant: Design, stage, and install commercial and residential electrical wiring for power control systems from rough-in to finish. Use logical thinking and math to interpret blueprints and layout design. Troubleshoot analog and digital circuits for safe and efficient operation.

Heavy Equipment Operator: Operate heavy equipment in a variety of construction environments. Troubleshoot, repair, and maintain construction equipment. Use critical thinking and math skills to interpret blueprints for effective surveying and excavation.

Introduction to Construction Trades: Explore all of the construction areas with major emphasis in Electricity, Plumbing, Carpentry (Masonry - Sallisaw only). Work with highly skilled construction tradesmen to prepare for a career in today’s construction technologies. Interpret & troubleshoot blueprints & building specifications for construction projects.

Residential/Commercial Carpenter: Build an upscale residential home from the ground up. Interpret blueprints and building specifications for construction projects. Operate a variety of professional-grade power tools.

BIOMED

Biomedical Academy: Study concepts of human medicine, physiology, genetics, microbiology, and public health. Engage in activities like investigating the death of a fictional person to learn content in the context of real-world cases. Examine the structures and interactions of human body systems and explore the prevention, diagnosis, and treatment of disease. Work collaboratively to understand and design solutions to the most pressing health challenges of today and the future. H.S. students only.

BUSINESS

Executive Administrative Assistant, Administrative Assistant, Legal Office Assistant, Medical Office Assistant, & Medical Insurance Coder: Perform a wide range of responsibilities in a legal, medical, or general business office environment. Use advanced software applications and effective business techniques to complete innovative project simulations. Integrate ethical standards, confidentiality, and professionalism in all interactions. Career majors vary by campus.

CULINARY ARTS

Culinary Hospitality Assistant: Create gourmet foods, cakes, and pastries with artistic presentation. Plan, prepare, and serve meals for upscale events and casual dining. Work with professional chefs.

CRIMINAL JUSTICE

Criminal Justice Practitioner: Explore hands-on training in criminal law, investigative procedures, and defensive tactics to protect the general public against criminal threats and acts of violence. Use critical thinking to analyze data used to identify and apprehend suspects at local, state, and federal levels. Work with professional law enforcement officials in an exciting high-demand career.

COSMETOLOGY

Cosmetologist: Evaluate, recommend, and create hair designs to exceed client expectations. Use advanced techniques to deliver a wide range of skin care and nail treatments. Experience a full-service, interactive salon environment. H.S. students only.
Graphic Designer: Design, produce, and deliver unique interactive visual communications. Create dynamic graphics for print and electronic publishing. Use the same printing equipment, computer hardware, and design software as professional printers and graphic artists. MSK

HEALTH SCIENCE
Diagnostic Aide & Nurse Assistant: Explore a variety of medical professions using a college science curriculum. Work with healthcare professionals in a clinical environment. Perform routine healthcare and diagnostic procedures. STL

Health Careers Certification (HCC)
Long-Term Care/Home Health Care Assistant: Explore a variety of medical professions using a college science curriculum. Work with healthcare professionals in a clinical environment. Perform routine healthcare and diagnostic procedures. MSK SAL STL TAH

Nursing Transition: Begin the rigorous practical nursing curriculum part-time as a high school senior and transition into a full-time adult student following high school graduation. The PN curriculum is completed and graduates are ready to take the NCLEX-PN in December following high school graduation. Open to high school seniors who have completed one year of HCC during their junior year. MSK

Sports Medicine & Therapeutic Care: Work with professionals in physical therapy, athletic training, and fitness. Perform electrical stimulation, whirlpool, ultrasound, hot/cold packs, & TENS Units treatments. H.S. students only MSK

INFORMATION TECHNOLOGY
Cisco Network Associate: Install, build, configure, secure, and troubleshoot a variety of electronic devices including, PCs, mobile devices, tablets, etc. Setup, design, and troubleshoot small, medium, and enterprise Networks. MSK TAH

Enterprise Network Associate: Build, upgrade, diagnose, and repair computers. Work with information technology (IT) specialists to design, install, and troubleshoot complex computer and network systems. Use professional help-desk strategies to meet a wide range of client needs while using network routing, switching, and advanced technologies. MSK

Home Technology Integrator: Configure, integrate, and troubleshoot electronic & digital home systems and networks. Repair, and troubleshoot various electronic devices. Learn the principles of analog and digital audio and video systems. Learn the principles of residential and commercial wiring devices, methods and distribution systems, and home security detection/surveillance, and power systems. TAH

Network Management & Support: Repair, service and trouble-shoot personal computers and computer-related equipment. Install and configure operating systems and application software. Learn the basics of networking, including installation, configuration and troubleshooting of hardware peripherals and protocols. MSK

MANUFACTURING
Manufacturing Technician: Use advanced computer technology to manufacture unique products for a wide range of production needs. Operate a variety of advanced precision machines. Work on-site in fast-paced, high-performance manufacturing environments. MSK

Welding (Combination, Pipe, & Structural): Design, engineer, and build unique products to solve manufacturing challenges. Interpret blueprints and specifications using math and critical thinking. Develop the confidence, work ethic, and stamina necessary for a career in fabrication. Career majors vary by campus. MSK SAL STL TAH

PRE-ENGINEERING
Computerized Manufacturing Design: Understand how to read and create detailed drawing and 3D models used by engineers, architects, and designers in all areas of manufacturing and construction. Use critical-thinking to solve design challenges, reverse engineer products, and build 3D representations and simulations of your own inventions. Develop a professional, comprehensive, electronic portfolio containing 2D drawings, 3D models, 3D animations, and complete product development presentations. MSK

SERVICE CAREER INNOVATIONS
Service Career Innovations: Develop general skills in facilities maintenance. Areas of study may include: an introduction to horticulture, greenhouse practices, landscape design and maintenance, forklift operation, commercial cleaning, auto detailing, as well as lawn equipment maintenance and repair. Gain an extensive knowledge of safe practices for handling a variety of professional-grade equipment and custodial chemicals. Areas of study vary by campus. MSK SAL STL TAH

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