

ICTC

Short Term Adult Courses

INDIAN CAPITAL TECHNOLOGY CENTER



Hundreds of affordable, convenient online courses to choose from **pg 12**



Pharmacy Technician:
This online course prepares you to sit for the PTCB exam **pg 7**

JAN - JUL '12

JAN
3

Enrollment
Begins

FOUR CAMPUSES TO SERVE YOU



MUSKOGEE CAMPUS
918-687-6383 / 800-375-8324
2403 N. 41st Street East / Muskogee, OK 74403



SALLISAW CAMPUS
918-775-9119 / 800-340-9119
401 E. Houser Road / Sallisaw, OK 74955



STILWELL CAMPUS
918-696-3111 / 866-696-3111
Route 6 Box 3320 / Stilwell, OK 74960



TAHLEQUAH CAMPUS
918-456-2594 / 800-340-2594
240 Vo-Tech Drive / Tahlequah, OK 74464

Adult and Career Development

The Adult and Career Development department offers a variety of short-term evening courses geared specifically for adults. Courses are based on workforce demand as well as community interest and are routinely offered in areas such as: Business, Healthcare, Computer and Technology, Trade and Industrial, Continuing Education and General Interest. For additional information please review the current schedule or contact an evening adult coordinator.

District

ACD Director: Dr. Scott Williams
918-687-6383 Ext. 7938
Toll Free: 1-800-375-8324 Ext. 7938
scottw@ictctech.com

Muskogee Campus

ACD Coordinator: Lisa Benjamin
918-687-6383 Ext. 7967
Toll Free: 1-800-375-8324 Ext. 7967
lisab@ictctech.com

Sallisaw Campus

ACD Coordinator: Curtis Moore
918-775-9119 ext. 124
Toll free: 1-800-340-9119 ext. 124
curtism@ictctech.com

Stilwell Campus

ACD Coordinator: Jimmy Gilstrap
918-696-3111 Ext. 108
Toll Free: 1-866-696-3111 Ext. 108
jimmyg@ictctech.com

Tahlequah Campus

ACD Coordinator: Rene Rozell
918-456-2594 Ext. 226
Toll Free: 1-800-340-2594 Ext. 226
rener@ictctech.com

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Computer Basics	4	Home Health Deeming		Knife Making: Intro/Advanced	
Computers/Internet: Intro		Intro to Acupressure		Quilt Making: Intro	
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Envision. Experience. Excel.





short-term

Business & Computer

Management & Accounting

Cash Flow, Forecasting, & Mgmt Control (18 hrs/\$76)

04/23 - 05/28 M 6:00 pm-9:00 pm **MSK**

Target Marketing, Time Mgmt, & Financing (18 hrs/\$42)

04/24 - 05/29 T 6:00 pm-9:00 pm **MSK**

Accounting I (60 hrs/\$210)

This course recognizes the importance of a clear conceptual knowledge of basic accounting, even in the world of computer based accounting systems.

01/09 - 03/12 M/W 6:00 pm-9:00 pm **MSK**

01/10 - 03/06 M/W 6:00 pm-9:00 pm **STL**

Accounting II (60 hrs/\$154)

This course provides basic training in the handling and recording of business papers and records for personal and small businesses. This course presents an overview of the double-entry book-keeping system, basic terminology, and the accounting cycle in its simplest form. Check and bank statements, budget records, purchase and sales records, payroll, cash receipts and payment, and general ledgers are areas covered. Prerequisite: Accounting I or prior working experience

03/26 - 05/12 M/W 6:00 pm-9:00 pm **MSK**

07/09 - 09/11 T/Th 6:00 pm-9:00 pm **STL**

QuickBooks - Intro (18 hrs/\$76)

Learn how easily QuickBooks makes it to track inventory, payables, receivables, and more.

04/17 - 05/03 T/Th 6:00 pm-9:00 pm **MSK**

Computer Basics

Computers/Internet - Intro (18 hrs/\$94)

01/17 - 02/12 T/Th 6:00 pm-9:00 pm **MSK**

02/07 - 02/23 T/Th 6:00 pm-9:00 pm **SAL**

03/06 - 03/29 T/Th 6:00 pm-9:00 pm **SAL**

01/10 - 01/26 T/Th 6:00 pm-9:00 pm **SAL**

04/10 - 04/26 T/Th 6:00 pm-9:00 pm **SAL**

05/08 - 05/24 T/Th 6:00 pm-9:00 pm **SAL**

06/12 - 06/28 T/Th 6:00 pm-9:00 pm **SAL**

07/10 - 07/26 T/Th 6:00 pm-9:00 pm **SAL**

01/17 - 02/21 M 6:00 pm-9:00 pm **STL**

03/27 - 05/01 M 6:00 pm-9:00 pm **STL**

05/22 - 06/26 Th 6:00 pm-9:00 pm **STL**

01/23 - 02/08 M/W 6:00 pm-9:00 pm **TAH**

Computers/Internet for Spanish Speakers (40 hrs/\$112)

02/13 - 04/26 M/Th 5:00 pm-7:00 pm **MSK**

Home Computer Basics (12 hrs/\$49)

01/24 - 02/02 T/Th 6:00 pm-9:00 pm **TAH**

02/21 - 03/01 T/Th 6:00 pm-9:00 pm **TAH**

03/06 - 03/15 T/Th 6:00 pm-9:00 pm **TAH**

04/10 - 04/19 T/Th 6:00 pm-9:00 pm **TAH**

Keyboarding (18 hrs/\$56)

01/17 - 02/02 T/Th 6:00 pm-9:00 pm **MSK**

Keyboarding/Bilingual Skills (24 hrs/\$264)

01/23 - 02/29 M/W 5:00 pm-7:00 pm **MSK**

Medical Keyboarding (36 hrs/\$178)

01/24 - 03/01 T/Th 6:00 pm-9:00pm **TAH**

06/19 - 08/02 T/Th 6:00 pm-9:00pm **TAH**

PC and Security Maintenance (18 hrs/\$94)

03/26 - 04/11 M/W 5:30 pm-8:30 pm **MSK**

Windows OS (18 hrs/\$94)

01/10 - 01/26 T/Th 6:00 pm-9:00 pm **SAL**

02/07 - 02/23 T/Th 6:00 pm-9:00 pm **SAL**

03/06 - 03/29 T/Th 6:00 pm-9:00 pm **SAL**

04/10 - 04/26 T/Th 6:00 pm-9:00 pm **SAL**

05/08 - 05/24 T/Th 6:00 pm-9:00 pm **SAL**

06/12 - 06/28 T/Th 6:00 pm-9:00 pm **SAL**

07/10 - 07/26 T/Th 6:00 pm-9:00 pm **SAL**

Adobe Design Software

Adobe Creative Suite - Intro (36 hrs/\$82)

Learn the basics of Adobe Creative Suite: Illustrator, InDesign, and Photoshop.

03/27 - 05/03 T/Th 6:30 pm-9:30 pm **MSK**

Microsoft Office 2010

Transition to Office 2010 (18 hrs/\$94)

01/23 - 02/08 M/W 5:30 pm-8:30 pm **MSK**

Microsoft Access 2010 (18 hrs/\$94)

04/17 - 05/03 T/Th 5:30 pm-8:30 pm **MSK**

01/10 - 01/26 T/Th 6:00 pm-9:00 pm **SAL**

02/07 - 02/23 T/Th 6:00 pm-9:00 pm **SAL**

03/06 - 03/29 T/Th 6:00 pm-9:00 pm **SAL**

04/10 - 04/26 T/Th 6:00 pm-9:00 pm **SAL**

05/08 - 05/24 T/Th 6:00 pm-9:00 pm **SAL**

06/12 - 06/28 T/Th 6:00 pm-9:00 pm **SAL**

07/10 - 07/26 T/Th 6:00 pm-9:00 pm **SAL**

04/17 - 05/03 T/Th 6:00 pm-9:00 pm **TAH**

Microsoft Excel 2010 (18 hrs/\$94)

02/28 - 03/15 T/Th 5:30 pm-8:30 pm **MSK**

01/10 - 01/26 T/Th 6:00 pm-9:00 pm **SAL**

02/07 - 02/23 T/Th 6:00 pm-9:00 pm **SAL**

03/06 - 03/29 T/Th 6:00 pm-9:00 pm **SAL**

04/10 - 04/26 T/Th 6:00 pm-9:00 pm **SAL**

05/08 - 05/24 T/Th 6:00 pm-9:00 pm **SAL**

06/12 - 06/28 T/Th 6:00 pm-9:00 pm **SAL**

07/10 - 07/26 T/Th 6:00 pm-9:00 pm **SAL**

01/17 - 02/21 M 6:00 pm-9:00 pm **STL**

03/27 - 05/01 M 6:00 pm-9:00 pm **STL**

05/22 - 06/26 Th 6:00 pm-9:00 pm **STL**

03/25 - 04/12 T/Th 6:00 pm-9:00 pm **TAH**

05/29 - 06/14 T/Th 6:00 pm-9:00 pm **TAH**

Microsoft Office 2010 (120 hrs/\$306)

01/24 - 05/10 T/Th 6:00 pm-10:00 pm **TAH**

Microsoft PowerPoint 2010 (18 hrs/\$94)

03/27 - 04/12 T/Th 5:30 pm-8:30 pm **MSK**

01/10 - 01/26 T/Th 6:00 pm-9:00 pm **SAL**

02/07 - 02/23 T/Th 6:00 pm-9:00 pm **SAL**

03/06 - 03/29 T/Th 6:00 pm-9:00 pm **SAL**

04/10 - 04/26 T/Th 6:00 pm-9:00 pm **SAL**

05/08 - 05/24 T/Th 6:00 pm-9:00 pm **SAL**

06/12 - 06/28 T/Th 6:00 pm-9:00 pm **SAL**

07/10 - 07/26 T/Th 6:00 pm-9:00 pm **SAL**

+ Denotes additional supply costs may apply



short-term Industry & Trade

Business & Computer Cont.

Microsoft Publisher (18 hrs/\$94)
05/18 - 05/24 T/Th 6:30 pm-9:00 pm **MSK**

Microsoft Word 2010 (18 hrs/\$94)
02/07 - 02/23 T/Th 5:30 pm-8:30 pm **MSK**
01/10 - 01/26 T/Th 6:00 pm-9:00 pm **SAL**
02/07 - 02/23 T/Th 6:00 pm-9:00 pm **SAL**
03/06 - 03/29 T/Th 6:00 pm-9:00 pm **SAL**
04/10 - 04/26 T/Th 6:00 pm-9:00 pm **SAL**
05/08 - 05/24 T/Th 6:00 pm-9:00 pm **SAL**
06/12 - 06/28 T/Th 6:00 pm-9:00 pm **SAL**
01/17 - 02/21 M 6:00 pm-9:00 pm **STL**
03/27 - 05/01 M 6:00 pm-9:00 pm **STL**
05/22 - 06/26 M 6:00 pm-9:00 pm **STL**
02/13 - 03/05 T/Th 6:00 pm-9:00 pm **TAH**
05/08 - 05/24 T/Th 6:00 pm-9:00 pm **TAH**

Social Media

Blogging (8 hrs/\$41)
07/10 - 07/10 T 8:00 am- 5:00 pm **STL**

Facebook Fundamentals (12 hrs/\$49)
02/20 - 03/12 M 6:00 pm-9:00 pm **STL**
04/30 - 05/21 M 6:00 pm-9:00 pm **STL**
07/09 - 07/30 M 6:00 pm-9:00 pm **STL**

iPad Essentials (3 hrs/\$26)
01/23 - 01/23 M 6:00 pm-9:00 pm **TAH**
02/06 - 02/06 M 6:00 pm-9:00 pm **TAH**
02/27 - 02/27 M 6:00 pm-9:00 pm **TAH**
03/12 - 03/12 M 6:00 pm-9:00 pm **TAH**

Buying & Selling Online (16 hrs/\$52)
01/23 - 02/01 M/W 6:00 pm-10:00 pm **TAH**
02/27 - 03/07 M/W 6:00 pm-10:00 pm **TAH**
03/26 - 04/04 M/W 6:00 pm-10:00 pm **TAH**
04/16 - 04/26 M/W 6:00 pm-10:00 pm **TAH**

Information Technology

IT Essentials (A+) (72 hrs/\$172+)
An in-depth study of personal computer hardware and operating systems, this course helps prepare students for the CompTIA A+ Certification exams. Focus is on identification, installation, configuration, and troubleshooting of field replaceable components. Topics include microprocessors, memory, BIOS and CMOS, expansion bus, motherboards, power supplies, floppy drives, hard drives, removable media, video, sound, portable PCs, printers, networks, the Internet, computer security, and Windows operating systems.
01/30 - 04/15 M/W 6:00 pm-9:00 pm **MSK**

Electricity

Motor Controls (72 hrs/\$172+)
01/23 - 04/17 M/T 6:30 pm-9:30 pm **MSK**

EPA (12 hrs/\$52+)
04/23 - 04/26 M/W/Th 5:30 pm-9:30 pm **MSK**

Air Conditioning

HVAC I (72 hrs/\$224+)
Study automatic controls used in light commercial and residential HVAC operations. Emphasis is placed on the proper use of electrical testing instruments and mechanical tools. Classroom activities include: hands-on lab exercises, shop demonstrations, and mechanical simulation.
02/27 - 05/02 M/W 6:00 pm-10:00 pm **TAH**

HVAC II (72 hrs/\$275+)
08/16 - 11/03 T/Th 6:00 pm-10:00 pm **MSK**

HVAC with EPA Certification (90 hrs/\$485+)
Study the design and applications of air distribution systems. Emphasis is placed on system diagnosis, repair and maintenance. Classroom activities include: hands-on lab exercises, shop demonstrations, and mechanical simulation.
08/16 - 11/30 T/Th 6:00 pm-9:00 pm **MSK**

Welding

Welding Principals (36 hrs/\$91, plus \$100 supply fee)
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.
01/30 - 03/06 M/T 6:00 pm-9:00 pm **MSK**
03/26 - 05/01 M/T 6:00 pm-9:00 pm **MSK**
01/10 - 02/16 T/Th 6:00 pm-9:00 pm **SAL**
03/06 - 04/19 T/Th 6:00 pm-9:00 pm **SAL**
05/08 - 06/14 T/Th 6:00 pm-9:00 pm **SAL**
01/24 - 03/01 T/Th 6:00 pm-10:00 pm **TAH**
04/03 - 05/10 T/Th 6:00 pm-10:00 pm **TAH**

Automotive Technology

Small Engine Maintenance (18 hrs/\$46+)
Learn the basics of the four cycle engine including part identification, how to disassemble and reassemble, and troubleshooting.
04/03 - 05/08 T 6:00 pm-9:00 pm **STL**
06/12 - 07/24 T 2:00 pm-5:00 pm **STL**
06/12 - 07/24 T 6:00 pm-9:00 pm **STL**

Auto Body for Hobbyists (72 hrs/\$136+)
Learn basic techniques of auto body repair and refinishing while working on your own vehicle. Not all supplies will be furnished.
01/23 - 04/17 M/T 6:30 pm-9:30 pm **MSK**

Construction

Home Improvements (24 hrs/\$52+)
Learn basic carpentry, electrical and masonry skills needed to make minor repairs or additions around the home or shop.
01/17 - 03/06 T 6:00 pm-9:00 pm **STL**
04/03 - 05/22 T 6:00 pm-9:00 pm **STL**

JAN 3 Enrollment Begins

+ Denotes additional supply costs may apply



short-term Medical Courses

Nursing & Therapeutic Services

Certified Medication Aide - CMA (40 hrs/\$195+)

Learn the conversion and calculating of dosage; the ability to classify drugs; the therapeutic and principal actions of drugs; factors that affect drug action and the undesirable actions of drugs; understand the medication label abbreviations and guidelines; proper storage of drugs; documentation of drugs; the administration of drugs and medication error; demonstrate ability to recognize groups of drugs; getting started on drugs; recognizing substance abuse and the substance abuse services available; ability to recognize the effect of medications on the body. Upon successful completion of the class, the student will receive a certificate of completion and be eligible to take the State certification test. Prerequisite: Must be at least 18 years old, must be CNA on the nurse aide registry with no violations, be fluent in reading and speaking English, must have documented proof of having worked as a CNA for a minimum of six months, have a high school diploma or GED, be physically and mentally capable to safely perform duties, and pass a criminal and sexual offender background check.

04/16 - 05/16	M/W	5:00 pm-9:00 pm	MSK
01/10 - 02/23	T/Th	5:00 pm-9:00 pm	SAL
04/10 - 05/24	T/Th	5:00 pm-9:00 pm	SAL
03/26 - 05/07	M/Th	6:00 pm-9:00 pm	STL

CMA Update (8 hrs/\$38+)

04/02 - 04/04	M/T	5:00 pm-9:00 pm	MSK
01/23 - 01/23	M	8:00 am-4:00 pm	SAL
02/27 - 02/27	M	8:00 am-4:00 pm	SAL
03/26 - 03/26	M	8:00 am-4:00 pm	SAL
04/23 - 04/23	M	8:00 am-4:00 pm	SAL
05/28 - 05/28	M	8:00 am-4:00 pm	SAL
06/25 - 06/25	M	8:00 am-4:00 pm	SAL
07/23 - 07/23	M	8:00 am-4:00 pm	SAL

Certified Nurse Aide I* (CNA) (96 hrs/\$271+)

This course prepares you to take the state certification exam to become a Certified 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.

01/09 - 04/09	M/T/Th	5:30 pm-9:30 pm	MSK
01/23 - 02/25	M/T/Th/Sa	5-9pm(M/T/Th) 8am-4pm(Sa)	STL
03/26 - 04/28	M/T/Th/Sa	5-9pm(M/T/Th) 8am-4pm(Sa)	STL
06/04 - 07/14	M/T/Th	6:00 pm-10:00 pm	STL
01/02 - 02/28	M/T/Th	6:00 pm-10:00 pm	TAH
03/26 - 05/17	M/T/Th	6:00 pm-10:00 pm	TAH

Certified Nurse Aide-CNA Fast Track* (75 hrs/\$352.75)

Every 2 weeks	M-F	8:00 am-4:30 pm	MSK
01/09 - 03/12	M/W	5:00 pm-9:00 pm	SAL

Certified Nurse Aide II* (27 hrs/Grant Funded)

By arrangement **MSK SAL STL TAH**

Certified Nurse Aide III* (27 hrs/Grant Funded)

By arrangement **MSK SAL STL TAH**

Home Health Deeming - Must be a CNA (16 hrs/\$152+)

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.

03/05 - 03/07	M/W	5:30 pm-9:30 pm	MSK
01/09 - 01/18	M/W	6:00 pm-10:00 pm	SAL
03/05 - 03/10	M,T,Th	6:00 pm-10:00 pm	STL
	Sa	8:00 am-12:00 pm	STL
07/16 - 07/21	M,T,Th	6:00 pm-10:00 pm	STL
	Sa	8:00 am-12:00 pm	STL
03/05 - 03/08	M-Th	6:00 pm-10:00 pm	TAH
05/21 - 05/24	M-Th	6:00 pm-10:00 pm	TAH

Introduction to Acupressure (12 hrs/\$35)

02/08 - 03/14	W	7:00 pm-9:00 pm	MSK
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Applied Acupressure (16 hrs/\$40)

03/28 - 05/16	W	7:00 pm-9:00 pm	MSK
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Medication Administration Technician - MAT (16 hrs/\$54+)

Learn the legal and ethical responsibilities of administering medication and how to respond to different situations. Learn to interpret common abbreviations and symbols to safely and properly handle and administer various medications. Learn the purposes and legal importance of documenting, identifying basic information to be documented, and to identify mistakes in documenting. Learn to read a thermometer, gauges, clean and shake down; take a rectal and axillary temperature; take a radial pulse rate and respiratory rate, and blood pressure. Upon completion of the class, you will be issued a certificate. Must pre-enroll.

By arrangement only 4:00 pm-8:00 pm **MSK**

MAT Update (8 hrs/\$38+)

By arrangement only 4:00 pm-8:00 pm **MSK**



CNA Training Opportunities*

CNA Fast Track* **MSK**

- Certified in 2 weeks
- New course starts every 2 weeks
- Limited space

CNA II & III* **MSK SAL STL TAH**

- Advanced CNA training
- Grant funded program
- Limited funds available
- Courses set up by arrangement only

Contact your local ACD coordinator, see front inside cover

*All CNA courses require a TB shot.

+ Denotes additional supply costs may apply

Pharmacy Technician (Online) (240 hrs/\$550+)

Learn the essential components necessary to professionally function as a successful pharmacy technician. This online course will prepare you to sit for the PTCB examination. Contact your local ACD Coordinator to enroll. See inside front cover for contact information. A new online course begins every third Wednesday of the month.

Starts 01/18	W	MSK	SAL	STL	TAH
Starts 02/15	W	MSK	SAL	STL	TAH
Starts 03/28	W	MSK	SAL	STL	TAH
Starts 04/18	W	MSK	SAL	STL	TAH
Starts 05/16	W	MSK	SAL	STL	TAH

Pharmacy Technician (On Site Flex Lab) (240* hrs/\$550+)

*includes 96 hrs of preparatory instruction

01/17 - 05/01	T	6:00 pm-10:00 pm	MSK
01/19 - 05/03	Th	6:00 pm-10:00 pm	TAH

Phlebotomy - Intro (40 hrs/\$165+)

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

02/16 - 04/16	M/W	5:00 pm-9:00 pm	MSK
04/16 - 05/16	M/W	5:00 pm-9:00 pm	MSK
07/09 - 08/08	M/W	5:00 pm-9:00 pm	MSK
02/28 - 04/05	T/Th	5:00 pm-9:00 pm	SAL
05/29 - 06/28	T/Th	5:00 pm-9:00 pm	SAL
01/17 - 04/17	T	5:00 pm-9:00 pm	STL
01/03 - 01/26	T/Th	6:00 pm-9:00 pm	TAH

Phlebotomy Clinical (100 hrs/\$250+)

This course is required to be eligible to sit for the phlebotomy certification examination. Prerequisite: Phlebotomy Intro, Certification Option.

By arrangement only **SAL TAH**

Dental Assisting (540 hrs/\$1,492)

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

01/23 - 09/27	M/T/Th	6:00 pm-10:00 pm	TAH
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EMS Courses

Paramedic Heart Saver CPR & First Aid (8 hrs/\$52)

03/26 - 03/28	M/W	5:00 pm-9:00 pm	SAL
02/23 - 02/23	Th	8:00 am-5:00 pm	STL
03/31 - 03/31	Sa	8:00 am-5:00 pm	STL
06/09 - 06/09	Sa	8:00 am-5:00 pm	STL

EMT - Basic (240 hrs/\$690+)

This class is the beginning of the Emergency Medical Services Program. In this class, the student will study and learn CPR; control of bleeding and fractures; heart attack; strokes; diabetes; poisonings; burns; seizures; radiation emergencies; vehicle extrication; respiratory emergencies; radio communications; legalities; abdominal/ central nervous system; communicable disease; hazardous material; and clinical. Prerequisite: High school diploma or GED

07/16 - 01/31	M/Th	5:30 pm-9:30 pm	MSK
08/16 - 12/15	T/Th	6:00 pm-10:00 pm	SAL
07/16 - 12/08	M	4:00 pm-10:00 pm	STL
01/23 - 05/07	M/T/Th	6:00 pm-10:00 pm	TAH

EMT - Intermediate (240 hrs/\$656+)

01/16 - 06/23	M	4:00 pm-10:00 pm	STL
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CPR Renewal (4 hrs/\$19)

04/03 - 04/03	T	8:00 am-12:00pm	SAL
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JAN
3

Enrollment Begins

+ Denotes additional supply costs may apply

NEW! Pharmacy Technician



This online course prepares you to sit for the PTCB examination

MSK SAL STL TAH

Medical Office

Medical Insurance Coding (96 hrs/\$326)

Medical coding involves the accurate assignment of a numerical code to disease or treatment for insurance reimbursement purposes. Employment opportunities exist in both the medical and insurance fields for medical coders.

Prerequisite: Medical Terminology

01/24 - 05/17	T/Th	6:00 pm-9:00 pm	MSK
01/09 - 05/02	M/W	6:00 pm-9:00 pm	SAL

Medical Terminology (72 hrs/\$232)

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.

01/09 - 04/04	M/W	5:30 pm-8:30 pm	SAL
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Clinical Coding

HIPAA for Healthcare Workers (4 hrs/\$18)

Learn the overall purpose and goals of the Health Insurance Portability and Accountability Act, and the specific objectives that are being implemented now.

01/09 - 04/04	M	6:00 pm-10:00 pm	MSK
03/06 - 03/06	T	6:00 pm-10:00 pm	TAH

Anatomy & Physiology for Coders (18 hrs/\$101)

Learn the basics of anatomy and physiology for use in the medical field as a medical coder or for students that are wanting a better understanding of the medical profession. Content includes use of directional terms, and the basic structure and function of the human body.

03/05 - 03/28	M/W	6:00 pm-9:00 pm	TAH
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Medical Terminology & Spelling (72 hrs/\$154)

Learn the basics of medical terminology for use in the medical field, or if they are wanting a better understanding of the medical profession. Content includes prefixes, suffixes, root words, and combining forms of anatomical, diagnostic, surgical, and procedural terms.

04/02 - 06/04	M/W	6:00 pm-10:00 pm	TAH
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ICD-9/CPT Medical Coding (120 hrs/\$704)

This course involves the accurate assignment of a numerical code to disease or treatment for insurance reimbursement purposes. This makes the position of a coder very critical to the success of the hospital or physician's office. Employment opportunities exist in both the medical and insurance fields for medical coders. Prerequisite: Medical Terminology

02/16 - 06/29	M/W	6:00 pm-9:00 pm	MSK
11/08 - 04/12	T/Th	6:00 pm-9:00 pm	TAH

Coding Review (36 hrs/\$130)

06/05 - 07/19	T/Th	6:00 pm-9:00 pm	TAH
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Reimbursement (36 hrs/\$203)

04/24 - 05/31	T/Th	6:00 pm-9:00 pm	TAH
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short-term Continuing Education

Education

CDA Pathway (Child Development Association)

The CDA Pathway has been developed to prepare you for the National CDA Credential. This is a 200 hour curriculum broken down into four modules. Contact any of our four campuses for more information.

- Module 1:** Providing for Children's Health and Safety, Promoting Good Nutrition, Providing and Environment for Learning, Guiding Children I, Guiding Children II
- Module 2:** Caring for Infants and Toddlers, Caring for Preschoolers, Caring for School Age, Caring for Special Needs
- Module 3:** Apply Child Development Concepts, Ensuring Developmentally Appropriate Activities, Developing Program Plans
- Module 4:** Involving Parents and the Community, Maintaining a Record Keeping System, Preparing for the Role of the Lead Teacher, Developing as a Child Care Professional, Pathway to CDA

GED Prep (60 hrs/\$0)

01/23 - 04/15 M/Th 5:00 pm-8:00 pm **MSK**

Special Education Paraprofessional Training (24 hrs/\$132)

This course prepares paraprofessionals to provide educational services to children and youth with disabilities in a public school setting. Prerequisite: H.S. diploma, GED, or certificate of H.S. equivalency. Student must also satisfactorily complete training sanctioned or provided by SES.

03/31 - 04/14 Sa 8:00 am-4:00 pm **MSK**
 01/14 - 01/28 Sa 8:00 am-4:00 pm **SAL**
 01/28 - 02/11 Sa 8:00 am-4:00 pm **STL**
 03/31 - 04/14 Sa 8:00 am-4:00 pm **STL**
 06/09 - 06/23 Sa 8:00 am-4:00 pm **STL**

Private Security

Phase I and II - Unarmed Security Guard (40 hrs/\$120)

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

01/18 - 02/29 M/W 6:00 pm-10:00 pm **MSK**
 03/05 - 04/18 M/W 6:00 pm-10:00 pm **MSK**
 01/09 - 01/20 M-F 5:00 pm-9:00 pm **SAL**
 01/24 - 03/13 T/Th 6:00 pm-9:00 pm **STL**
 04/30 - 06/19 M/T 6:00 pm-9:00 pm **STL**

Phase III - Private Investigator (32 hrs/\$102)

Cover topics such as: Response to Clients, Law of Private Investigating, Fair Credit Reporting Act, Techniques of Investigating, and Relaying Information. Prerequisite: Call

01/17 - 02/28 T/Th 6:00 pm-10:00 pm **MSK**

Phase IV - Armed Security Guard (32 hrs/\$102)

Participants must have firearm and ammunition. Prerequisite: MMPI Questionnaire and interview required by CLEET.

04/31 - 05/16 M-Th 6:00 pm-10:00 pm **MSK**
 Sa/Su 8:00 am-4:00 pm
 02/01 - 02/04 W-Th 6:00 pm-10:00 pm **SAL**
 Sa/Su 8:00 am-4:00 pm

Safety Training

Forklift Safety Certification (15 hrs/\$44)

02/06 - 02/09 M-Th 5:30 pm-9:30 pm **MSK**
 04/16 - 04/19 M-Th 5:30 pm-9:30 pm **MSK**
 01/23 - 01/31 M/T/Th 6:00 pm-9:00 pm **STL**
 07/09 - 07/17 M/T/Th 6:00 pm-9:00 pm **STL**
 03/26 - 04/04 M/T/W/Th 5:30 pm-9:30 pm **TAH**

School Bus Driver Training

Class B with Air Brakes (25 hrs/\$67)

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

02/18 - 02/23 M-Th 5:30 pm-9:30 pm **MSK**
 03/24 - 03/29 M-Th 5:30 pm-9:30 pm **MSK**
 04/21 - 04/26 M-Th 5:30 pm-9:30 pm **MSK**
 05/19 - 05/24 M-Th 5:30 pm-9:30 pm **MSK**
 06/16 - 06/21 M-Th 5:30 pm-9:30 pm **MSK**

Class B Renewal (4 hrs/\$19)

03/12 - 03/12 M 5:30 pm-9:30 pm **MSK**

Class B with Air Brakes Renewal (4 hrs/\$19)

03/13 - 03/13 T/Sa 5:30 pm-9:30 pm **MSK**

Written Test Preparation (12 hrs/\$50)

02/06 - 02/09 M-Th 5:30 pm-9:30 pm **MSK**

Volunteer Firefighter Training

Advanced Auto Extrication (32 hrs/\$0)

By Arrangement Th 6:00 pm-10:00 pm **TAH**

Emergency Medical Responder (56 hrs/\$0)

By Arrangement M/Th 6:00 pm-10:00 pm **MSK**

Engine Operations Class (8 hrs/\$0)

By Arrangement T/Th 6:00 pm-10:00 pm **TAH**

Firefighter Dangers (6 hrs/\$0)

By Arrangement T/Th 7:00 pm-10:00 pm **TAH**

First Responder (52 hrs/\$0)

By Arrangement T/Th 6:00 pm-10:00 pm **SAL**

HAZMAT (24 hrs/\$0)

By Arrangement T/Th 6:00 pm-10:00 pm **SAL**

LPG Propane Burn (16 hrs/\$0)

01/07 - 01/08 Sa/Su 8:00 am-5:00 pm **STL**

May Day Training (8 hrs/\$0)

By Arrangement T/Th 6:00 pm-10:00 pm **MSK**

By Arrangement Sat 8:00 am-5:00 pm **SAL**

By Arrangement Sa 8:00 am-5:00 pm **TAH**

Structural/Advanced Vol. Fire Fighter (56 hrs/\$0)

By Arrangement T/Th 6:00 pm-10:00 pm **TAH**

VFFP (39 hrs/\$0)

By Arrangement T/Th 6:00 pm-10:00 pm **SAL**

By Arrangement M 6:00 pm-9:00 pm **STL**

Water Supply & Tanker Operations (16 hrs/\$0)

By Arrangement Th/Sa 6pm-10pm (Th)
 8am-3pm (Sa) **TAH**



+ Denotes additional supply costs may apply

School Bus Driver Training



Choose a Course Option

Written Test Prep (12 hrs/\$50)

- This course is designed to assist students in passing CDL written test
- Applicants may study on their own (this course is not required)
- A free Commercial Driver License Manual may be downloaded at www.dps.state.ok.us

02/06 - 02/08 M-W 5:30 pm-9:30 pm **MSK**

Full Course - Class B with Air Brakes (25 hrs/\$67)

- State Department of Education approved course
- Requirement for pink card and CDL
- Class B, with S and P endorsements
- Includes one Road Test (additional 1.5 hrs - not included in hrs)

02/18 - 02/23 Sa 8:00 am-4:30 pm **MSK**
M-Th 5:30 pm-9:30 pm

03/24 - 03/29 Sa 8:00 am-4:30 pm **MSK**
M-Th 5:30 pm-9:30 pm

04/21 - 05/24 Sa 8:00 am-4:30 pm **MSK**
M-Th 5:30 pm-9:30 pm

06/16 - 06/21 Sa 8:00 am-4:30 pm **MSK**
M-Th 5:30 pm-9:30 pm

07/21 - 07/26 Sa 8:00 am-4:30 pm **MSK**
M-Th 5:30 pm-9:30 pm

Class B with Air Brakes Renewal (4 hrs/\$19)

- Renewal or air brake only
- Various renewal topics
- Will meet in-service renewal requirements under CareerTech class for OK school bus drivers

03/13 - 03/13 T 5:30 pm-9:30 pm **MSK**

Class B Renewal (4 hrs/\$19)

03/12 - 03/12 M 5:30 pm-9:30 pm **MSK**

Upon satisfactory completion of this course you will receive:

Commercial Driver's License (Class B)

With Passenger and School Bus Endorsements Air Brake Certification
State Dept of Ed School Bus Driver Certificate
Required by State Law to drive a School Bus in Oklahoma Approved SDE Course Verification

About This Course

- Paid registration is required
- Due to DPS mandated testing capacity, space is limited to 12 students per course
- Must bring a copy of CDL Class B Learner's Permit
- Must bring a copy of DPS form: DL-18 -CT
- All required documentation must be submitted in order to participate in road practice
- Requires full attendance of all classroom hours
- Drive tests will be administered by appointment dependent on availability following course completion
- Bus will be provided for on-site exams ONLY

Attention Sending Schools:

All enrollments reserved by purchase order will be invoiced regardless of attendance.

Retesting:

In the event of a failed road test, course participants may contact ICTC or the nearest testing site to schedule a retest. ICTC's cost for retest is \$35 per test. All tests MUST be scheduled with the ICTC ACD Department; failure to attend testing session will result in loss of payment. Retests are scheduled at ICTC's discretion.

Prerequisite for Oklahoma Public School Bus Drivers

- Must have a driving record report for the past three years, with no more than three (3) moving violations, and no driving under the influence (DUI) conviction.
- Must pass a physical by an Oklahoma licensed physician.
- Must have vision of 20/40 or better corrective lenses are acceptable.
- Must not be taking insulin "by injection" if diabetic.
- No felony conviction in the past ten years. No conviction involving a minor.
- Oklahoma School Bus Driver Certificate: Training course is required.
- Commercial Driver License that meets current Oklahoma DPS requirements.

Oklahoma St Dept of Education

Oklahoma course and testing locations
<http://sde.state.ok.us/Schools/Transportation>

Oklahoma Dept of Public Safety

Free Commercial Driver License Manual Download
www.dps.state.ok.us

Indian Capital Technology Center

www.ictctech.com

Register Today Space is Limited

Contact Mike Williams

918.687.6383

ICTC reserves the right to reschedule courses based on insufficient enrollment or complications beyond our control.





short-term

General Interest

Culinary Arts

Cake Decorating (24 hrs/\$58+)

03/26 - 05/14	M	6:00 pm-9:00 pm	STL
02/07 - 04/03	T	6:00 pm-9:00 pm	TAH
05/01 - 06/19	T	6:00 pm-9:00 pm	TAH

Fine Art & Craftsmanship

Auctioneering (36 hrs/\$80)

01/12 - 04/05	Th	6:00 pm-9:00 pm	SAL
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Horseshoeing I (48 hrs/\$115+)

This class is geared to all horse enthusiasts. Science portion of class covers basic anatomy and parts of the horse.

01/09 - 04/02	M	6:00 pm-10:00 pm	SAL
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Knife Making - Intro/Advanced (36 hrs/\$89+)

Learn knife making from "scratch," without the use of kits or pre-treated blades. The forging of metal for knives will not be a part of this course but heat-treating of metal will be covered. Instruction will be for making a fixed blade, full tang knife using tool steel bars and resin impregnated, laminated wood handles.

01/09 - 04/02 intro	M	6:00 pm-9:00 pm	SAL
01/10- 04/03 adv	T	6:00 pm-9:00 pm	SAL

Quilt Making - Intro (24 hrs/\$58+)

01/16 - 03/05	M	6:00 pm-9:00 pm	STL
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Silk Floral Design: General (18 hrs/\$42+)

Wire cutters, scissors, and a floral knife or pocket knife are needed for use in class.

01/12 - 02/16 Gen	Th	6:00 pm-9:00 pm	SAL
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Silk Floral Design: Holiday (12 hrs/\$42+)

Wire cutters, scissors, and a floral knife or pocket knife are needed for use in class.

04/17 - 05/01	T/Th	6:00 pm-9:00 pm	STL
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Job Readiness

Employability Skills (6 hrs/\$22)

01/16 - 01/19	M/Th	6:00 pm-9:00 pm	STL
03/05 - 03/08	M/Th	6:00 pm-9:00 pm	STL
05/07 - 05/10	M/Th	6:00 pm-9:00 pm	STL

Language

Bilingual Communication Skills (Spanish/English) (16 hrs/\$40)

01/17 - 03/16	T	5:00 pm-7:00 pm	MSK
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Bilingual Communication Lab (Spanish/English) (24 hrs/\$52)

01/17 - 04/17	T	7:00 pm-9:00 pm	MSK
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English and Grammar Usage (Spanish Speakers) (24 hrs/\$52)

01/19 - 03/18	Th	7:00 pm-9:00 pm	MSK
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Sign Language (24 hrs/\$58)

01/19 - 03/08	Th	6:00 pm-9:00 pm	STL
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Spanish I, II & III (24 hrs/\$52)

Expand your language skills or grasp the basics of Spanish through conversation and listening. Learn ways to integrate Spanish into your daily routine. Learn vocabulary, sentence structure and how to ask and answer basic questions. Prerequisite: Spanish II-Must have taken Spanish I.

I-01/19 - 04/08	M	7:00 pm-9:00 pm	MSK
II-01/19 - 04/09	M	5:00 pm-7:00 pm	MSK
III-04/12 - 06/28	Th	5:00 pm-7:00 pm	MSK

Conversational Spanish (24 hrs/\$52)

01/19 - 03/08	Th	6:00 pm-9:00 pm	STL
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Photography

Digital Photography (18 hrs/\$46)

03/26 - 04/30	T	6:00 pm-9:00 pm	MSK
01/17 - 02/21	T	6:00 pm-9:00 pm	STL
06/11 - 06/13	T	6:00 pm-9:00 pm	STL

Digital Photography with Editing (24 hrs/\$58)

03/27 - 05/15	T	6:00 pm-9:00 pm	STL
07/16 - 07/19	M/T/W/Th	8:00 am-3:00 pm	STL

JAN
3
Enrollment Begins



+ Denotes additional supply costs may apply

Enroll today!

in person or by phone



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918-687-6383 / 800-375-8324
2403 N. 41st Street East



SALLISAW CAMPUS
918-775-9119 / 800-340-9119
401 E. Houser Road



STILWELL CAMPUS
918-696-3111 / 866-696-3111
Route 6 Box 3320



TAHLEQUAH CAMPUS
918-456-2594 / 800-340-2594
240 Vo-Tech Drive



Special Notices for All Short-Term Courses

Fee Payment

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, VISA, Master-Card, or company billing

Refund Policy

Full refund for tuition if course is cancelled by technology center

Processing fee of \$10.00 is 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 to request an accommodation for a qualified disability

NEW at Muskogee: IT Essentials (A+)

Information Technology

IT Essentials (A+) (72 hrs/\$172+)

An in-depth study of personal computer hardware and operating systems, this course helps prepare students for the CompTIA A+ Certification exams. Focus is on identification, installation, configuration, and troubleshooting of field replaceable components. Topics include microprocessors, memory, BIOS and CMOS, expansion bus, motherboards, power supplies, floppy drives, hard drives, removable media, video, sound, portable PCs, printers, networks, the Internet, computer security, and Windows operating systems.

01/30 - 04/15 M/W 6:00 pm-9:00 pm **MSK**





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Business Solutions

Professional Development for Companies

Take the lead! Develop key leadership, management, and training strategies for today's evolving business environment.

- Improve organizational teamwork, communication, time management, and customer service
- Enhance employee expertise, confidence, and professionalism
- Reinforce strong employee character through the use of solid business ethics

Computer Training

Work smarter! Take your team to the next level by maximizing your office technology and human resources.

- Stay competitive by expanding computer, office, and emerging technology skills
- Accomplish more by building upon your current resources
- Increase efficiency, productivity, and professionalism

Industry Training

Train to gain! Develop a proficient workforce with the industry technical skills needed to achieve more.

- Increase productivity and efficiency by cross training within your current organization
- Manage change by developing the technical skills needed in today's shifting marketplace
- Be more competitive through continuous improvement

Safety and Health Training

Safety first! Create and maintain a safe working environment.

- Reduce worker's compensation costs
- Increase productivity by minimizing lost time injuries and accidents
- Raise employee morale by providing a safe and healthy work environment

Bid Assistance

Gain the advantage! Sell effectively to federal, state, and local government.

- Maximize bid potential by accurately registering to receive daily notifications specific to your products and services
- Gain a significant competitive advantage in the bid process
- Enhance bid strategies to effectively market and network your business

Business & Entrepreneurial Services

Launch or expand your business! Get the personal support you need to succeed.

- Achieve objectives by implementing proven business management strategies
- Maximize profit potential and minimize expenditures
- Improve decision making by reviewing critical data with a business professional

Online Industrial & Manufacturing Training

Custom Online Options

Through a partnership with Amatrol, ICTC offers a wide variety of industrial and manufacturing skill training offered completely online via an easy to use web portal.

Available Training

Hydraulics, Pneumatics, Electricity, PLCs, Quality Control, Precision Measurement and more.

Individual courses can be customized to fulfill a wide range of technically specific needs.

Go to www.ictctech.com/amatrol to download the demonstration video

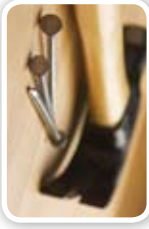
To setup a customized course contact:
Dr. Scott Williams
Director of Workforce Development
918-682-1965 x7938



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