NEW CLASSES
- Gardening Essentials pg. 4
- Intro to Blacksmithing pg. 4
- EMS Instructor pg. 8
- Pharmacy Technician Certification Board (PTCB) Exam Prep pg. 9

JANUARY
THRU
JULY

NEW!
Sports Officiating
Beginning this Spring in Stilwell
Welcome! explore your options today

Short Term & Online
Business, Computers & Technology ............ 2
Creative Arts & Enrichment .......................... 3
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Business, Computers & Technology

Beginning Computers with Microsoft Office
Understand basic computer terminology/definitions, identify computer components, get comfortable with the keyboard and mouse and navigate the Windows environment. Then, choose a Microsoft Office product for a more comprehensive focus. 18 HRS/$105

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Comprehensive CompTIA A+ Certification Prep
Take that first step to becoming an excellent PC Technician. Configure network systems; troubleshoot, and explore hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, system setup utility, expansion bus, and input/output devices; operating system configuration and management; networking; and security. You’ll be ready for the CompTIA A+ Certification exams 220-1001 and 220-1002. 60 HRS/$375

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Cisco CCA Cybersecurity Operations
Prepare for one of the nation’s fastest growing careers. Install virtual machines to create safe environments to analyze and prevent cybersecurity threats. Support cyber security analyses. Explore the characteristics of the Linux Operating System, analyze the operation of network protocols & much more. Aligns to the CCNA Cybersecurity Operations Certification exam. Prerequisites: CompTIA A+ and LINUX+ or advanced Windows Operating Systems and Basic LINUX. 75 HRS/$275

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iPad/iPhone Basics
Companies now control operations via iPad and iPhone. Use these devices efficiently to improve job performance. Learn basic setup, navigation, home screen tips and tricks, multitasking, downloading apps, using iCloud & more. Bring chargers and iTunes account information. 12 HRS/$55

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Marketing Your Business with Social Media
Explore the most important aspect of modern-day marketing and use social media (Facebook, Twitter, Instagram, LinkedIn, Pinterest) to promote your products and services or launch a home business. 12 HRS/$58

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SolidWorks for CSWA | Prep Course for CSWA Certification
Develop SolidWorks skills with new 3-D modeling, drawing, assembly and editing techniques. Prep for the CSWA Certification. Prerequisites: Basic computer skills and working knowledge of Windows. 42 HRS/$295
01/27-03/10 M/T 5:30P-8:30P TAH

Technology & You! Part 1
Explore streaming technologies like Netflix, Hulu, Prime Video, learn to set them up and subscribe, safely surf the Internet, and learn the basics of social media. 18 HRS/$53
05/05-05/21 T/Th 5:30P-8:30P TAH

Technology & You! Part 2
Operate your personal computer, and explore the power of your phone—camera, music, maps, the Cloud & more. 18 HRS/$53
05/26-06/11 T/Th 5:30P-8:30P TAH

Microsoft Office Suite 1
Use PowerPoint, Excel and Word to create and deliver presentations, create graphics, professional letters, memos and reports; develop, edit and use formulas and functions. Complete the 30-hour course and continue to the next level. 30 HRS/$175
04/07-05/07 T/Th 6:00P-9:00P TAH

Microsoft Office Suite 2 & MOS Exam Prep
Prepare for the Microsoft Office Suite (MOS) Certification exam. Prerequisite: Microsoft Office Suite 1. Exam not included. 20 HRS/$107
05/19-06/09 M/W 6:00P-9:00P TAH

QuickBooks Pro 1
Create lists, track inventory, process payments, pay bills, reconcile accounts, customize forms, manage assets, create reports, track sales tax, prepare estimates, handle payroll, track time and costs, and correspond with customers, vendors and employees. 36 HRS/$208
03/03-04/16 T/Th 6:00P-9:00P MSK
01/13-02/24 M/W 5:30P-8:30P TAH
01/27-04/20 M 6:00P-9:00P STL

Silver Screens-Computer Basics
Learn to FaceTime with the grandkids and all the basics of Internet searches, sending emails, preparing and saving documents & more. Bring your own flash drive. 12 HRS/$52
04/06-04/15 M/W 6:00P-9:00P MSK
02/05-02/26 W 5:30P-8:30P SAL
04/01-04/22 W 5:30P-8:30P SAL
03/07-03/14 S 9:00A-3:30P TAH
06/13-06/20 S 9:00A-3:30P TAH

Smartphones for Savvy Seniors
Get the most out of your smartphone. Take pictures, download useful apps, and keep up with the family on Facebook, Instagram and SnapChat. (Fee waivers do not apply.) 3 HRS/$25
04/06-04/06 M 5:30P-8:30P MSK
05/11-05/11 M 5:30P-8:30P MSK
02/12-02/13 Th 5:00P-8:00P SAL
04/16-04/16 Th 5:00P-8:00P SAL
03/28-03/28 S 5:30P-8:30P TAH
04/24-04/25 S 5:30P-8:30P TAH
05/23-05/23 S 5:30P-8:30P TAH
02/22-02/22 S 9:00A-12:00P STL

Creative Arts & Enrichment

Art of Calligraphy
Give form to letters and symbols in an expressive, harmonious and skillful manner with this ancient art. Create your own special holiday cards, Invitations, and announcements. 18 HRS/$80
03/24-04/09 T/Th 6:00P-9:00P TAH

Auctioneering
Prepare for an auctioneering career. Product knowledge, bid spotting, clerking, cashiering, consignment control, contracts, final settlement—all the ins and outs. One-hour practice sessions during each class. 30 HRS/$105
03/03-05/12 T 6:00P-9:00P MSK

Beekeeping
Explore bee habits, equipment needs, the benefits, differences between hobby and commercial keeping, and how to build and maintain a hive. 18 HRS/$69
05/19-06/23 T 6:00P-9:00P STL
02/06-03/12 Th 6:00P-9:00P TAH

TRENDING TRAINING
MEDICAL BILLING & CODING
VETERINARY ASSISTANT
COMPTIA CERTIFICATION TRAINING
WEB DESIGN PROFESSIONAL
CERTIFIED BOOKKEEPER
HUMAN RESOURCE PROFESSIONAL
LEAN SIX SIGMA GREEN & BLACK BELT
NASM CERTIFIED PERSONAL TRAINER
CLINICAL DENTAL ASSISTANT
& HUNDREDS MORE

Online CAREER TRAINING
6-18 Months | Materials Included | Prepare for Certification | Student Advisors
CAREERTRAINING.ED2GO.COM/ICTC/
**Character & Animation**

Create outstanding animation services including modeling, rigging, texturing, animation and rendering. Connect with internationally-acclaimed animators through guest lecture webinars. Work with Instructor Artie Romero, producer at ARG! Cartoon Animation, whose company and its interns have blockbuster movie credits on films such as Transformers, Star Wars, Iron Man, Narnia, The Simpsons & more. See Laura’s story above. Prerequisites: Intermediate to advanced computer skills. **24 HRS/$120**

- 02/03-02/25 M/T 6:00P-9:00P
- 03/09-04/07 M/T 6:00P-9:00P
- 04/20-05/12 M/T 6:00P-9:00P

**Digital Photography**

Take digital photographs and understand camera types and functions. Ideal for those preparing for private investigation or law enforcement careers or who need continuing education units (CEUs). Cameras and equipment provided in class, but not for homework. **18 HRS/$75**

- 02/04-03/10 T 6:00P-9:00P

**Digital Photography with Editing**

Explore your camera’s editing power, correct common errors, and add a little shine. Ideal for those preparing for private investigation or law enforcement careers or who need CEUs. Required: digital camera and flash drive. **24 HRS/$106**

- 03/24-04/28 T 6:00P-9:00P
- 03/25-04/13 W 6:00P-9:00P
- 04/02-05/21 Th 6:00P-9:00P

**Dog Obedience Training**

Teach your dog to be a more valuable member of the family with the right techniques and strategies. Required: proof of current vaccinations. **18 HRS/$75**

- 02/04-03/10 T 6:00P-9:00P
- 02/03-03/09 M 6:00P-9:00P

**Fiddle - Beginners**

Make the fiddle music you love. Ideal for the beginner or to improve skills. **18 HRS/$62**

- 04/14-05/19 T 6:00P-9:00P

**NEW Gardening Essentials**

Discover growing and gardening tips for bountiful success. Learn to plant, plan your crop installation, harvest, and maintain a garden. **3 HRS/$45**

- 03/14-03/14 Th 9:00A-12:00P

**Guitar - Beginners**

Pick your way through guitar technique and theory. Required: Your own acoustic guitar, picks and replacement strings. **18 HRS/$62**

- 01/09-02/13 Th 6:00P-9:00P
- 02/10-02/26 M/W 6:00P-9:00P

**Guitar - Intermediate**

Learn advanced chords while playing your favorite music. Required: Your own acoustic guitar. Prerequisite: Guitar - Beginners or comparable skills. **18 HRS/$62**

- 02/27-04/09 Th 6:00P-9:00P
- 06/01-06/17 M/W 6:00P-9:00P

**NEW Introduction to Blacksmithing**

Explore the art and profession of Blacksmithing. Use a hot forge and anvil to create iron objects. **15 HRS/$100**

- 01/16-02/13 Th 6:00P-9:00P
- 03/26-04/23 Th 6:00P-9:00P

**Knife Making - Introduction**

Make a fixed blade, full tang knife with steel bars and resin-impregnated wood handles—no kits or pre-treated blades. Metal forging won’t be part of the class. **27 HRS/$125**

- 03/02-04/20 M 6:00P-9:00P

**Knife Making - Advanced**

Sharpen those knife-making skills and create knives to sell. Learn to market creations through social media, discover trade show basics that get your knives noticed, participate in a public knife show at the Sallisaw Multi-Purpose Center, and learn basic equipment repair and maintenance. Prerequisite: Knife Making Introduction. See Fred’s story, pg. 5. **30 HRS/$135**

- 03/03-04/21 T 6:00P-9:00P
Leather Craft
Stamp, tool and stitch leather—all skill levels welcome. Additional supply fees may apply. 18 HRS/$76
03/23-04/27  W  6:00P-9:00P  TAH
04/06-05/11  M  6:00P-9:00P  STL

Native American Beading
Learn beading, jewelry making basics, and proper tool techniques. No experience needed. 18 HRS/$55
02/06-04/16  Th  6:00P-9:00P  SAL

Quilt Making
Gain helpful tips on fabric selection, rotary cutter use, strip piecing, patterns & more. Additional supply charges may apply. 24 HRS/$75
02/04-03/10  T  5:30P-9:30P  MSK
02/03-03/30  M  6:00P-9:00P  STL
02/04-03/31  T  6:00P-9:00P  TAH

Severe Weather & Storm Chasing
Safely identify severe weather conditions and the structure of severe weather phenomena. Ideal for the curious, adventure seekers, or to help with local media coverage. 24 HRS/$89
03/09-05/11  M  6:00P-9:00P  MSK

Sewing Basics
Read patterns, choose the right sewing tool for the garment at hand, sew on buttons, replace zippers, hem and alter garments and make pleats and ruffles—creating one garment and a few gifts along the way. 24 HRS/$75
02/10-04/06  M  6:00P-9:00P  TAH

Short Film Masterpiece
Plan, light, direct, act, film and edit a short movie using real-world cinematic workflow. Make documentaries or use film skills for work or home business marketing. All work will be done within scheduled class meetings. Script provided. 24 HRS/$95
01/23-03/12  Th  6:00P-9:00P  TAH
04/23-06/11  Th  6:00P-9:00P  TAH

Silk Floral Designs
Create a variety of silk floral designs for fun and gifts or prep for employment with a flower shop or floral counter. Required: Wire cutters, scissors & floral knife. Additional supply fees may apply. 6 HRS/$54
02/22-02/22  S  8:00A-2:30P  STL
03/07-03/07  S  8:00A-2:30P  STL

NEW Traditional Pottery
Process local, self-collected clay and use hand-made traditional tools to create traditional pottery with the "coil" or "pinch pot" method. Class includes outdoor pit firing off campus. Additional supply charges may apply. 18 HRS/$100
01/13-01/29  M/W  5:30P-8:30P  SAL
03/02-03/18  M/W  5:30P-8:30P  SAL

NEW Wooden Pen Turning
Make your own classic, stylish wooden pens. Great for gifts, craft shows, or the start of a home business. Use a wooden lathe, and learn to turn wooden blanks and assemble pen kits. Cost includes two pen kits. 12 HRS/$75
01/16-02/06  Th  5:00P-8:00P  TAH
04/02-04/23  Th  5:00P-8:00P  TAH

Cake Decorating 1 (with Buttercream)
Keep your cake fresh for days and create leaves, roses, rosebuds, borders and intricate designs with glazing, piping, and scripts. Additional supply fees may apply. 24 HRS/$105 MSK
12 HRS/$62 SAL, STL, TAH
01/27-02/11  M/T  5:00P-9:00P  MSK
01/21-02/11  T  6:00P-9:00P  STL
02/04-03/31  T  6:00P-9:00P  TAH
02/06-03/05  Th  5:30P-8:30P  SAL

Cake Decorating 2
Take a step up from Cake Decorating I and learn to decorate specialty cakes. Includes an intro to modeling with chocolate and fondant. Take Cake Decorating I and 2 and prep to work in a bakery or bakery counter. Required: Additional supplies. 24 HRS/$105 MSK
15 HRS/$69 TAL
02/24-03/10  M/T  5:00P-9:00P  MSK
04/14-06/02  T  6:00P-9:00P  TAH

“ICTC had the classroom and equipment that allowed me the opportunity to learn the basics of knife making. With that knowledge, I can supplement my income by doing something I truly love,” Fred Kilgore, former ICTC Sallisaw knife making student.

KNIFE MAKING
Page 4

Culinary

Cake Decorating 1 (with Buttercream)
Keep your cake fresh for days and create leaves, roses, rosebuds, borders and intricate designs with glazing, piping, and scripts. Additional supply fees may apply. 24 HRS/$105 MSK
12 HRS/$62 SAL, STL, TAH
01/27-02/11  M/T  5:00P-9:00P  MSK
01/21-02/11  T  6:00P-9:00P  STL
02/04-03/31  T  6:00P-9:00P  TAH
02/06-03/05  Th  5:30P-8:30P  SAL

Cake Decorating 2
Take a step up from Cake Decorating I and learn to decorate specialty cakes. Includes an intro to modeling with chocolate and fondant. Take Cake Decorating I and 2 and prep to work in a bakery or bakery counter. Required: Additional supplies. 24 HRS/$105 MSK
15 HRS/$69 TAL
02/24-03/10  M/T  5:00P-9:00P  MSK
04/14-06/02  T  6:00P-9:00P  TAH

“ICTC had the classroom and equipment that allowed me the opportunity to learn the basics of knife making. With that knowledge, I can supplement my income by doing something I truly love,” Fred Kilgore, former ICTC Sallisaw knife making student.
Cake Decorating with Fondant
Make professional-looking cakes and desserts with fondant, an icing used to make smooth cake surfaces or decorative shapes that can be tinted, flavored, molded, formed, twisted and imprinted. For fun or to work in a bakery or bakery counter. Additional supply charges may apply.
12 HRS/$67
03/24-04/14 T 6:00P-9:00P
STL

Cake Wars!
Get ready for ICTC’s version of the Food Network’s “Cake Wars.” Prepare to bake in teams of four, pick up training tips, and then compete. The first night covers contest rules, instructions & competition theme. Practice techniques for completing creations in 8 hours, and then the following Saturday, compete. Prerequisite: Cake Decorating with Buttercream, Fondant or comparable skills.
12 HRS/$67
02/25-02/29 T/S 5:00P-9:00P
STL

Canning & Fermenting from the Good Ole Days
Preserve your garden’s bounty and learn canning basics, including using pressure canners to preserve pickles, jams and veggies & an intro to ServSafe.
16 HRS/$80
05/16-05/23 S 9:00A-5:30P
MSK

Coffee, Cookies & Book Discussion
Enjoy coffee and cookies while discussing books. Express opinions, likes, dislikes, etc. Bring suggestions for others and expand your reading list. Coffee and cookies provided.
8 HRS/$45
04/16-05/07 Th 6:00P-8:00P
STL

Cup Cakes & Cake Balls
Make delicious cupcakes and cake balls. Additional supply charges may apply.
12 HRS/$62
04/28-05/19 T 6:00P-9:00P
STL

NEW Cupcake Design for Families
Bring the kids and grandkids and together mix colors, make icing, use designs and a variety of decorating techniques to create unique cupcakes. Required: Your own un-iced cupcakes. Children must be 12 years old and up. Additional supply charges may apply.
8 HRS/$45
03/23 -03/24 M/T 5:00P-9:00P
MSK

Driver Training
School Bus Driver Training Orientation
School buses have a lot of moving parts and safety requirements. The pre-trip inspection is complex, and the Department of Public Safety (DPS) exams are tough. While you can retest, the line is long, so get it right the first time. Get a solid overview of school bus driving, the process, how to prepare for the DPS pre-trip inspection/driving exam and increase your chances of passing the first time.
4 HRS/$35
01/25-01/25 S 8:00A-12:00P
MSK

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School Bus Driver Training
State Department of Education (SDE) requirements for school bus drivers include legal controls, emergency procedures, student behavior management, defensive driving, loading and unloading, railroad crossing, pre-trip inspections, emergency evacuation, and skill maneuvers. ICTC’s school bus driver training (Class B with Air Brakes) offers 29 hours of class and drive time. You must take this class or the online training before taking the DPS pre-trip inspection & driving exams at ICTC. Prerequisites: valid driver’s license, at least 18 years old, no prior felonies in the past 10 years, and CDL Class A or B permits with P & S endorsements. Automatic transmission with air brakes only. ICTC schedules testing with DPS and provides space/buses.
29 HRS/$105
02/01-02/08 S 8:00A-4:30P
MSK
02/29-03/07 S 8:00A-4:30P
MSK
02/27-03/10 M/Th 4:30P-9:30P
STL
04/02-04/14 M/Th 5:00P-10:00P
STL
05/07-05/19 M/Th 5:00P-10:00P
STL
06/12-06/19 M/T/W/Th/F 8:00A-1:00P
STL
03/28-04/02 S 8:00A-5:30P
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05/30-06/04 S 8:00A-5:30P
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SAL

Online School Bus Driver Training
Get 19 hours of online training and 5 hours of drive time to prep for DPS pre-trip inspection/driving exams. Prerequisites: valid driver’s license, at least 18 years old, no prior felonies in the past 10 years, and CDL Class A or B permits with P & S endorsements. Automatic transmission with air brakes only. Once you complete the 19 hours of online training, contact your local ACD specialist (listed on page 2) to schedule drive time. ICTC schedules testing with DPS and provides space/buses.
19 HRS/$90
03/24-04/14 T 6:00P-9:00P
SAL

School Bus Driver Training Renewal
Renew Class B with Air Brakes certification and receive SDE-approved training in railway safety, emergency evacuation procedures and pre-trip inspection. Prerequisites: Must have a valid CDL Class B license with P & S endorsements.
4 HRS/$30
05/21-05/21 Th 5:00P-9:00P
STL

Education
Draft Your Own Will
Learn to write and update Wills and finish the class with a notarized Will and Testament.
6 HRS/$50 (Additional $5 notary fee for on-site Notary)
02/12-02/13 W-Th 6:00P-9:00P
MSK
04/08-04/09 W/Th 6:00P-9:00P
MSK
02/06-02/13 Th 6:00P-9:00P
STL
03/23-03/26 M/Th 6:00P-9:00P
TAH
05/18-05/21 M/Th 6:00P-9:00P
TAH

Estate Planning
Plan for the legacy you leave behind. Learn the basics of wills, trusts and related insurance.
4 HRS/$50
04/04-04/04 S 10:00A-2:00P
SAL
02/29-02/29 S 10:00A-2:00P
STL
Grant Writing 101
Grants help organizations make a difference. Learn to search for funds, determine the type of grant needed, how to apply, tips for successful proposals & pitfalls to avoid. Ideal for those working/volunteering for non-profits or involved with economic, community or rural development. 3 HRS/$72

04/21-04/21 T 7:00P-9:00P  MSK

Social Security Strategies
Find out how new Social Security rules affect those born before May 1, 1950 and/or on or after Jan. 2, 1954. Get the planning strategies needed to mitigate these more restrictive regulations. 2 HRS/$30

01/23-01/23 Th 7:00P-9:00P  MSK
03/12-03/12 Th 6:00P-8:00P  STL

Special Ed Paraprofessional
Prep to assist special education teachers with instructional and non-instructional classroom activities. 24 HRS/$150

06/13-06/27 S 8:00A-4:30P  MSK
02/01-02/15 S 8:00A-4:30P  SAL
02/22-03/07 S 8:00A-4:30P  STL
04/11-04/25 S 8:00A-4:30P  TAH

NEW Update for Special Ed Paraprofessionals
Learn new strategies for supporting the behavior management and education of special needs students. Ideal for CELs and occupational updates. Required: Current Paraprofessionals. 6 HRS/ $45

07/11-07/11 S 9:00A-4:00P  MSK

NEW Sports Officiating Baseball/Softball
Learn to referee and prep for the OSSAAs sports official certification. Topics covered: rules of the game, officiating mechanics, concussion protocol & more. 18 HRS/ $115

01/20-02/24 M 6:00P - 9:00P  STL

Healthcare Orientation
Healthcare Orientation provides an overview of ICTC’s healthcare training. Learn about prerequisites, career paths, documentation requirements, enrollment process, refund policies, enroll in your selected training & more. Held at least monthly. Call your local ACD specialist (listed on page 2) for exact dates and to register. Required to enter all healthcare programs. 1 HR/FREE

Jan-TBD TBD TBD-TBD ALL
Feb-TBD TBD TBD-TBD ALL
Mar-TBD TBD TBD-TBD ALL
Apr-TBD TBD TBD-TBD ALL

AAPP Medical Coding
Step-by-step medical coding involves the accurate assignment of numerical codes to medical treatments. American Academy of Professional Coders (AAPC) curriculum. Includes the AAPC national exam and membership. Prerequisite: AAPC Medical Terminology. 96 HRS/ $1,100

01/27-05/21 M/T 5:30P-8:30P  MSK
01/20-05/14 M/Th 6:00P-9:00P  SAL

AAPC Medical Coding Terminology
Learn the basics of medical terminology—prefixes, suffixes and root words and the proper medical coding use of anatomical, diagnostic, surgical and procedural terms. 60 HRS/$310

02/04-04/16 T/Th 5:30P-8:30P  TAH
03/03-05/07 T/Th 6:00P-9:00P  SAL
02/11-04/23 T/Th 6:00P-9:00P  TAH

Advanced EMT (AEMT)
Expand emergency medicine, pre-hospital care skills and learn trauma management, IV therapy, advanced airway management & more. Clinical hours conducted in surgical departments, intensive care units, ERs and local EMS units. OSDH-EMS-approved curriculum. Prerequisite: Current EMT certification. 344 HRS/$1,465

01/09-06/13 M/Th/S 4:00P-10:00P  SAL

Advanced CMA: Insulin Admin/Glucose Monitoring
Focus on the foundational aspects of diabetes care, including insulin administration, endocrine system, testing blood glucose levels medication. Counts as 8 hours of OSDH-required continuing education. Prerequisite: Current CMA license. 16 HRS/$155

02/01-02/08 S 8:00A-4:30P  TAH
05/05-05/16 S 8:00A-4:30P  MSK
02/01-02/08 S 8:00A-4:30P  S 8:00A-4:30P  SAL
04/18-04/25 S 8:00A-4:30P  S 8:00A-4:30P  TAH

Advanced CMA: Nasogastric/Gastrostomy/Respiratory
Focus on the administration of medications via nasogastric and gastrostomy tubes, along with the administration of oral inhalers and nebulizers. Includes skills lab and practical experience. Prerequisite: Current CMA license. 8 HRS/$55

02/22-02/22 S 8:00A-4:30P  TAH
05/05-02/05 S 8:00A-4:30P  S 8:00A-4:30P  SAL
04/06-04/06 M 8:00A-4:30P  TAH
03/28-03/28 S 8:00A-4:30P  TAH
05/09-05/09 S 8:00A-4:30P  TAH

Caring for the Elderly in a Home Setting
Ideal for those with limited medical backgrounds and yet facing the challenges of caring for loved ones at home. Topics include the effects of Alzheimer’s Disease and care for clients with dementia. 4 HRS/$29

03/07-03/07 S 8:00A-12:00P  TAH
05/02-05/02 S 8:00A-12:00P  TAH

Certified Medication Aide (CMA)
Prep for the CMA exam. Covers body systems, medications and administration/documentation requirements. Prerequisites: proficient in reading, speaking and understanding English, high school diploma or GED, current CMA card with 6 months’ CMA work experience, proof of TB skin test, social security card and government photo ID. 56 HRS/$435

03/03-04/23 T/Th 5:00P-9:00P  TAH
02/11-04/02 T/Th 5:00P-9:00P  S 8:00A-4:30P  SAL
02/03-05/11 M 6:00P-10:00P  S 8:00A-4:30P  TAH

INDICATES CERTIFICATION TRAINING
TEAS Test Prep
The TEAS test is your admission ticket to certain health related programs. See page 10 for details.

CMA Update
Earn 8 hours of OSDH-approved continuing education. Renewal application and attendance certificate provided. Prerequisite: Current CMA license. 8 HRS/$45

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CPR: BLS Healthcare Provider
For healthcare providers, professional rescuers and laypersons. Covers adult, infant and child CPR and AED training. Includes written and performance exams for a CPR card. Cost includes CPR card/textbook. 4 HRS/$25

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CPR: Renewal
Meet the American Heart Association requirements for recertification. Prerequisite: Current healthcare provider CPR card. 4 HRS/$25

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Dental Assistant
Learn head and neck anatomy, dental terminology, radiology placement of X-Ray film, charting, instrumentation, sterilization techniques, chairside assisting protocol & more. By application only. Details/application: Mike Meigs  (918) 708-3696. 400 HRS/$1,450 (260-classroom, 140-daytime clinical experience)

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Dental Coding Practices
Learn CDT Code and coding practices to uniformly, consistently and accurately document dental treatment, efficiently process dental claims and quickly populate an Electronic Health Record. 4 HRS/$35

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EMR – Emergency Medical Responder
Learn basic life support and emergency care, first responder legal aspects, human body/lifting and moving the patient, airway, patient assessment, medical and trauma emergencies & EMS operation. Take the state/national EMR license test. Test fee included. 100 HRS/$625

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New EMS Instructor
First responders ready to share their knowledge and experience prep to be an OSHD/EMS Division-approved EMS instructor. Prerequisite: AHA/BLS. 40 HRS/$625

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EMT – Emergency Medical Technician
Start the OSHD/EMS-approved Emergency Medical Service Program. Covers CPR, control of bleeding and fractures, heart attack, stroke, diabetes, poisonings, burns, treatment of shock, & more. Clinical hours conducted in surgical departments, intensive care units, ERs, and local EMS units. 264 HRS/$1,275

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CPR: Renwal
Meet the American Heart Association requirements for recertification. Prerequisite: Current healthcare provider CPR card. 4 HRS/$25

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Feeding Assistant  
Prep for the OSDH Feeding Assistant certificate. Covers helping long-term care residents with eating and drinking to reduce the incidence of unplanned weight loss and dehydration. $10 certification application fee not included.  80 HRS/$55  
02/01-02/01  S  8:00A-4:30P  TAH

Home Health Deeming for Current CNAs  
Learn patient rights, legal and ethical behaviors. Communicate effectively with clients, co-workers and families. Control infection, keep clients safe, and acquire psychosocial and ADL skills.  
Prerequisites: Proof of TB skin test, social security card, government photo ID and current CNA card.  
16 HRS/$115  
03/31-04/09  T/Th  6:00P-10:00P  SAL
05/19-05/28  T/Th  5:00P-9:00P  STL
05/30-06/06  S  8:00A-4:30P  TAH

Long-Term Care Nurse Aide (CNA)  
Prep for the CNA certification exam. Learn to provide direct patient care in a long-term care nursing facility. Covers mental health, social needs, hygiene and safety. Requirements: 100% attendance, wear scrubs (any color or print except red) and closed-toe shoes, background check, proof of TB skin test, government photo ID and social security card.  
80 HRS/$510  
02/03-03/05  M-Th  5:30P-9:30P  MSK
01/13-03/25  M/W  5:30P-9:30P  SAL
01/14-03/03  T/Th/S  5:00P-9:00P  STL
03/24-04/14  T/Th/S  5:00P-9:00P  STL
01/07-03/12  T/Th  6:00P-10:00P  TAH
04/07-06/11  T/Th  6:00P-10:00P  TAH

Long-Term Care Nurse Aide (CNA) Fast Track  
Provide direct patient care in a long-term care nursing facility; covers mental health, social needs, hygiene and safety. Take the CNA certification exam; exam cost included. Requirements: 100% attendance, wear scrubs (any color or print except red) and closed-toe shoes, background check, TB skin test, government photo ID and social security card.  
80 HRS/$510  
01/17-03/31  M/F  8:00A-5:00P  MSK
02/03-02/14  M/F  8:00A-5:00P  MSK
02/17-03/28  M/F  8:00A-5:00P  MSK
03/02-03/13  M/F  8:00A-5:00P  MSK
03/30-04/10  M/F  8:00A-5:00P  MSK
04/13-04/24  M/F  8:00A-5:00P  MSK
04/27-05/08  M/F  8:00A-5:00P  MSK
05/11-05/22  M/F  8:00A-5:00P  MSK
06/01-06/12  M/F  8:00A-5:00P  MSK
06/15-06/26  M/F  8:00A-5:00P  MSK
07/13-07/24  M/F  8:00A-5:00P  MSK
07/27-08/07  M/F  8:00A-5:00P  MSK
08/10-08/21  M/F  8:00A-5:00P  MSK
08/24-09/04  M/F  8:00A-5:00P  MSK

Medical Terminology  
Learn the basics of medical terminology. Content includes the study of prefixes, suffixes and root words and use of anatomical, diagnostic, surgical and procedural terms. Doesn't include the AAPC study of prefixes, suffixes and root words and use of anatomical, diagnostic, surgical and procedural terms. Doesn't include the AAPC study of prefixes, suffixes and root words and use of anatomical, diagnostic, surgical and procedural terms.  
12 HRS/$177  
02/10-03/30  M/W  6:00P-9:00P  SAL
02/03-03/23  M/W  6:00P-9:00P  TAH
04/13-05/27  M/W  6:00P-9:00P  TAH

Medication Administration Technician (MAT)  
Required for all group homes and residential care employees who administer or monitor medicines. Covers medication administration, measuring and charting, vital signs and legal aspects.  
16 HRS/$110  
03/07-03/14  S  8:00A-4:30P  TAH
02/08-02/15  S  8:00A-4:30P  TAH
02/22-02/29  S  8:00A-4:30P  TAH
05/23-05/30  S  8:00A-4:30P  TAH

Medication Administration Technician (MAT Update)  
Renew your annual MAT license. Covers legal and ethical issues, medication administration and how to avoid errors.  
8 HRS/$65  
02/22-02/22  S  8:00A-4:30P  TAH
03/07-03/07  S  8:00A-4:30P  TAH
04/04-04/04  S  8:00A-4:30P  TAH
06/20-06/20  S  8:00A-4:30P  TAH

Pharmacy Technician  
Learn the theory and basics of pharmacy info systems, regulatory, legal and ethical considerations, drug conversions and calculations, pharmacology and medications, terminology & more.  
Prerequisites: Career-Ready 101 score (Math 4, Reading 5, Workplace Observation 3), high school diploma or GED.  
117 HRS/$563  
01/13-03/08  M/W  6:00P-9:00P  TAH
01/21-03/25  T/Th  6:00P-9:00P  TAH

NEW  Pharmacy Technician Certification Board (PTCB) Exam Prep  
Prep for the national PTCB (Pharmacy Tech Certification Board) exam. Prerequisites: Must have worked successfully as a Pharm Tech for 6 months or have successfully completed an accredited course.  
12 HRS/Call 918-348-7967 for cost details  
06/15-06/24  M/W  6:00P-9:00P  TAH
06/16-06/25  T/Th  6:00P-9:00P  TAH

Phlebotomy Intro  
Prep for Phlebotomy Clinicals. Covers the basic skills and terminology of venipuncture, safety issues and biohazard techniques.  
40 HRS/$230  
01/28-02/18  T/Th  5:00P-9:00P  TAH
03/31-04/30  T/Th  5:00P-9:00P  TAH
01/09-03/12  Th  5:00P-9:00P  TAH
04/07-05/14  T/Th  5:00P-9:00P  TAH
01/08-03/11  W  6:00P-10:00P  TAH
04/08-06/10  W  6:00P-10:00P  TAH

Phlebotomy Clinical  
Gain phlebotomy lab experience and apply for the American Society of Clinical Pathology certification. Prerequisite: Phlebotomy Intro.  
12 HRS/$315  
01/18-03/31  S/F  TBA
02/15-04/28  S/F  TBA
03/14-03/27  S/F  TBA
04/11-04/24  S/F  TBA
05/16-05/29  S/F  TBA
06/13-06/26  S/F  TBA

HAVE A COURSE RECOMMENDATION?  
CONTACT US AT 918-348-7960
Phlebotomy Combo
Transition smoothly from intro to clinical in this combination Phlebotomy Intro and Phlebotomy Clinical. 140 HRS/$500

Phlebotomy Intro
02/04-03/05 T/Th 5:00P-9:00P  MSK
03/24-04/23 T/Th 5:00P-9:00P  MSK
05/12-06/11 T/Th 5:00P-9:00P  MSK
01/27-04/06 M 6:00P-10:00P  TAH
04/20-06/29 M 6:00P-10:00P  TAH

Phlebotomy Clinical
02/04-03/05 T/Th 5:00P-9:00P  MSK
03/24-04/23 T/Th 5:00P-9:00P  MSK
05/12-06/11 T/Th 5:00P-9:00P  MSK
01/27-04/06 M 6:00P-10:00P  TAH
04/20-06/29 M 6:00P-10:00P  TAH

Faucets, Drains, Drips & More
Plumbing problems? Don’t let a leaky faucet drive you crazy. Learn to fix leaky faucets & clogged drains. Bring safety glasses. 8 HRS/$64
02/29-02/29 S 8:00A-4:30P  STL

Forklift Safety Certification
Safely operate a forklift. Covers recommended practices aligned with OSHA standards and regulations. 6 HRS/$36
02/05-02/06 W-Th 5:30P-8:30P  MSK
04/18-04/18 S 8:00A-2:30P  SAL
12/07-12/07 S 8:00A-2:30P  SAL
01/27-01/28 M/T 6:00P-9:00P  STL
03/30-03/31 M/T 6:00P-9:00P  STL
03/30-03/31 M/T 6:00P-9:00P  TAH

Forklift Operations Training
Use forklifts to move materials, raise, lower, or remove large objects, and move smaller objects on pallets or in boxes, crates or other containers. Prerequisite: Forklift Safety Certification. 15 HRS/$66
02/10-02/13 M 5:30P-9:15P  MSK
03/23-03/26 M/Th 5:30P-10:00P  TAH

Yoga – A Namastate of Mind
Improve health and mental acuity through the fundamental principles of alignment and breathing in a flow of yoga postures. Required: Yoga mat. 12 HRS/$42 MSK | 8 HRS/$35 SAL
01/28-03/05 T/Th 4:15P-5:15P  TAH
04/07-04/30 T/Th 6:30P-7:30P  TAH

Faucets, Drains, Drips & More
Plumbing problems? Don’t let a leaky faucet drive you crazy. Learn to fix leaky faucets & clogged drains. Bring safety glasses. 8 HRS/$64
02/29-02/29 S 8:00A-4:30P  STL

Forklift Safety Certification
Safely operate a forklift. Covers recommended practices aligned with OSHA standards and regulations. 6 HRS/$36
02/05-02/06 W-Th 5:30P-8:30P  MSK
04/18-04/18 S 8:00A-2:30P  SAL
12/07-12/07 S 8:00A-2:30P  SAL
01/27-01/28 M/T 6:00P-9:00P  STL
03/30-03/31 M/T 6:00P-9:00P  STL
03/30-03/31 M/T 6:00P-9:00P  TAH

Forklift Operations Training
Use forklifts to move materials, raise, lower, or remove large objects, and move smaller objects on pallets or in boxes, crates or other containers. Prerequisite: Forklift Safety Certification. 15 HRS/$66
02/10-02/13 M 5:30P-9:15P  MSK
03/23-03/26 M/Th 5:30P-10:00P  TAH

Home Improvement
Gain basic carpentry, electrical and masonry skills needed to make home improvements, minor repairs or home additions. Additional supply charges may apply. 24 HRS/$95
02/03-03/30 M 6:00P-9:00P  TAH

HVAC (Electrical-MSK | Refrigeration-TAH)
Study automatic controls used in light commercial and residential HVAC operations and prep for the EPA certification class. Includes lab exercises, shop demonstrations and mechanical simulations. 72 HRS/$418
01/14-03/12 T/Th 5:30P-9:30P  MSK
01/08-03/11 M/W 6:00P-10:00P  TAH

Industrial & Trades

Auto Mechanics for the Rest of Us
Change your oil, fix a flat tire, charge a dead battery & more. Ideal for those who aren’t comfortable popping the hood or who just want to speak to a mechanic. 12 HRS/$79
01/08-01/29 W 6:30P-9:30P  MSK

Auto Body I & II
Practice painting, dent repair and welding with professional grade refinishing equipment. Ideal for the auto enthusiast or someone considering a career in auto body repair. Bring your own projects. Additional supply fees may apply. 72 HRS/$197
01/13-04/13 (I) M/T 6:30P-9:30P  MSK
01/15-04/19 (II) W/Th 6:30P-9:30P  TAH

Bumper 2 Bumper: Advanced Auto Mechanics
Final installment of the Bumper 2 Bumper training series. Learn transmissions, diagnostics, drive-lines and suspensions, and how to tear down and rebuild transmissions & more. Prerequisite: Basic understanding of automobiles and how they operate. 76 HRS/$230
02/05-04/16 W/Th 5:30P-9:30P  MSK

Electrical-MSK

Home Improvement
Gain basic carpentry, electrical and masonry skills needed to make home improvements, minor repairs or home additions. Additional supply charges may apply. 24 HRS/$95
02/03-03/30 M 6:00P-9:00P  TAH

Real Estate Home Inspection CIB 13646-HT
Prep for the Construction Industry Board (CIB) exam and Oklahoma Home Inspector license. CIB application, exam fees and liability insurance costs not included. 90 HRS/$375
01/27-04/20 M/T 5:30P-8:30P  MSK

Refrigerant Recovery Certification/EPA 608
Prep for EPA’s Section 608, the Clean Air Act refrigerant handling online certification exam. 12 HRS/$90
02/08-02/08 S 9:00A-3:30P  MSK

Residential Wiring
Wire a single pole switch, three-way switch and a receptacle. Covers basic wiring best practices and safety. Additional supply fees may apply. 18 HRS/$96
01/16-02/20 Th 6:00P-9:00P  STL

INTERESTED IN TEACHING A CLASS? CONTACT US AT 918-348-7960
### Small Engine Maintenance & Repair

Identify parts, disassemble and reassemble small engines, troubleshoot and repair. Designed for all levels. **18 HRS/$80**

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### Spanish for Beginners

Communicate in Spanish with simple statements, common expressions and body language. Learn shopping and travel terms. **18 HRS/$80**

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### Welding Certification Flex

Become a certified welder in one of three areas: GMAW-Gas Metal Arc Welding, FCAW-Flux Core Arc Welding or SMAW-Shielded Metal Arc Welding. Additional supply charges may apply. **169 HRS/$1,068**

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### Languages

New: **Welding 2**

Advance your welding skills for home, shop repair and professional-level welding. Tackle more complex projects using gas cutting and welding, Arc, Mig and Tig welding as skills develop. Additional supply charges may apply. **18 HRS/$100**

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### Certification Exam Prep Courses:

- **Comprehensive CompTIA A+**
- **CompTIA A+ Fast Track**
- **Cisco CCNA Cybersecurity Operations**
- **Microsoft Office Suite 2 & MOS Exam Prep**
- **Solid Works for CSWA**
- **EMS Instructor**
- **Feeding Assistant**
- **Pharmacy Technician Certification Board (PTCB) Exam Prep**
- **Phlebotomy Clinicals**

### Courses Including Exam:

- **School Bus Driver Training**
- **Online School Bus Driver Training**
- **AAPC Medical Coding**
- **Certified Medication Aide**
- **CPR BLS Healthcare Provider**
- **EMR-Emergency Medical Responder**
- **Long-Term Care Nurse Aide (CNA)**
- **Long-Term Care Nurse Aide (CNA) Fast Track**
- **Welding Certification Flex**
- **Phase I & II Unarmed Security Guard**
- **Phase III Private Investigator**
- **Phase IV Armed Security Guard**

###Private Security

#### Phase I & II: Unarmed Security Guard

Prep for the CLEET Phase I & II Unarmed Security Guard test. Covers the Oklahoma Security Act, fire safety, first aid, field notes, report writing, legal powers, public relations, post duties, patrolling and investigation. Includes CLEET Phase II exam cost. **40 HRS/$190**

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#### Phase III: Private Investigator

Prep for the CLEET Phase III exam; covers response to clients, law of private investigating, Fair Credit Reporting Act, techniques of investigating and relaying information. Prerequisites: Unarmed Security Guard Phase I & II and related exam. Includes CLEET Phase III exam cost. **35 HRS/$172**

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#### Phase IV: Armed Security Guard

Prep for CLEET Phase IV certification and become an armed security guard. Includes two programs of in-depth training: handgun and shotgun. Must pass qualification tests after each program. Prerequisites: Phase I & II, MMPI test and CLEET interview. **32 HRS/$252**

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### New: **Self Defense for Women & Children**

Empower yourself and your children! Improve the awareness of potentially dangerous situations. Learn to assess threats, trust your intuition and be a survivor. Children must be at least 12 years old. **4 HRS/$40**

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### Contact Us:

Contact Us at 918-348-7960

Register Now

**Call, Come By or Go To ICTCTECH.COURSETORM.COM**

**Call Us At 918-348-7960**

**Have A Course Recommendation?**

**Contact Us At 918-348-7960**

**Certification Training**
Office & Operations

7 Habits for Managers
The 7 Habits for Managers builds on the framework of FranklinCovey's seminal work, 7 Habits of Highly Effective People. Each habit, now uniquely retooled, focuses on managing oneself and leading others. ICTC invites you to send frontline managers—those identified as shining stars—to the 7 Habits for Managers: Essential Skills and Tools for Leading Teams.

16 HRS/$437
01/14-01/23 T/Th 9:00A-1:00P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

Building a Respectful Workplace
How you show up and treat people means everything. Companies that build and maintain respectful workplaces thrive. Learn to affect the bottom line in a positive way. 12 HRS/$240
02/12-03/04 W 9:00A-12:00P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

ESL Online
Attention employers with Spanish-speaking staff! Affordable English as a Second Language (ESL). Online—interactive, game-style content to help employees understand, read and write in English. Details offered in Spanish and English.
Contact Spencer.Roth@ictech.edu or 918-348-7945 for more information.

Excel I
Organize, analyze, and report data. No experience required. Create and navigate spreadsheets. Enter, move and copy data. Format text, numbers & more 12 HRS/$150
02/03-02/12 M/W 12:30P-3:30P
02/18-02/27 T/Th 12:30P-3:30P
03/03-03/12 T/Th 12:30P-3:30P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

Excel II
Discover a more in-depth knowledge of Excel's ribbon, menus, and functions. Save time and streamline data queries, data analysis and searches. Use PivotTable reports and PivotCharts. Bring actual files and data from work and complete real-world tasks in a structured training environment. Prerequisite: Excel for Beginners and/or experienced with the basics of Excel. 12 HRS/$150
03/24-04/02 T/Th 12:30P-3:30P
04/07-04/16 T/Th 12:30P-3:30P
04/21-04/30 T/Th 12:30P-3:30P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

Excel III
Create advanced formulas for auditing, error-trapping and arrays. Use special functions, manage list-based and tabula data, record and run macros & more. Bring actual files and data from work and complete real-world tasks in a structured training environment. Prerequisites: Excel 1 and 2 and/or experience and daily use. 12 HRS/$150
05/05-05/14 T/Th 12:30P-3:30P
05/19-05/28 T/Th 12:30P-3:30P
04/21-04/30 T/Th 12:30P-3:30P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

Fred Factor: Delivering Extraordinary Results
Be a Fred: Continually create new value for those you live and work with through dedication, passion and creativity. Use the four principles in Mark Sanborn's internationally-acclaimed book “The Fred Factor” to turn ordinary customer service to extraordinary operations at every level. 16 HRS/$275
03/30-04/09 M/Th 8:00A-12:00P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

Managing Generational & Cultural Differences
Understand how the different generations and cultures in the workplace communicate, resolve conflict and view their careers. Develop winning strategies for managing and working with diverse teams. 8 HRS/$139
03/25-03/26 W/Th 12:30P-4:30P
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

Microsoft Access—Comprehensive
Create and manage databases related to mission-critical processes (purchasing, maintenance, supply chain, etc.) 33 HRS/$350
For more info contact Spencer.Roth@ictech.edu or 918-348-7945.
Microsoft Project—Comprehensive  
Master this powerful project management tool step by step. Start a plan, build a task list, set up resources, assign resources to tasks, format and share your plan, fine-tune task scheduling, format reports & more. **28 HRS/$229**  
For more info contact Spencer.Roth@ictech.edu or 918-348-7945.

**Sexual Harassment Workshop**  
#Define It, #Address It, #Prevent It. Sexual harassment complaints in the workplace are skyrocketing. Discover ways to prevent harassment. Create a “zero tolerance” policy, understand the complaint process, identify solutions for harassment incidents & more. **3 HRS/$55**  
04/01-04/01 W 9:00A-12:00P  
04/08-04/08 W 9:00A-12:00P  
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

**Supervisory Academy I**  
Lead and be the manager employees want to work for and engage with. Topics: True Colors Personality Assessment, ABCs of Supervision, Communication Strategies, Stress Management, Delegating, Conflict Resolution & more. **44 HRS/$475**  
01/28-04/14 T 9:00A-1:00P  
01/30-04/16 Th 12:30P-4:30P  
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

**Supervisory Academy II**  
Hone your leadership skills and prepare employees to succeed. Topics: True Colors Personality Assessment, Manage Personal Work Priorities & Professional Development, Manage People & Performance, Project Planning & more. Prerequisite: 1-2 years supervisory and/or management experience. Supervisory Academy I recommended, but not required. **38 HRS/$450**  
08/06-12/17 Th 8:00A-11:00A  
02/04-04/21 T 9:00A-12:00P  
02/06-04/23 Th 12:30P-3:30P  
Contact Spencer.Roth@ictech.edu or 918-348-7945 to register.

#Industrial Operations & Maintenance#  
**AC/DC Electrical**  
Explore the fundamental concepts of AC and DC electrical systems. Industry-relevant technical skills covered: how to operate, install, design, and troubleshoot basic AC and DC electrical circuits for various applications, principles of AC/DC voltage, current, resistance, inductance & more. **12 HRS/$159**  
03/25-04/15 W 5:00P-8:00P  
04/15-05/06 W 5:00P-8:00P  
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

**Hydraulics: Basic to Advanced**  
Basic Hydraulics training introduces the fundamental hydraulic principles such as pressure and flow, while simultaneously teaching industry-relevant hydraulic skills, reinforcing both theory and practice and producing a well-rounded understanding of basic to advanced hydraulics and troubleshooting. Complete training and perform basic hydraulic operation, installation, design, and troubleshooting for various applications and understand flow rate versus cylinder speed and pressure versus cylinder force. Training can be customized to meet your equipment specs, employee knowledge and skill levels. **40 HRS/$479**  
01/15-03/18 M/W 4:30P-8:30P  
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

**AB PLC - Basic**  
Explore basic principles of RS Logix PLC programming software and controller operation. Specific topics include: establishing communications, controller file development and configuration, basic controller operation, creating and configuring tags, ladder logic programming, I/O interfacing, and program development. Basic program commands covered include: XIO, XIC, OTE, timer, counter, program organization, math and data move instructions. Attendees learn through a combo of individualized, hands-on learning with CompactLogix controller trainers and group instruction of concepts and principles. **32 HRS/$379**  
TBD-TBD TBD 4:30P-8:30P  
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

**CNC Machining Level 1**  
To meet the Muskogee area’s need for well-trained machinists, ICTC continues to offer a streamlined CNC Machining program that covers the basic setup and operation of CNC mills and lathes, basic G & M-codes-program structure, and canned cycles and cutter compensation. Gain an understanding of setting tool and work offsets, TNC (tool nose compensation), linear and circular interpolation, feed rate, spindle speed, proper tool selection, how to edit, load, run and save NC programs, basic print reading, use of precision measuring tools & more. **48 HRS/$569**  
01/14-03/05 T/Th 5:00P-8:00P  
03/24-05/14 T/Th 5:00P-8:00P  
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

**Basic Electrical Motor Controls**  
Covers the electric relay control of AC motors found in industrial, commercial and residential applications and how to operate, install design, and troubleshoot AC electrical motor circuits for various applications. Work with control transformers, reversing contactors, manual motor starters, multi-function timers, and control relays. Topics include: magnetic motor starters motor overloads, AC induction motors, limit and pressure, liquid level, pushbutton, selector switches & more. Training can be customized to your equipment specs and employee knowledge/skill levels. **40 HRS/$479**  
01/16-03/19 Th 4:30P-8:30P  
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

**Supervisory Academy Training**  
For more info contact Spencer.Roth@ictech.edu or 918-348-7945.

“Blue collar, corporate—this training is a fit for all people and all backgrounds. It’s relatable and applies to real life situations,” Mary Hernandez, CrackShot Corp.
Mechanical Drives
Learn the fundamentals of mechanical transmission systems and practice industry-relevant skills including how to operate, install, maintain, troubleshoot, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings. This mechanical drive Training can be customized to meet your equipment specs, employee knowledge and skill levels. 
40 HRS/$479

TBD-TBD TBD 4:30P-8:30P MSK
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

Variable Frequency AC Drive
Hone your troubleshooting skills on an indicator lamp, manual switch, control relay & many more. ICTC uses a Variable Frequency AC Drive Learning System combined with the Electric Motor Control Learning System to teach basic and advanced concepts related to variable frequency drives (VFDs). Study the operation, installation, design, performance analysis, and troubleshooting of VFDs. Training can be customized to your equipment specs, employee knowledge and skill levels. 
24 HRS/$296

TBD TBD 4:30P-8:30P MSK
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

Safety

AAA Driver Improvement Program
Navigate today's driving conditions with AAA. With new entertainment and safety technologies built into cars, your attention can be more easily diverted from the driving task. Topics include: effective visual awareness, sharing the road, using speed & space effectively, alcohol & other drugs, distractions, drowsiness & emotions, adverse conditions and driving emergencies. 
7 HRS/$40

02/21-02/21 F 8:30A-4:00P MSK
04/24-04/24 F 8:30A-4:00P TAH MSK
06/19-06/19 F 8:30A-4:00P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

Blood Borne Pathogens
Are you at risk for exposure? Learn to protect yourself from Blood Borne Pathogens. OSHA compliant training for healthcare providers, tattoo artists, janitorial workers, day care workers, etc. 
1 HR/$40

01/24-01/24 F 10:00A-11:00A MSK
02/12-02/12 W 1:30P-2:30P MSK
03/25-03/25 W 1:30P-2:30P TAH MSK
04/23-04/23 Th 1:30P-2:30P MSK
05/11-05/11 M 1:30P-2:30P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

CPR, AED & First Aid for Business
Learn to perform Adult CPR, use an AED and perform First-Aid for your business. Includes CPR, First-Aid Certificate and wallet card.

Certification through Emergency Care & Safety Institute. 
40 HRS/$40

02/12-02/12 W 8:30A-12:30P MSK
02/25-02/25 T 8:30A-3:30P TAH MSK
03/25-03/25 W 8:30A-12:30P MSK
04/23-04/23 Th 8:30A-12:30P MSK
05/11-05/11 M 8:30A-12:30P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

HAZWOPER Training
Equipment operators, general laborers, job site supervisors, etc. exposed to hazardous substances or who handle hazardous materials must take 24hr or 40hr HAZWOPER training that meets OSHA standard 29 CFR 1910.120. Topics covered include: required elements of 29 CFR 1910.120, improving safety, and how OSHA regulations affect you. Upon successful completion of the course each student receives a certificate. 
24 HRS/$336

03/10-03/12 T-Th 8:00A-4:30P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

OSHA 10 Construction
OSHA-authorized, 10-hour program provides a convenient and cost-effective way for employees to learn hazard avoidance, workers’ rights & more. Cost includes training materials and OSHA card. 
10 HRS/$120 (4 Student min.)

TBD-TBD TBD 8:00A-4:00P MSK
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

OSHA 10 General Industry
OSHA-authorized, 10-hour program provides a convenient and cost-effective way for employees to learn hazard avoidance, workers’ rights & more. Cost includes training materials and OSHA card. 
10 HRS/$120

03/03-03/04 T/W 8:00A-4:00P 8:00A-11:00A
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

OSHA 10 Construction
OSHA-authorized, 10-hour program provides a convenient and cost-effective way for employees to learn hazard avoidance, workers’ rights & more. Cost includes training materials and OSHA card. 
10 HRS/$120

05/18-05/21 M-Th 8:00A-4:30P MSK
Contact Jerry.Hooper@ictech.edu or 918-348-7990 to register.

OSHA 30 General Industry
Recognize, avoid, prevent, and stop potential jobsite hazards. Designed for supervisors and workers with safety responsibilities in General Industries. Topics: electrical, walking and working surfaces, hazard communication, Personal Protective Equipment (PPE), exit routes and emergency plans, bloodborne pathogens, machine guarding & more. 
30 HRS/$300

05/18-05/21 M-Th 8:00A-4:30P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

OSHA Recordkeeping
Understand OSHA recordkeeping requirements, identify and address repetitive hazard situations, injury and fatality reporting requirements, determine if an illness or injury is actually "work-related." Learn who is required to keep a record of serious work-related injuries and illnesses, which forms need to be filled out, required information, how to submit forms electronically, how long records are to be kept & more. Hands-on experience in filling out the OSHA 300A, 300 and 301 forms provided. 

Cost includes training materials and OSHA card. 
10 HRS/$120

01/22-01/22 W 9:00A-4:00P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

02/25-02/25 T 8:30A-3:30P MSK
Contact Jill.Brady@ictech.edu or 918-348-7998 to register.

Federal, state, and local governments represent THE largest consumer of goods. Discover the benefits of becoming a government contractor.

Government Contracting, First Steps Workshop | Pg. 15
Katy.Eichler@ictech.edu
OBAN

20 Questions to Ask Before Starting a Business
Are you thinking of starting a business? Do you want to be your own boss? Do you have what it takes to be an entrepreneur? Start by asking yourself 20 questions to ensure you’re making the right decisions. Explore the questions and get experienced guidance with the answers. 1.5 HRS

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Contact: Katey.SherrickBlair@ictech.edu or 918-348-7940 for more information or to schedule a class.

Do It Yourself Video Marketing
Step-by-step video creation for your business. Learn about the volume of video being consumed online, essential tips and tools for producing and editing your own videos, where to most effectively use them & more. 3 HRS

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Contact: Katey.SherrickBlair@ictech.edu or 918-348-7940 for more information or to schedule a class.

Government Contracting, First Steps Workshop
Are you ready to take the first steps in Government Contracting? Federal, state, and local governments represent THE largest consumer of goods. Medical supplies, linens, construction, catering, counseling services, web and app design/management, religious services, pest control, janitorial services/supplies—you name it, and the government needs it. However, before bidding on your piece of the government pie, you need this Government Contracting First-Steps Workshop. 1 HR/Free

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Contact: Katey.SherrickBlair@ictech.edu or 918-348-7940 to register.

What Not to Do on Your Taxes
Learn if the deduction you claimed is legal, tips on how NOT to receive that dreaded letter from the IRS or Oklahoma Tax Commission all while analyzing some of the most unique returns and disputes an accountant has represented before the IRS and OTC. 3 HRS/$20

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Contact: Katey.SherrickBlair@ictech.edu or 918-348-7940 for more information or to schedule a class.

Oklahoma Manufacturing Alliance
Building Strong Oklahoma Communities
Through Innovative Manufacturing
Lean/Continuous Improvement strategies are critical for manufacturers to compete in our global economy. Learn how to reduce manufacturing lead times, reduce work-in-progress, reduce floor space and improve quality. Course options range from Lean 101, 5S System, Quick Changeover, Total Production Maintenance, Strategic Deployment and more. Customized training provided on-site at the client's plant or at ICTC campuses.

Contact: Judy.McCombs@okalliance.com or 918-348-7938 for more information or to schedule training.

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Online go to: What’s Happening in Business & Industry Services
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April.Murelio@ictech.edu
Auto Service Technician  Diagnose, maintain, and repair a wide range of vehicles. Use advanced diagnostic and repair equipment to troubleshoot complex automotive systems. Work with automotive experts. (NATEF Compliant)  MSK SAL STL TAH

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. (NATEF Compliant)  MSK TAH

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.  MSK SAL

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. TAH

Culinary, Recreation & Entertainment  Plan, prepare and serve meals for upscale events and casual dining. Create gourmet foods with artistic presentation. Gain the customer service and guest relations skills to work in the hospitality and recreational entertainment industry.  MSK

Drafting & 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

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.  MSK

Executive Administrative Assistant  Perform a wide range of responsibilities in an office environment. Use advanced software applications and effective business techniques to complete innovative project simulations. Integrate ethical standards, confidentiality and professionalism in all interactions.  MSK ST L TAH

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

HCC: 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

Your future skills are waiting!
HCC: Health Careers Certification  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. (Long-Term Care/Home Health Care Assistant). MSK  SAL  STL  TAH

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. TAH

Information Technology  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. (Cisco Network Associate, Home Technology Integrator, Network Management & Support). MSK  TAH

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

Medical Office Assistant, Medical Insurance Coder  Perform a wide range of responsibilities in an office environment. Use advanced software applications and effective business techniques to complete innovative project simulations. Integrate ethical standards, confidentiality and professionalism in all interactions. (Majors vary by campus). MSK  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

Precision Machining  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

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. TAH

Residential HVAC Technician  Design, fabricate, and install many types of HVAC and refrigeration components. Troubleshoot and repair advanced residential systems. Use logical thinking to interpret blueprints, electrical schematics and operational sequence charts. MSK  SAL  TAH

Service Careers  Develop general skills in forklift operation, lawn care, auto detailing and building maintenance. Create and design a variety of landscapes using the same equipment as the professionals. Provide excellent customer service while interpreting job requirements and completing client projects on schedule. Areas of study vary by campus. MSK  SAL  TAH

Therapy Technician  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

Welding  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. (Combo, Pipe & Structural, AWS & NCCER Compliant. Majors vary by campus). MSK  SAL  TAH

Interested in one of our Adult Health Careers?
• Practical Nursing
• Occupational Therapy Assistant
• Physical Therapist Assistant
• Radiologic Technology
• Surgical Technology
See page 18

CONTACT YOUR LOCAL CAMPUS TODAY!
MUSKOGEE: 918-687-6383
SALLISAW: 918-775-9119
STILWELL: 918-696-3111
TAHLEQUAH: 918-456-2594
WWW.ICTCTECH.COM

HIGH SCHOOL STUDENTS
Jump-start your future! Earn certifications at ITC for free while attending high school. Use cutting-edge technology to get the hands-on training you need to succeed in the workplace and continuing education.

ADULT STUDENTS
Get your upgrade here. Upgrade your current skills or explore new career areas. Our affordable, industry-driven training programs are designed to equip you for success in today’s workforce.
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.

OTA and PTA are cooperative programs between ICTC & CSC.
2020 Spring Closings:
- JAN 20-MLK DAY
- MAR 16-20-Spring Break
- APR 10-Good Friday
- MAY 25-Memorial Day
- JUL 2-3-4th of July.

Phones will not be answered during closings.

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 the first class meeting (includes a non-refundable administrative fee of $15). Not all supply costs are included 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 Guidelines: ICTC reserves the right to cancel classes due to insufficient enrollment or for circumstances beyond our control. A full refund will be processed if a class is cancelled by ICTC. Refund requests must be made after the first class meeting excluding the $15 administrative fee and textbook fee. No refunds will be issued after the second-class meeting. Refunds will not be issued for non-attendance. Student must come to ICTC in person to request refunds and must be an ACD Enrollee—no representative. Please allow 10-14 days for refund processing, if all necessary paperwork has been submitted to ICTC. Students are notified at the time of enrollment if the class requires a background check.

Refund Guidelines: 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 reserves the right to change class dates and times as necessary.

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

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 reserves the right to change class dates and times as necessary.

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

REGISTER NOW | CALL, COME BY OR GO ONLINE | ICTCTECH.COURSESTORM.COM

Muskogee Campus
Sandra.Girdner@ictech.edu
918.348.7967

Sallisaw Campus
Adam.Lageveen@ictech.edu
918.571.4069

Stilwell Campus
Jimmy.Gilstrap@ictech.edu
918.797.8507

Tahlequah Campus
Mike.Meigs@ictech.edu
918.708.3696

POPULAR COURSES
- SPEED SPANISH
- ACCOUNTING FUNDAMENTALS
- A TO Z GRANT WRITING
- INTRODUCTION TO MICROSOFT EXCEL
- PROJECT MANAGEMENT FUNDAMENTALS
- CREATING WORDPRESS WEBSITES
- MEDICAL TERMINOLOGY
- INTRODUCTION TO SQL
- SECRETS TO BETTER PHOTOGRAPHY
- REAL ESTATE INVESTING

Online SHORT COURSES
ED2GO.COM/ICTC

6 Week Format | Discussion Areas | Monthly Start Sessions | Expert Instructor
Great businesses don’t just happen.

Get the in-demand training, consulting and resources your business needs to succeed.

See pages 12-15