

COURSE CATALOG

SUMMER
2016



TRUCK DRIVER TRAINING

GUITAR I, II & III



ONLINE COURSES



Welcome!

explore your options today

FOUR CAMPUSES TO SERVE YOU



MUSKOGEE CAMPUS

918-687-6383 /

800-375-8324 x 7966 or 7903

2403 N. 41st Street East / Muskogee, OK 74403

MSK



SALLISAW CAMPUS

918-775-9119 / 800-340-9119

401 E. Houser Road Ind. Blvd. / Sallisaw, OK 74955

SAL



STILWELL CAMPUS

918-797-8511 / 918-797-8507

Route 6 Box 3320 / Stilwell, OK 74960

STL



TAHLEQUAH CAMPUS

918-456-2594 / 800-340-2594

240 CareerTech Way / Tahlequah, OK 74464

TAH

Upgrade Job Skills
Prepare for a New Career
Explore Personal Interests

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CONNECT WITH US ON



Go to www.ictctech.com to download the ICTC mobile app today!



Computer Technologies

Computer Applications

Computer Literacy with Windows 18 hrs/\$94+

Learn to maneuver your way around a computer with ease in this introductory course. Learn basic computer terminology and definitions, identify internal and external components of a computer, become comfortable with the keyboard and mouse, learn to navigate the Windows environment, plus basic instruction in word processing, slide presentations and spreadsheets.

06/06 – 06/22	M/W	6:00P-9:00P	MSK
07/11 – 07/27	M/W	6:00P-9:00P	MSK
05/03 – 05/19	T/Th	6:00P-9:00P	SAL
06/07 – 06/23	T/Th	6:00P-9:00P	SAL
07/12 – 07/28	T/Th	6:00P-9:00P	SAL
03/31 – 05/05	Th	6:00P-9:00P	STL
04/04 – 05/09	M/W	6:00P-9:00P	TAH

Excel 2013 Level I (*2010) 18 hrs/\$96+

Explore Excel and gain information on how to edit, view and print worksheets; work with formulas and functions; format cell contents; change the appearance of worksheets; and chart and transmit worksheet data. New features include creating custom tabs and groups and renaming or changing the order of built-in tabs and groups, and using Backstage View to create new files, open existing files, save, send, protect, preview, and print files, set options for Excel, and more.

05/03 – 05/19	T/Th	6:00P-9:00P	* SAL
06/07 – 06/23	T/Th	6:00P-9:00P	SAL
07/12 – 07/28	T/Th	6:00P-9:00P	SAL
03/31 – 05/05	Th	6:00P-9:00P	* STL
04/04 – 05/09	M/W	6:00P-9:00P	TAH

PowerPoint 2013 Level I (*2010) 18 hrs/\$96+

Learn how to create and deliver a presentation in PowerPoint. Add graphics, animation and sound; insert charts, organize your slides into sections; apply artistic textures and effects to your photos; utilize new SmartArt graphic picture layouts; manage files in the new Backstage View; co-author a presentation with colleagues; use transitions with 3-D motion graphic effects; and the final steps needed to turn your presentation into a video.

05/03 – 05/19	T/Th	6:00P-9:00P	* SAL
06/07 – 06/23	T/Th	6:00P-9:00P	SAL
07/12 – 07/28	T/Th	6:00P-9:00P	SAL

Word 2013 Level I (*2010) 18 hrs/\$96+

Word is the most widely used word processing program, and has many features that can support a home or business in unimaginable ways! Learn some of the most basic features of the Word environment, such as how to create and edit letters, memorandums, press releases, and simple reports, as well as how to work with tables, formulas and Backstage View, and Customizing the Ribbon.

05/03 – 05/19	T/Th	6:00P-9:00P	* SAL
06/07 – 06/23	T/Th	6:00P-9:00P	SAL
07/12 – 07/28	T/Th	6:00P-9:00P	SAL
03/31 – 05/05	Th	6:00P-9:00P	* STL
03/21 – 04/06	M/W	6:00P-9:00P	TAH

MOS Certification

NEW! Microsoft Office Suite

Specialist Certification 30 hrs/\$238+/each

Become a Microsoft Office Specialist. Create and manage worksheets and workbooks. Create documents, letters, or presentations. Take the MOS Certification test and put yourself above the rest.

PowerPoint 2013

04/11–05/18	M/W	5:30P-8:30P	MSK
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Digital Media

Digital Photography I with Editing

18 hrs/\$76+

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. Gain access to online resources including free editing software for personal use. Showcase your work in an art show (optional). NOTE: Your own digital camera and flash drive are required. Computers will be available during class time for photo editing.

03/22 – 05/10	T	6:00P-9:00P	STL
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Digital Photography II with Editing

18 hrs/\$76+

Turn your photos into art and create a digital masterpiece! Learn more tips and tricks including manipulating light for specific photo effects. Spend a large part of class time doing hands-on exercises and post-shoot editing. Homework will also include taking and editing photos.

03/23 – 05/11

W

6:00P-9:00P

TAH

NEW! Music Recording Technology

24 hrs/\$76+

This course is an introduction to the technology and methods used in modern digital audio recording. Students will receive hands on experience recording, mixing, and mastering audio and midi tracks.

04/05 – 05/24

T

6:00P-9:00P

TAH



Business & Accounting

Accounting Concepts

NEW! Personal Financial Literacy

30 hrs/\$91+

Managing money can be a challenge. Learn the importance of earning an income, balancing your checkbook and managing a budget. This course will help demystify taxes, cost of living, bank functions, investing, retirement, credit cards and interest.

05/02 – 06/06

M/W

5:30P-8:30P

MSK

07/05 – 08/04

T/Th

5:30P-8:30P

MSK

Quickbooks Pro 2015 I/II

18 hrs/\$150+

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 write letter wizard using your Quickbooks information to correspond with customers, vendors and employees.

07/12 – 07/28 (I) T/Th

6:00P-9:00P

MSK

05/02 – 05/18 (II) M/W

6:00P-9:00P

MSK



+ Denotes additional supply costs may apply

Industry & Trade

Automotive Technology

Small Engine Maintenance/Repair I 18 hrs/\$108

Start your engines! Learn the basics of the four cycle engine including part identification, how to disassemble, reassemble, and troubleshoot. Vroom! Vroom!

03/29 – 04/14	T/Th	6:00P-9:00P	MSK
06/07 – 06/23	T/Th	6:00P-9:00P	MSK
03/29 – 05/03	T	6:00P-9:00P	STL
03/22 – 04/26	T	6:00P-9:00P	TAH

Small Engine Maintenance/Repair II 40 hrs/\$152+

Learn the basics of the four-cycle engine including part identification, how to disassemble, reassemble, and troubleshoot small engines. Vroom! Vroom!

05/03 – 06/02	T/Th	6:00P-10:00P	MSK
07/05 – 08/04	T/Th	6:00P-10:00P	MSK

Auto Body for Hobbyists 72 hrs/\$184+

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, welding, and using professional grade refinishing equipment. NOTE: Students must provide personal projects.

07/11 – 09/26	M/T	6:30P-9:30P	MSK
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Auto Detailing 8 hrs/\$40+

Cover the basics of professional auto detailing. Receive Hands-on professional guidance about the latest tools, techniques, and products for car finish maintenance. A fun and innovative class, sure to please all car owners!

04/06 – 04/28	W/Th	6:00P-9:00P	MSK
06/11 – 06/18	Sa	10:00A-2:00P	MSK
07/16 – 07/23	W/Th	10:00A-2:00P	MSK

Construction

Home Improvements I 24 hrs/\$60+

Stop! Hammer time! Gain basic carpentry, electrical and masonry skills needed to make improvements, minor repairs or additions to your home or shop in this project oriented hands-on course.

05/04 – 05/26	M/W	6:00P-9:00P	MSK
03/28 – 05/16	M	6:00P-9:00P	TAH

Plumbing

NEW! Basic Plumbing 24 hrs/\$58

For the do-it-yourself individual, this basic hands-on course explores the mechanics of plumbing hardware, and the tools and techniques to repair most home or light commercial plumbing problems.

03/22 – 04/19	T/Th	6:00P - 9:00P	TAH
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Welding

Welding Principles 18 hrs/\$51+ *36 hrs/\$191

Learn basic welding for home, shop repair and professional

level welding with modern equipment. The welding processes include MIG aluminum and steel, TIG aluminum and steel, flux core and rod welding.

06/06 – 07/19	M/T	6:00P-9:00P	* SAL
04/18 – 05/25	M/W	6:00 - 9:00P	TAH

+ Denotes additional supply costs may apply



Health

CPR & Emergency Medical

CPR: AHA 4 hrs/\$23

This course is sanctioned through the American Heart Association. It will give you the basic skills to perform life saving techniques in accordance with AHA practices. You will be required to pass a written and hands-on test to gain certification.

04/30 Sa 8:00A-12:30P **TAH**

CPR: BLS Healthcare Provider 8 hrs/\$52

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.

04/30 Sa 8:00A-5:00P **MSK**

06/11 Sa 8:00A-5:00P **MSK**

07/23 Sa 8:00A-5:00P **MSK**

06/13 M 8:00A-4:00P **SAL**

07/18 M 8:00A-4:00P **SAL**

04/09 Sa 8:00A-4:30P **STL**

04/02 Sa 8:00A-4:30P **TAH**

05/14 Sa 8:00A-4:30P **TAH**

06/11 Sa 8:00A-4:30P **TAH**

NEW! CPR/First Aid: Heartsaver 8 hrs/\$60+

This course is a classroom, video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies.

06/18 Sa 8:00A-5:00P **MSK**

07/16 Sa 8:00A-5:00P **MSK**

CPR: Renewal 4 hrs/\$23

Meets the American Heart Association requirements for re-certification. Prerequisite: Must be able to present a current Healthcare Provider CPR card.

05/10 T 8:00A-12:00P **SAL**

06/14 T 8:00A-12:00P **SAL**

07/19 T 8:00A-12:00P **SAL**

EMT Advanced 320 hrs/\$1325+

04/19 - 10/20 T/Th 5:30P-9:30P **MSK**

07/11 - 12/10 M/Th 4:00P-10:00P **STL**

Medical Office

NEW! Medical Terminology 72 hrs/\$277+
*45 hrs/\$171

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.

07/11 - 08/03 M/T/W/Th 6:00P-9:00P * **SAL**

Medical Administration Technician (MAT)

Learn how to prepare, give, and evaluate the effectiveness of prescription and nonprescription drugs. This course is a broad overview of the different types of medicine administration. Various topics include ear, enteral, epidural, eye, inhalation, subcutaneous, and ventricular reservoir.

Call 918-348-7966 for details

Therapeutic Services

Certified Medication Aide (CMA) 56 hrs/\$363+

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; and must provide picture ID and Social Security Card for certification. Background check will be done. 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.

03/29 - 06/02 T/Th 6:00P-9:00P **MSK**

04/12 - 05/26 T/Th 5:00P-9:00P **SAL**

CMA Update 8 hrs/\$38

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 the renewal form upon completion of the course. PREREQUISITE: Proof of current CMA.

Monthly Sa 8:00A-5:00P **MSK**

Start dates: 04/02, 05/28, 06/18, 07/23

Monthly M 8:00A-4:00P **SAL**

Start dates: 04/18, 05/23, 06/20, 07/25

04/16 Sa 8:00A-4:30P **STL**



Long Term Care Nurse Aide

80 hrs/\$473+

This course prepares you to take the state certification exam to become a Long Term Care Nurse Aide. Training will prepare you to provide direct patient care in a long-term care nursing facility. The 96-hour class includes instruction in safety hygiene, mental health, and social needs. Space is limited. TB skin test, social security card, and government photo ID required.

04/25 – 06/29	M/W	5:00P-9:00P	SAL
03/28 – 05/19	M/T/Th	5:00P-9:00P	* STL
04/26 – 06/30	T/Th	6:00P-10:00P	TAH

Long Term Care Nurse Aide Fast Track

80 hrs/\$473+

This course prepares you to take the state certification exam to become a Long Term Care Nurse Aide. Training will prepare you to provide direct patient care in a long-term care nursing facility. The 75-hour class includes instruction in safety hygiene, mental health, and social needs. Space is limited. TB skin test, social security card, and government photo ID required.

Every 2 weeks for 10 days	8:00A-4:30P	MSK
Start dates: 04/04,04/18,05/02, 05/16,05/31,06/14,07/11, 07/25		
Every 6 weeks for 5 weeks	5:00P-9:00P	MSK
Start dates: 05/02,07/11		

Home Health Deeming

16 hrs/\$114

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 and will learn psychosocial and ADL skills. TB skin test, social security card, government photo ID, and CNA card required.

05/18 - 05/14	M/W	6:00P-10:00P	
07/18 – 07/21	M-Th	6:00P-10:00P	SAL
	Sa	8:00A-12:00P	SAL
07/TBA	Sa	8:00A-4:30P	STL
04/16 – 04/23	Sa	8:00A-4:30P	TAH

Pharmacy Technician

Learn the basic skills and terminology of venipuncture. Safety issues and biohazard techniques are also taught.

Call 918-571-4069 for details

SAL

Phlebotomy - Intro

40 hrs/\$165

Learn the basic skills and terminology of venipuncture. Safety issues and biohazard techniques are also taught.

04/19 – 05/24	T/Th	5:00P-9:00P	MSK
05/09 – 06/13	M/W	5:00P-9:00P	MSK
05/31 – 06/30	T/Th	5:00P-9:00P	MSK
07/11 – 08/10	M/W	5:00P-9:00P	MSK
05/31 – 06/30	T/Th	5:00P-9:00P	SAL
04/12 – 05/12	T/Th	5:00P-9:00P	STL
04/27 – 06/29	W	6:00P-9:00P	TAH

Phlebotomy Clinical

100 hrs/\$300

Call 918-687-6383 ext 7903 or 7966

MSK

Call 918-571-4069

SAL

Call 918-708-3696

TAH

Vital Signs

8 hrs/\$35+

05/21	Sa	8:00A-4:30P	STL
07/TBA	Sa	8:00A-4:30P	STL

NEW! Understanding Alzheimer's Disease

24hrs/\$58

The Understanding Alzheimer's Disease course has been developed to help prepare and assist family members, caregivers, health care professionals in nursing homes, assisted living facilities, and interested persons who care for those individuals with Alzheimer's disease and other dementia related disorders.

05/10 – 06/28	T	6:00P-9:00P	TAH
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Continuing Education

Education Profession Services

CDA Pathway (Child Development Assoc.) 150 hrs/\$585

"Pathway to CDA" transitions to "Pathway to your National Credential". This is a 150 hour curriculum endorsed by the Oklahoma Early Care Organizations and aligned with state and national guidelines. PREREQUISITE: Modules 1-4 or 120 hours of documented early childhood training. Contact us for more information.

05/16 – 09/20 M/T 5:00P-9:00P **MSK**
 Call 918-571-4069 for details **SAL**

Special Education

Paraprofessional Training 24 hrs/\$132

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. Book included.

Three meetings Sa 8:00A-5:00P **MSK**
 06/04-06/18

Three meetings Sa 8:00A-5:00P **MSK**
 07/16-07/30

04/02 – 04/16 Sa 8:00A-4:30P **STL**



Private Security

Phase I & II - Unarmed Security Guard 40 hrs/\$150

Cover materials such as: Oklahoma Security Act, Fire Safety, First Aid, Field Notes, Report Writing, Legal Powers, Public Relations, Post Duties, Patrolling and Investigation.

07/26 – 08/25 T/Th 5:00P-9:00P **MSK**
 05/09 – 05/20 M-F 5:00P-9:00P **SAL**
 04/13 – 05/25 M/W 6:00P-9:00P **TAH**

Phase III - Private Investigator 35 hrs/\$132+

Cover topics such as: Response to Clients, Law of Private Investigating, Fair Credit Reporting Act, Techniques of Investigating, and Relaying Information. PREREQUISITE: Refer to chart above.

04/11 – 05/09 M/Th 6:00P-9:00P **MSK**
 03/28 – 05/04 M/W 6:00P-9:00P **TAH**

NEW! Phase IV - Armed Security Guard 32hrs/\$141+

This course is divided into two different programs, handgun and shotgun. Each program is 32 hours and the cost is \$102.00 each. Participants must have firearm and ammunition, approved by the instructor the first day of class. DO NOT bring firearms into the school building, keep them secured in your vehicle. PREREQUISITE: MMPI Questionnaire and interview required by CLEET. Refer to chart.

05/23 – 06/26 M/Th 6:00P-10:00P **MSK**
 Sa/Su 10:00-2:30P
 06/01 – 06/05 W-F 5:00P-9:00P **SAL**
 Sa/Su 7:00A-6:00P **TAH**

Call 918-456-2594 for details

NEW! Phase V -

Bail Enforcement /Bounty Hunter 40 hrs/\$148+

Prepare for an exciting career in law enforcement. Upon successful completion of this CLEET approved course the student may gain certification with CLEET. PREREQUISITE: Refer to chart.

06/21 – 07/21 T/Th 5:00P-9:00P **MSK**

LICENSE DESIGNATION	TRAINING REQUIRED
Unarmed Security Guard Age 18+	Phase I & Phase II
Armed Security Guard Age 21+	Phase I, Phase II and Phase IV
Unarmed Private Investigator Age 21+	Phase I & Phase III
Armed Private Investigator Age 21+	Phase I, Phase II, Phase III and Phase IV
Bail Enforcement Age 21+	Phase I, Phase II, Phase III and Phase IV

Safety Training

Forklift Safety Certification

15 hrs/\$66+

Come learn a factory skill by driving a forklift. Introduction to safety forklift operations with sections including: Forklift regulations and rules, types and classes of forklifts, refueling techniques, safe forklift driving, pre-operational inspections, and hazards associated with forklifts on the job.

Monthly M-Th 4:30P-8:30P **MSK**
 Start dates: 04/04, 05/02, 06/06, 06/27, 07/11, 07/25
 04/11 – 04/19 M/T/Th 6:00P-9:00P **STL**

Driver Training

NEW! Truck Driver's Training

28 days/\$4,500

Get on the road to success! This 28-day course will prepare you for the CDL Class A exam. Applicants must be at least 21 years of age, pass a drug test and DOT physical, plus possess a valid driver's license.

03/21-4/27 M-F 7:00A-4:30P **SAL**
 Call 918-571-4069 for details
 04/25-06/03 M-F 7:00A-4:30P **MSK**
 Call 918-687-6383 ext 7960 or 7969 for details
 05/27-07/08 M-F 7:00A-4:30P **STL**
 06/27-08/12 M-F 7:00A-4:30P **MSK**
 Call 918-687-6383 ext 7960 or 7969 for details
 Call 918-708-3696 **TAH**

Class B with Air Brakes

25 hrs/\$75

This course is for the would-be school bus driver. You must have your permit prior to class; contact your local Drivers Examiner for a book to study. **PREREQUISITE:** Valid driver's license & no prior felonies

04/02 – 04/07	Sa	8:00A-4:30P	MSK
	M-Th	5:30P-9:30P	
05/21 – 05/26	Sa	8:00A-4:30P	MSK
	M-Th	5:30P-9:30P	
06/11 – 06/16	Sa	8:00A-4:30P	MSK
	M-Th	5:30P-9:30P	
07/16 – 07/21	Sa	8:00A-4:30P	MSK
07/23 – 07/28	Sa	8:00A-4:30P	MSK
	M-Th	5:30P-9:30P	
06/06 – 06/10	M-F	5:30P-10:30P	SAL
04/04 – 04/12	M,T,Th	5:00P-10:00P	STL
05/02 – 05/10	M,T,Th	5:00P-10:00P	STL
07/11 – 07/19	M,T,Th	5:00P-10:00P	STL
Call 918-708-3696			TAH

Class B with Air Brakes Renewal

4 hrs/\$20+

04/04	M	5:30P-9:30P	MSK
05/23	M	5:30P-9:30P	MSK

Class B Stand-Alone Renewal

4 hrs/\$20

04/14	Th	5:00P-9:00P	STL
07/21	Th	5:00P-9:00P	STL

NEW! Truck Driver Training

Get on the road to success in only 28 days!





General Interest

Culinary Arts

Cake Decorating I & II

24 hrs/\$77

Have your cake and decorate it too! Cake decorating is more than spreading on the icing. Learn the secret to keeping your cake fresh for days. Use flair to apply decorations such as leaves, roses, rosebuds and borders. Learn intricate designs like glazing, piping and scripts.

Cake Decorating I

05/02 – 05/17	M/T	5:00P-9:00P	MSK
07/11 – 07/26	M/T	5:00P-9:00P	MSK

Cake Decorating II

06/06 – 06/21	M/T	5:00P-9:00P	MSK
08/22 – 09/12	M/T	5:00P-9:00P	MSK
04/26 – 06/14	T	6:00P-9:00P	TAH

NEW! Cup Cake/Cake Balls

12 hrs/\$34+

04/11 – 05/02	M	6:00P-9:00P	STL
07/08 – 07/29	M	6:00P-9:00P	STL

NEW! Cooking Series

12 hrs/\$52+ each

Have you ever been in a jam and not known what to cook? With this cooking series you will learn basic cooking knowledge, 30-minute meals, freezer meal, etc...

Crockpot Meals

04/05 – 04/14	T/Th	5:30P-8:30P	MSK
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Kids Meals

04/19 – 05/03	T/Th	5:30P-8:30P	MSK
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Pasta Dishes/Italian Cooking

05/05 – 05/17	T/Th	5:30P-8:30P	MSK
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Quick Side Dishes/Cool Summer Salads

05/24 – 06/02	T/Th	5:30P-8:30P	MSK
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Refreshing Summer Drinks/Ice Cream Treats

06/07 – 06/16	T/Th	5:30P-8:30P	MSK
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Fine Arts & Craftsmanship

Basic Art

8 hrs/\$48+

Learn the basic principles of design, visual perception, organization of visual elements, and the different mediums used in works of art.

06/04 – 06/18	Sa	10:00A-1:00P	MSK
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Guitar I

18 hrs/\$52+

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.

05/24 – 06/09	T/Th	5:30P-8:30P	MSK
03/29 – 05/03	T	6:00P-9:00P	STL
07/11 – 07/29	T	6:00P-9:00P	STL
06/06 – 07/18	M	6:00P-9:00P	TAH

Guitar II

18 hrs/\$52+

This class will focus on playing in multiple positions, barre chords, finger-style picking, and basic soloing. Enjoy one-on-one attention bringing your playing to the next level. Bring your acoustical guitar to class for some exciting new guitar work.

05/03 – 05/19	T/Th	6:00P-9:00P	MSK
07/12 – 07/28	T/Th	5:30P-8:30P	MSK
03/21 – 04/06	M/W	6:00P-9:00P	TAH

Guitar III

18 hrs/\$52+

This course is designed for students who have experience with the guitar and would like to enhance one's knowledge and develop more skills with the electric or acoustic style guitar.

03/22 – 04/07	T/Th	6:00P-9:00P	MSK
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Fiddle For Beginners

18 hrs/\$52

04/21 – 05/26	Th	6:00P-9:00P	STL
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Leather Craft

18 hrs/\$46+

This course is designed for the leather craft enthusiast at any skill level. Come and learn the basics of stamping, tooling, and lacing.

04/19 – 05/24 T 6:00P-9:00P **STL**

Quilt Making - Intro

24 hrs/\$58+

Make a "Trip Around the World" quilt, or if your skills are a little more advanced try a "Japanese Lantern" quilt, or one of the many advanced patterns provided by the instructor. Gain helpful tips on: fabric selection, rotary cutter use, strip piecing, and much more!

03/21 - 05/09 M 6:00P-9:00P **STL**

Silk Floral Design: Celebrations

12 hrs/\$34

Celebrate the holidays with flowers! Bring wire cutters, scissors, and a floral knife or pocket knife and let's get started!

04/05 – 04/21 T/Th 6:00P-9:00P **STL**

Job Readiness

NEW! Work Skills & Resume' Writing 24 hrs/\$68+

05/17 – 06/09 T/Th 5:30P-8:30P **MSK**

06/07 – 06/30 T/Th 5:30P-8:30P **TAH**

Employability Skills

6 hrs/\$22

05/09 – 05/12 M/Th 6:00P-9:00P **STL**

Language

Conversational English for Spanish Speakers *60 hrs/\$181+ 24 hrs/\$58

Gain the ability to converse in English with simple statements and expressions. Learn to speak with imperative sentences using common daily expressions, body language, shopping terms or travel terms.

03/28 – 06/08 M/W 6:00P-9:00P * **MSK**

Call 918-456-2594 for details **TAH**

Conversational Spanish 24 hrs/\$58 *60hrs/\$175+

Habla español? Gain the ability to converse in the Spanish language with simple statements and expressions. Learn to speak with imperative sentences using common daily expressions, body language, shopping terms or travel terms.

04/05 – 06/14 T/Th 6:00P-9:00P * **MSK**

03/24 – 05/12 Th 6:00P-9:00P **STL**

04/05 – 05/24 T 6:00P-9:00P **TAH**

NEW! Spanish for Medical Personnel 40 hrs/\$115+

Develop a working knowledge of key phrases between the medical personnel and the Spanish speaking communities.

03/21 – 05/07 M/W 6:00P-9:00P **MSK**

NEW! Introduction to Cherokee

24 hrs/\$58

This course is designed to give you a basic working knowledge of the Cherokee Language. It will include a historical overview for the language, introduce you to the Cherokee syllabary, and provide the opportunity to learn specific dialogue skills needed to communicate with native speakers.

06/02 – 07/28 Th 6:00P-9:00P **TAH**

Sign Language I

24 hrs/\$125+

Learn how to communicate without saying a word! American Sign Language (ASL) is a system of communicating through visual gestures and signs, as used by deaf and 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, along with deaf humor.

07/11 – 08/03 M/W 6:00P-9:00P **MSK**

Sign Language - II

36 hrs/\$125+

Continue the learning how to communicate with sign language. This is a second-level course that enhances knowledge of the ASL system and further engages the student in more complex signing.

04/04 – 05/16 M/W 6:00P-9:00P **MSK**

Sign Language - III

36 hrs/\$101

Continue the learning process of how to communicate with sign language. This is an advanced level course that will enhance knowledge of the ASL system and further engage the student in more complex signing. NO speaking. This class will be signing only.

05/23 – 07/06 M/W 6:00P-9:00P **MSK**

Personal Development

Basic Survival Skills/ First Aid

8 hrs/\$37

A solid introduction to the skills and knowledge necessary to live through a short-term wilderness survival situation – under 72 hours. Topics will include basic gear that you need, survival priorities, and most importantly, how to maintain an upright mind. Learn essential skills like building a fire, making a life-saving shelter, purifying water, navigation, hygiene, and wild edibles. Also learn how to provide immediate care of a suddenly ill or injured person until more advanced medical care arrives.

06/11 Sa 8:00A-5:00P **MSK**

06/18 Sa 8:00A-5:00P **MSK**

07/16 Sa 8:00A-5:00P **MSK**

07/23 Sa 8:00A-5:00P **MSK**

Health Nut

12 hrs/\$35

Healthy, clean eating! It's a lifestyle, not a diet. Learn how to get healthy and feel great.

Call 918-571-4069 for details **SAL**

Time on the Range-Target Practice 12 hrs/\$35

From beginner to developing competitor, the ICTC training department develops safe, ethical, and responsible shooters through experience at the shooting range with our instructor.

Call 918-571-4069 for details

SAL

Stun & Run I 4 hrs/\$30+

This course focuses on the use of non-deadly force as it applies to personal self-protection. Topics covered are techniques, legal aspects, diffusion, and escape methods.

03/08	T	5:30P-9:30P	MSK
05/03	T	5:30P-9:30P	MSK
06/04	SA	10:00A-2:00P	MSK

Stun & Run II 8 hrs/\$45

A more in-depth comprehensive course on the application and use of non-deadly force as it applies to personal self-protection. Prerequisite: Stun & Run I

06/18	SA	8:00A-5:00P	MSK
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Prerequisite: Stun & Run I

Family Protection 8 hrs/\$45

An in-depth course that is a must for any parent concerned about the safety and well-being of their family members. Students are taught techniques that focus on proactive and reactive scenarios. This course also offers a variety of scenarios: possible child abduction, carjacking, and acts of violence when children are present.

Prerequisite: Stun & Run I

04/14 - 04/21	T/Th	5:30P-9:30P	MSK
07/16	Sa	8:00A-5:00P	MSK

Prerequisite: Stun & Run I

Intruder Alert 4 hrs/\$30

Learn how to legally and safely remove one or more people from another individual or situation. Covers legal aspects, techniques, diffusion methods, and proper use of low-level stunning techniques.

05/17	T	5:30P-9:30P	MSK
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Business & Industry Services

Successful businesses mean a brighter future for Oklahoma.



Our mission is to help your company improve productivity, adjust to changing technology, develop upgrade training, obtain a trained labor force, and assist you where needs are identified. We accomplish this mission through the following services:

Training for Industry Program (TIP)

Free customized training for out-of-state companies relocating in our state, and for expanding companies presently located in Oklahoma.

Training for Existing Industry

Low cost customized training for existing Oklahoma companies.

Customized Training

Customized, industry-specific training to help clients adjust to change and improve quality and productivity.

Safety Training

Customized, affordable, and comprehensive safety training to all public, private and government organizations at a reasonable cost.

Oklahoma Alliance for Manufacturing

Providing leadership and assistance to Oklahoma manufacturers to help them become progressively more successful in the marketplace.

Oklahoma Bid Assistance Center

Helping businesses sell their products and services to the government at the federal, state, and local levels, as well as to other commercial businesses.

Training Facilities

Facilities available include: tele-conference and distance learning facilities, seminar, meeting and training rooms, and an internet-connected computer lab.

Contact Us: 918-348-7937



Online Courses

NEW! Course Offerings

Marriage and Relationships: Keys to Success..... \$79

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond "I do."

Mastering Your Digital SLR Camera \$79

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

Introduction to Statistics..... \$79

Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

How to Get Started in Game Development.....\$79

Certificate in Optimal Healing Environments.....\$96

Introduction to Illustrator CS6.....\$79

Introduction to Windows 8.....\$79

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QuickBooks 2013 for Contractors.....\$79

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Certificate in Meditation\$68

Introduction to Microsoft Word 2011 for Mac.....\$79

Teaching Writing: Grades K-3\$79

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and Integrative Health: Foundations 1\$79

Certificate in Holistic

and Integrative Health: Foundations 3\$66

Certificate in Holistic

and Integrative Health: Foundations 2\$115

Creating jQuery Mobile Websites With Dreamweaver.....\$79

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CompTIA® Security+ Certification Prep 2\$110

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Featured Course Offerings

Creating Web Pages\$79

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Medical Terminology: A Word Association Approach . \$79

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to Microsoft Word 2007.....\$79

Learn how to create and modify documents with the world's most popular word processor.

CompTIA Security+ Certification Prep.....\$99

Discover Digital Photography.....\$79

Computer Skills for the Workplace.....\$79

HIPAA Compliance.....\$79

Become a Veterinary Assistant\$79

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Start Your Own Small Business.....\$79

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Fundamentals of Supervision and Management.....\$79

12 Steps to a Successful Job Search\$79

Introduction to PC Troubleshooting.....\$79

Introduction to C# Programming\$79

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- **Courses begin Monthly**

Popular Course Offerings

Accounting Fundamentals..... \$79

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

Introduction to Microsoft Excel 2010 \$79

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Speed Spanish \$79

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

C++ for the Absolute Beginner	\$79
Introduction to Database Development	\$79
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Introduction to Microsoft Word 2007	\$79
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Medical Coding	\$79
Introduction to QuickBooks 2013	\$79
GRE Preparation - Part 1 (Verbal and Analytical).....	\$79

ENROLL TODAY!



Important Notices

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 \$10.00)

Textbooks are included in cost (as applicable)

ATTENTION:

Supplies are NOT included in cost and may vary considerably by course

Methods of payment: cash, check, money order, VISA, Master-Card, Discover, or company billing.

Refund Policy

Full refund for tuition if course is cancelled by technology center. Processing fee of \$10.00 may be assessed to refund requests.
No refunds issued after the second class meeting.

Inclement Weather

- Tune to local TV/Radio announcements
- Call to check school closing status
- Evening classes call after 2pm on day in question

Holiday Closings

Contact your local campus for details.

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.

Pre-Enrollment Form

Student Information:

NAME: _____ COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME/CELL PHONE: _____ BUSINESS PHONE: _____

EMAIL (OPTIONAL): _____

Course Title:	Location:	Dates:	Tuition:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Call, Stop By, or Clip & Mail

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918-687-6383 /
800-375-8324 x 7966 or 7903
ACD Department
2403 N. 41st Street East
Muskogee, OK 74403

STILWELL

918-797-8511 / 866-797-8507
ACD Department
Route 6 Box 3320
Stilwell, OK 74960

SALLISAW

918-775-9119 / 800-340-9119
ACD Department
401 E. Houser Road Ind. Blvd.
Sallisaw, OK 74955

TAHLEQUAH

918-456-2594 / 800-340-2594
ACD Department
240 CareerTech Way
Tahlequah, OK 74464

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Beginning Writer's Workshop	24 hrs/\$79	GED Preparation (GED Prep)	24 hrs/\$79
Become a Veterinary Assistant	24 hrs/\$79	Introduction to CSS3 and HTML5	24 hrs/\$79
Certificate in Starting Your Own Business in Health & Healing	11 hrs/\$66	Introduction to Photoshop	24 hrs/\$79
Certified Home Inspector	200 hrs/\$2,295	Learn to Buy & Sell on eBay	24 hrs/\$79
Certified Wedding Planner	340 hrs/\$1,595	Professional Interpreter	40 hrs/\$995
Chartered Tax Professional	180 hrs/\$1,895	Start Your Own Arts & Crafts Business	24 hrs/\$79
Creating WordPress Websites	24 hrs/\$79	Start Your Own Small Business	24 hrs/\$79
Digital Scrapbooking	24 hrs/\$79	Write Your Life Story	24 hrs/\$79
Drawing for the Absolute Beginner	24 hrs/\$79	Writing Effective Grant Proposals	24 hrs/\$79

ICTC **INDIAN CAPITAL TECHNOLOGY CENTER**
 District Office: 2403 N. 41st Street East, Muskogee, OK 74403

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Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, marital or veteran status.

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