

2014 Short-Term Courses Spring/Summer Catalog



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**TRI COUNTY
TECHNOLOGY CENTER**

Explore

Tri County Technology Center
www.ttc.org

Tuesday, April 1, 2014

5:30pm - 7:00pm

Start earning a better income now with one of Tri County Technology Center's one-year adult programs. Come to the Recruitment Fair for Adult Programs to learn about financial aid, scholarships, testing, the enrollment process and visit the programs. Not sure what you want to do? Testing will be available to help you choose a career path.

Contact Tami at 918.331.3263 or tgarcia@ttc.org to learn more or to reserve a spot.

- Accounting
- Applied Welding Technology
- Automotive Collision Repair Technology
- Automotive Service Technology
- Construction Technology
- Cosmetology
- Culinary Arts
- Graphic Communications
- Medical Office Assistant
- Networking
- Practical Nursing
- Precision Machining Operations

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Learn More

Online Classes

Convenient, Affordable, and Effective

We offer a wide range of highly interactive courses that you can take entirely over the internet. All courses include expert instructors, many of whom are nationally known authors. They are affordable, fun, fast, convenient and geared just for you. Most courses run for six weeks (with a 10 day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to get started:

Visit our online instruction center:

www.ed2go.com/tricountytech/

Click the Courses link, choose the All Courses and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the classroom.

When your course starts, return to our online instruction center and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

Start Dates

New course sessions begin each month. Please visit the www.ed2go.com/tricountytech/ to see exact start dates for the courses that interest you.

Requirements

All courses require internet access, email, Microsoft Internet Explorer or Firefox web browsers. Some courses may have additional requirements. Please visit our online instruction center for more information.

Go to www.ed2go.com/tricountytech/

Bartlesville

Computer Training

Chromebook 101

Did you receive a new Chromebook for Christmas but are not really sure how to use it? This is the course for you! Students will explore setting up their Google presence as well as some of the amazing things that can be done with this nifty new gadget! Please bring your Chromebook with you to class. WIFI is available on campus, so only the power cord is needed.

01/21 - 01/23 TTh 6:00 - 8:00pm \$39

Photo Manipulation & Restoration

Do you have old photos that need restoring or new, digital images that you would like to learn how to manipulate beyond the basics? Then this is the class for you! Using Photoshop CS6, you will learn how to repair torn and damaged photos. You will also learn how to do creative enhancements to digital images. Students should bring old photos or digital images to class.

Basic knowledge of Adobe Photoshop or Elements is required.

01/21 - 02/27 TTh 6:00 - 8:00pm \$159

Excel 2010

This course is for those who are new to Microsoft Excel 2010. Topics introduced will include the Ribbon interface, entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, inserting and deleting columns, rows, and cells, charts, and more. These skills could be helpful in the workplace.

Please bring a flash drive to class.

01/28 - 02/06 TTh 5:30 - 7:30pm \$69

03/27 - 04/17 Th 6:00 - 8:00pm \$69

Excel 2010 Level 2

This course will teach you the advanced techniques in spreadsheets that include the following: working with large worksheets, managing multiple-sheet workbooks, applying advanced functions and using auditing features, adding graphics to worksheets, and using templates and protecting worksheets.

Please bring a flash drive to class.

02/25 - 03/06 TTh 5:30 - 7:30pm \$69

Word 2010

This course is for those who are new to Microsoft Word 2010. Topics introduced will include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. These skills could be helpful in the workplace.

Please bring a flash drive to class.

02/13 - 03/06 Th 6:00 - 8:00pm \$69

Word 2010 Level 2

This course will teach you the advanced techniques in Word 2010 that include newsletter columns, WordArt and ClipArt, document themes, styles, picture editing, mail merges, templates, table of contents and so much more!

Please bring a flash drive to class.

02/11 - 02/20 TTh 5:30 - 7:30pm \$69

Computers for Seniors Level 1

Enter the world of computers with step-by-step instruction on computer basics and internet exploration. Throughout the course of ten sessions, participants will learn the parts of the computer, how the components work and how to use them, as well as the basics of creating documents in Word and Excel. This class will also prepare students for Computers for Seniors Level 2 with a basic overview of the internet and how to upload, edit, and share pictures.

02/24 - 04/02 MW 4:00 - 6:00pm \$139

Computers for Seniors Level 2

As a continuation of Computers for Seniors Level 1, students will cover the basics of the internet and learn how to use it as well as email. The ten sessions will cover online shopping, exploring sites such as eBay and Craigslist, and will teach students how to communicate with friends and family via social media sites such as YouTube and Facebook.

04/21 - 05/21 MW 4:00 - 6:00pm \$139

Social Media for Dummies

Confused by all the different forms of social media available? Do you wonder what all the hype is over Facebook and Pinterest? Would you like to learn how to Skype with family members and loved ones? We have the class for you! In this slow-paced, easy-to-follow class, you will learn how to use these forms of social media in your own everyday life.

03/25 - 04/08 T 6:00 - 8:00pm \$35

Cisco CCNA Prep 1

This course will prepare you for the ICND1, which is for the CCENT (Cisco Certified Entry Networking Technician). Instruction will be face-to-face, hands-on, and online. This will be a somewhat fast-paced course to ultimately prepare you for the CCNA.

03/25 - 05/29 TTh 5:30 - 8:30pm \$445

Cisco CCNA Prep 2

This course will be an extension of the first and will prepare you for the ICND2, which is for the CCNA (Cisco Certified Network Associate). The ultimate goal for both of these courses will be to prepare you for the CCNA certification through CISCO.

07/08 - 09/11 TTh 5:30 - 8:30pm \$445

Access 2010

This course is for those who are new to Microsoft Access 2010. Topics introduced will include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries, and more. These skills could be helpful in the workplace.

Please bring a flash drive to class.

05/01 - 05/22 Th 6:00 - 8:00pm \$69

PowerPoint 2010

This course is for those who are new to Microsoft PowerPoint 2010. Topics introduced will include the Ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more. These skills could be helpful in the workplace.

Please bring a flash drive to class.

06/05 - 06/12 Th 6:00 - 9:00pm \$59

Driver Training

Motor Vehicle Accident Prevention (MVAP)

Must have a minimum of a driving permit.

Six hours of classroom instruction will refine existing skills and develop safe defensive driving techniques. This course will review preventative measures that will save lives and money! Save up to 10% on automobile insurance premiums. (Check with agent prior to registration, discounts vary from company to company.) This course meets the requirements of the Washington County courts. Enrollment closes at noon on the day before class.

01/25	S	8:00am - 2:00pm	\$55
02/22	S	8:00am - 2:00pm	\$55
04/26	S	8:00am - 2:00pm	\$55
06/21	S	8:00am - 2:00pm	\$55
07/19	S	8:00am - 2:00pm	\$55

Driver's Education

We have two classroom courses offered, one in the spring and one in the summer! Each classroom course will cover pre-drive safety inspection, maintenance, safe vehicle operation, hazardous driving conditions, and the dangers and consequences of illegal substances. Each course will also explain the various types of insurance coverage available and the legal aspect of insurance coverage.

03/31 - 04/15	M - Th	3:45 - 6:45pm	\$219
06/02 - 06/10	M - F	8:00am - 12:00pm	\$219

The required six hours of drive time can be scheduled individually with each student based upon the instructor's schedule. These six hours will cover driving on city streets, county roads, state highways, and construction zones.

Enrollment for drive time can be finalized in the main office of the TCTC campus. Cost for drive time is \$215.

Simple Vehicle Maintenance

This class is for anyone interested in learning how to do simple vehicle maintenance and repairs; such as oil changes, proper lubricating, cooling, tire changes and handling other emergency situations. Learn what the gauges on your dash mean and so much more! This will be an easy to follow, hands-on class.

04/28 - 04/29	MT	6:00 - 9:00pm	\$39
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Commercial Driver's License (CDL) Prep

This course is designed to assist people preparing to take the written exam for a Commercial Driver's License. The course covers rules, regulations, laws, and safety standards for any type of commercial driver's license.

06/16 – 06/18 MTW 6:00 – 10:00pm \$75

School Bus Certification

Must be age 18 or older, have a valid driver's license, and a Class B CDL with passenger and "S" endorsement OR Permit. Per Department of Transportation regulations, everyone testing for a CDL will be required to obtain a commercial learner's permit. They will be required to hold the permit for 14 days before they are eligible to take the skills test.

This course covers legal controls, emergency procedures, student behavior management, defensive driving, bus loading, railroad crossing safety, vehicle inspection, emergency evacuation, still maneuvers and over-the-road driving. Students must attend all hours of instruction and pass the CDL test at the Department of Motor Vehicles prior to course completion (cost not included in tuition.) The CDL drive test will be available. If the drive test is not needed, \$20 will be deducted from tuition at registration.

07/21 – 07/30 MTW 5:00 – 9:00pm \$99

Health Services

Certified Medication Aide (CMA)

Student must provide a copy of their current Nurse Aide Certification card in LTC, HH, or DDCA issued by the Oklahoma State Department of Health. Must be 18 years of age or older, have a high school diploma or GED, and be licensed and currently employed as a CNA for the past six months. Results of a current (within the last 12 months) TB skin test are required at the time of enrollment.

This course is for the Certified Nurse Aide. A Medication Aide is allowed to perform the administration of medication in the following settings: long-term care facilities, facilities for the developmentally disabled, residential care facilities, and adult day care facilities. Tuition includes book and state certification exam.

02/03 - 03/31 MW 6:00 - 10:00pm \$389

Pathway to CDA

Child Development Association

This course will be a fast track, 12 week program, where students will attend courses one night per week for three hours. The Pathway to CDA is a program that provides comprehensive CDA training and prepares child care providers for the National CDA Credential.*

*Early Education: Pathway to CDA is the only CDA curriculum eligible for a scholarship through technology centers. Other CDA training offered through technology centers is not eligible for the tuition or CDA assessment scholarship.

www.tctc.org

For More Information
Contact us at

918.333.2422

The logo for Tri County Technology Center features a stylized white triangle on the left, followed by the text "TRI COUNTY" in a bold, sans-serif font, and "TECHNOLOGY CENTER" in a smaller, all-caps font below it.



Basic Phlebotomy

This course will emphasize the skills necessary to properly draw blood specimens by venipuncture and capillary puncture, and the proper handling of the specimen for clinical laboratory testing. Issues dealing with patient contact, medical ethics, and legal problems will be discussed. Anatomy and physiology of the vascular system as they pertain to Phlebotomy will be reviewed.

02/04 - 02/26	TW	4:00 - 9:00pm	\$255
04/01 - 04/23	TW	4:00 - 9:00pm	\$255

Certified Nurse Aide (CNA)

Student must provide TB skin test results from within the last 12 months and a new OSBI check.

The Certified Nurse Aide program provides an introduction to basic nursing, long term and home health skills with supportive theory and simplified human anatomy. Nursing skills are taught in the nursing laboratory, with clinical experience being provided through on-the-job training in nursing homes and hospitals. Tuition includes books, state certification testing, Healthcare Provider CPR, and Home Health Aide certification.

02/10 - 06/04	MW	6:00 - 10:00pm	\$799
03/24 - 05/19	MT	8:00am - 4:00pm	\$799

Certified Medication Aide (CMA) Refresher

This class will cover the required eight hours to keep your CMA license. Tri County Technology Center is a state approved site.

04/25	F	8:00am - 4:00pm	\$59
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Emergency Medical Technician

Student must provide TB skin test results from within the last 12 months, a new OSBI check, and current shot records at the time of enrollment.

An EMT can serve in the patient compartment of an ambulance. EMTs use medical equipment such as automatic defibrillators, deliver trauma care, and are educated in a simple way over all injuries and diseases. EMTs form the backbone of EMS delivery in the United States. Most work in a team with more advanced providers. Tuition now includes books, state certification testing, Healthcare Provider CPR, NIMS 100, NIMS 700, and HAZMAT at the First Responder level.

Payment plans are available.

August - May	MW	6:00 - 10:00pm	\$1,299
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Medical Office Coding

TTC is now an AAPC certified institution! We are very pleased to be able to offer the AAPC certified curriculum through our short term courses. This means a discount on membership in the AAPC as well as a discount on the national certification test through AAPC. For more information on AAPC, visit www.aapc.com. The cost of this course now includes your books, tuition, Medical Terminology, and Anatomy & Physiology.

Payment plans are available.

August - May	TTh	6:00 - 9:00pm	\$1,899
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Trade, Technical, and Safety

Applied Welding Techniques

Each student is responsible for bringing a long sleeve weld shirt, boots, safety glasses, a welding hood, and gloves to each class.

For the beginner to intermediate student, this course offers an overview of basic welding processes and their industrial applications. The course includes instruction in the AC/DC electrical welding theory, the oxyacetylene fuel system, tack and weld with the shielded metal arc welding (stick), and components of metallic fusion.

We now offer the NCCER curriculum at night as well. These courses build on each other to obtain a NCCER certification for Welding.

01/21 - 03/05	TWTh	6:00 - 9:00pm	\$499
07/08 - 08/20	TWTh	6:00 - 9:00pm	\$499

DC Circuit Analysis

This is an introductory course in basic electricity focusing on electrical properties of materials, units, basic electrical laws and theorems, and electrical circuits and components. This course also introduces the student to electronic design software used in troubleshooting circuits.

02/25 - 06/10	T	6:00 - 9:00pm	\$289
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Small Engine Repair

Homeowners and lawn service personnel, learn and develop repair skills to save money! Study small gas engine construction, fuel, lubrication, cooling and ignition systems, failure analysis, routine care, maintenance, and troubleshooting. Get hands-on experience in the shop repairing your own mower, trimmer, edger, or chainsaw engines. This course is designed for the beginner to intermediate level.

03/25 - 05/08	TTh	6:00 - 8:00pm	\$285
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Culinary Arts

Couples Cooking: Tex Mex

Join us for this semester's Couples Cooking class! This semester, we are going to turn up the heat with a little Tex-Mex spice! We will begin in the classroom, where the instructor will demonstrate the night's menu while you enjoy an appetizer. Then, we will guide you through making the rest of your meal in the kitchen. While you are dining in our beautiful Osage Room, our Culinary Arts staff will be preparing your dessert for the perfect end to a delicious night! You do the cooking, but we do the cleaning! Nuestra cocina es su cocina (Our kitchen is your kitchen!)

01/24	F	6:00 - 9:00pm	\$55/couple
03/07	F	6:00 - 9:00pm	\$55/couple

Girls Night Out! Snacks & Party Foods

Hey ladies! Join us for a night of good food, good friends, and good times! We are going to learn how to make fun, yet sophisticated party foods and scrumptious mini desserts! What could be more fun than creating great food in the kitchen with your best girlfriends? The best part is that you can leave the cleaning to us! Gather your BFF's and come join us for a delicious night out!

02/06	Th	6:00 - 9:00pm	\$39
04/03	Th	6:00 - 9:00pm	\$39

Make Ahead Meals: Marinara & Bolognese Sauces

Are you wanting to provide a home cooked meal for your family, but are pressed for time in the evenings? Learn how to make these sauces, how to can or freeze them, and then how to quickly use them to prepare Lasagna, Italian Sloppy Joe sandwiches, Chicken Parmesan, or a simple Spaghetti dinner.

02/18	T	6:00 - 9:00pm	\$39
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Cake Decorating: Ruffles & Roses Cake

Learn how to turn a simple cake into a spectacular cake by using only three or four basic techniques, transforming the flavor and appearance. No one could guess you made it at home!

03/04	T	6:00 - 9:00pm	\$39
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Grilled Seafood

Amaze your friends and family with delicious shrimp, salmon, shellfish, and other delicacies grilled quickly and easily at home.

03/25	T	6:00 - 9:00pm	\$49
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Kids Cooking: Spring Treats

Come join the cooking fun with your kiddo! In this hands-on cooking course, adults and children will have fun together while creating yummy Spring treats! Cooking is a wonderful opportunity for learning, while also spending fun, quality time together. This class is designed for children ages 4 - 10 years old. Only the adult needs to register, and one child per adult.

04/05	S	10:00am - 12:00pm	\$39
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Canning Basics

Learn basic techniques to easily preserve your home grown or farm stand veggies into healthy canned food for your family. You control all of the ingredients, including salt and sugar, and do it with no added preservatives.

04/15	T	6:00 - 9:00pm	\$39
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Make Ahead Meals: Chuck Roast

Slow cook this less expensive and delicious cut of beef into easy and healthy home cooked freezer meals such as Pot Roast, Drip Beef Sandwiches, and French Dip Sandwiches.

04/29	T	6:00 - 9:00pm	\$39
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Make Ahead Meals: Roast Chicken

Transform the humble chicken into four delicious meals that you can eat immediately or freeze for a delicious healthy dinner later in the week or month. We will make Chicken Salad Pita Sandwiches, Lemon Herb Roasted Chicken, Chicken Enchiladas, and Chicken and Dumplings.

05/27	T	6:00 - 9:00pm	\$39
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Jelly & Jam Making

Join us to learn how to transform wild berries or berries bought at your local farm stand into delicious treats for your family or for gift giving.

06/03	T	6:00 - 9:00pm	\$39
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Community Enrichment

Yoga

Yoga means yoke, bind, or unify. Yoga will bind your mind into your body and focus your attention in order to reduce stress and leave you feeling peaceful and balanced. This class will include a vigorous and energizing vinyasa flow sequence that will build strength, flexibility, and body awareness.

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

01/06 - 02/14	MWF	12:00 - 1:00pm	\$109
02/19 - 03/14	MWF	12:00 - 1:00pm	\$69
03/24 - 05/02	MWF	12:00 - 1:00pm	\$99
05/05 - 06/13	MWF	12:00 - 1:00pm	\$109

Submission Grappling

Based on Brazilian Jiu-Jitsu, this is a formula of competition and a general term describing the aspect of martial arts and combat sports that focus on clinch and ground fighting with the aim of obtaining a submission using submission holds. The sport of submission grappling brings together techniques from Folk Wrestling (Catch-as-catch-can), Luta Livre Esportiva, Freestyle Wrestling, Brazilian Jiu-Jitsu, Judo, and Sambo.

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

01/06 - 02/12	MW	5:00 - 6:00pm	\$69
02/19 - 03/12	MW	5:00 - 6:00pm	\$45
03/24 - 03/30	MW	5:00 - 6:00pm	\$75
05/05 - 06/11	MW	5:00 - 6:00pm	\$69

Cardio Kickboxing

Get your heart pumping and get fierce with your inner martial artist! Jabs, hooks, upper cuts, round house kicks, bob and weave, all while burning a ton of calories! Abdominal work will be included in this action-packed fitness class!

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

01/06 - 02/12	MW	6:00 - 7:00pm	\$69
02/19 - 03/12	MW	6:00 - 7:00pm	\$69

Zumba

Forget the workout, just lose yourself in the music and find yourself in shape at the original dance-fitness party. Zumba classes feature exotic rhythms set to high-energy Latin and international beats. Before you know it, you'll be getting fit and your energy levels will be soaring! It's easy to do, effective and totally exhilarating.

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

01/07 - 02/13	TTh	12:00 - 12:45pm	\$75
02/18 - 03/13	TTh	12:00 - 12:45pm	\$55

Zumba Gold

Zumba Gold was designed for the active older adult, the true beginner, people who are not used to exercising, or people who may be limited physically. Zumba Gold is done at a much lower intensity. The same great Latin styles of music and dance are used and it is just as much fun as the regular Zumba classes. Zumba Gold classes strive to improve balance, strength, flexibility, and most importantly-the heart.

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

01/08 - 02/12	W	4:00 - 4:45pm	\$39
02/19 - 03/12	W	4:00 - 4:45pm	\$25

Cardio Dance

Shake your groove thing and burn calories! Enjoy moving to a variety of popular music while getting your heart pumping and even toning your muscles. This fitness class will get you energized for the weekend!

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

01/10 - 02/14	F	11:00 - 11:45am	\$39
02/21 - 03/14	F	11:00 - 11:45am	\$29
03/28 - 05/02	F	11:00 - 11:45am	\$35
05/09 - 06/13	F	11:00 - 11:45am	\$39

Basic Landscape Design

Are you interested in learning how to build your own garden beds? Would you like to know what and where to plant in your yard? This is the class for you! In this class, you will learn how to lay out garden beds based on climate and site analysis.

01/30 - 02/20	Th	6:00 - 8:00pm	\$55
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PINspired: Wooden Sign Painting

Have you seen all the aged, painted, wooden signs floating around Pinterest? They are great to place in your own home or to give as gifts, and require very little in supplies! In this class, you will get step-by-step instruction on how to create these signs. Everyone will create their own sign during the class.

A list of supplies needed is available upon enrollment.

02/04 T 6:00 - 8:00pm \$29

Smartphones for Dummies Level 1

This class is developed to help you understand how to operate the basics of your smartphone. Bring your phone and any specific questions you may have with you!

02/06 Th 6:00 - 8:00pm \$35

Smartphones for Dummies Level 2

Do you want to learn a little more about your smartphone? This class is a follow up to the Smartphones for Dummies Level 1 class. Bring your phone, questions, and prepare to learn more about the capabilities of your phone.

03/13 Th 6:00 - 8:00pm \$35

Vegetable Gardening 101

Join us to learn the basics of why, when, where, and how to plant your vegetable gardens!

02/13 Th 6:30 - 8:00pm \$15

Creating a Personal Budget

Creating a budget is the key to gaining control of your money. In "Creating a Personal Budget," you will gain the tools you need to create and use a budgeting system that works well for you and your family.

02/18 - 02/20 TTh 6:00 - 8:00pm \$19

Composting & Vermi Compost

Learn how to turn backyard and kitchen waste into rich soil and how to let the earthworms work for you in making rich compost.

02/20 Th 6:30 - 8:00pm \$15

Basic Wedding Planning

Newly engaged and unsure of where to start on your wedding planning? This is the class for you! This course covers instruction on the overall wedding planning and coordinating process, including choosing your date, selecting your venues and vendors, organization, wedding calendar coordination, the roles of the wedding party, delegating, doing it yourself, making it personal, and so much more! This is a great class for brides, mothers of brides, your bridal party, and anyone else helping to make your wedding spectacular!

02/22 S 8:00am - 12:00pm \$35

Couponing Basics

Do you want to learn how to get the best deals when out shopping and where to find the coupons you need? Join us and discover the exciting world of couponing!

02/25 T 6:00 - 8:00pm \$25

PINspired: Wreath Making

Interested in creating the many different wreaths that you have seen on Pinterest or at craft shows? This is the class for you! Join us and learn the art of wired mesh wreath making! Everyone will create one wreath during class.

A list of supplies needed is available upon enrollment.

02/27 Th 6:00 - 8:00pm \$29

Attracting Butterflies to Your Yard

Learn the basics of attracting butterflies to your yard with host plants for the butterfly caterpillars and nectar plants for the adult butterflies.

02/27 Th 6:30 - 8:00pm \$15

Preparing Your Child for Pre-K

Are you preparing to send your oldest child to Pre-K in the Fall? Are you, like many other parents, wondering what enrollment might possibly hold? This is the course for you! We have an expert, who just happens to be a Pre-K teacher and has been for many years, that can answer these and any other questions you might have about how prepared you and your child are for Pre-K!

03/01 S 9:00am - 12:00pm \$25

PINspired: Washer Necklaces

This class teaches you how to turn a simple washer into a beautiful piece of jewelry! Grab a friend, your daughter, or another family member and join in on the fun! Anyone under the age of sixteen must also have an adult enroll in the class.

A list of supplies needed is available upon enrollment.

03/04 T 6:00 - 8:00pm \$29

Growing & Using Herbs

Learn about growing, harvesting, storing, and using ten of the most popular herbs (basil, lavender, parsley, rosemary, thyme, sage, cilantro, chives, oregano, mint.) Opportunities for tasting will be presented and a book will also be available.

03/06 Th 6:30 - 8:00pm \$15

Purple Martins are Coming!

Join us to learn about these fascinating birds and how to attract them! We will discuss the different housing options, habitats, and learn the best times to open the Purple Martin houses.

03/10 M 7:00 - 9:00pm \$5

Perennials, Natives, & Annuals/Garden Journaling

Learn how to select the correct perennials, natives, and annuals for your garden, as well as methods for journaling your planting successes for future years.

03/13 Th 6:30 - 8:00pm \$15

Basic Digital Photography

Do you have a digital camera, but are not sure how to use it? In Basic Digital Photography, learn what all the cryptic symbols mean on your camera, how to understand the menus, and how to take great pictures! You'll learn the rules of good compositions, pitfalls to avoid, and how to make the most of your camera.

03/25 - 05/01 TTh 6:00 - 8:00pm \$159

Toning

High reps and light weights will have you feeling the burn! Every major muscle group will be targeted, leaving your whole body sculpted and toned. Hand weights will be used to not only help you look better, but most importantly promote better health through reducing body fat, increasing muscle mass, stamina, and energy, to name a few.

Drop-ins are welcome at a rate of \$5 per class if there are available openings. Priority goes to those who have enrolled.

03/25 - 05/01 TTh 6:00 - 7:00pm \$75

05/06 - 06/12 TTh 6:00 - 7:00pm \$75

Basic Drawing

This drawing class is for beginners but students with some drawing skill will learn new things as well. We will focus on gaining skills for observing and drawing from life. Students will learn to see and draw contour lines, lines of perspective, values, negative and positive shapes. We will learn fundamental skills by drawing still life, portraits, and the human figure.

A list of supplies needed is available upon enrollment.

04/09 - 04/24 WTh 7:00 - 9:00pm \$95

PINspired: Crafting with Burlap

Join in on the Pinterest crafting craze! Have you seen all the burlap crafts floating around out there on the internet? Do you wish you could learn how to make them yourself? You have come to the right place! Our instructor will walk you through a few of the most popular burlap crafts in this class. You will be creating one project to take home with you at the end of the class.

A list of supplies needed is available upon enrollment.

04/17 Th 6:00 - 8:00pm \$29

Digital Card Design

Are you looking to learn how to create those beautiful, customizable, one-of-a-kind digital cards for any occasion? Are you wanting a design that no one else has? This class is that solution! In Digital Card Design, you will learn to make those stunning designs that perfectly match whatever theme or occasion you are creating it for. You will be able to save your designs and print them online, in the store, or even in your own home!

Students must have some experience working with digital design.

05/20 - 06/10 T 6:00 - 8:00pm \$49

Basic Acrylic Painting

This class is appropriate for all skill levels, those who are new to painting and those who want to improve techniques. Students will explore a variety of techniques with acrylic such as underpainting with contrasting colors, wash and impasto, impressionism and realism. Subject matter will include still life, landscapes, cityscapes, and portraiture.

A list of supplies needed is available upon enrollment.

05/28 - 06/12 WTh 7:00 - 9:00pm \$95

Football for Dummies

Tired of having absolutely no idea what is going on when watching a football game? Have a child playing this sport and want to be a more involved parent in the game? You have come to the right class! Join us as you are walked through the different parts of the game so you will be more knowledgeable when watching, be it at home or in the stands.

07/22 T 6:00 - 8:00pm \$25

ACT Prep Courses

Get prepared for the ACT test by brushing up on your Math, English, Reading, and Science skills. We are conveniently offering these preparatory classes the week before the ACT test dates this spring.

02/10 - English	M	5:30 - 7:30pm	\$25
02/11 - Math	T	5:30 - 7:30pm	\$25
02/13 - Reading	Th	5:30 - 7:30pm	\$25
02/14 - Science	F	5:30 - 7:30pm	\$25
04/07 - English	M	5:30 - 7:30pm	\$25
04/08 - Math	T	5:30 - 7:30pm	\$25
04/10 - Reading	Th	5:30 - 7:30pm	\$25
04/11 - Science	F	5:30 - 7:30pm	\$25
06/09 - English	M	5:30 - 7:30pm	\$25
06/10 - Math	T	5:30 - 7:30pm	\$25
06/12 - Reading	Th	5:30 - 7:30pm	\$25
06/13 - Science	F	5:30 - 7:30pm	\$25

Pawhuska

Career Development



Word 2010

Explore basic typing, editing, and formatting using Microsoft Word to create a memo and edit various other types of documents. Students will learn to save, open, and make changes to documents.

01/21 - 01/23 TTh 4:00 - 7:00pm \$59

Career Readiness

Join us in this informative and extremely useful course that helps to prepare you as you begin searching for a job. This course will cover resume building, the interview process, and how and where to begin looking for available jobs. Whether this is your first time applying, or you are looking at changing careers, this course will provide you with tips and tricks along with the do's and don'ts.

03/25 - 03/27 TTh 5:00 - 7:00pm \$35

PowerPoint 2010

Learn how to navigate through a slide show and become acquainted with PowerPoint's most popular on-screen features and views. Explore templates to help get a quick start on a new presentation. Insert and control the placement of slides, text, and graphics. Students will also learn to modify content and explore printing options.

04/08 - 04/10 TTh 4:00 - 7:00pm \$59

Excel 2010

This course is for those who are new to Microsoft Excel 2010. Topics introduced will include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions' formatting cell contents' inserting and deleting columns, rows, and cells; charts and more. These skills could be helpful in the workplace.

04/22 - 04/24 TTh 5:00 - 8:00pm \$59

Basic Phlebotomy

This course will emphasize the skills necessary to properly draw blood specimens by venipuncture and capillary puncture, and the proper handling of the specimen for clinical laboratory testing. Issues dealing with patient contact, medical ethics, and legal problems will be discussed. Anatomy and physiology of the vascular system as they pertain to Phlebotomy will be reviewed.

05/06 - 05/28 TW 4:00 - 9:00pm \$255

Community Enrichment (Pawhuska)

Computers for Beginners Level 1

Enter the world of computers with step-by-step instruction on computer basics and internet exploration. Throughout the course of ten sessions, participants will learn the parts of the computer, how the components work and how to use them, as well as the basics of creating documents in Word and Excel. This class will also prepare students for Computers for Beginners Level 2 with a basic overview of the internet and how to upload, edit, and share pictures.

01/27 - 03/03 MW 4:00 - 6:00pm \$139

Computers for Beginners Level 2

As a continuation of Computers for Beginners Level 1, students will cover the basics of the internet and learn how to use it as well as email. The ten sessions will cover online shopping, exploring sites such as eBay and Craigslist, and will teach students how to communicate with friends and family via social media sites such as YouTube and Facebook.

04/28 - 06/02 MW 4:00 - 6:00pm \$139

Canning Basics

Learn basic techniques to easily preserve your home grown or local farm stand veggies into healthy canned food for your family. You control all of the ingredients, including salt and sugar, and do it with no added preservatives.

03/11 T 6:00 - 9:00pm \$39

Social Media for Dummies

Confused by all the different forms of social media available? Do you wonder what all the hype is over Facebook and Pinterest? Would you like to learn how to Skype with family members and loved ones? We have the class for you! In this slow-paced, easy-to-follow class, you will learn how to use these forms of social media in your own everyday life.

04/22 - 05/06 T 6:00 - 8:00pm \$35

Smartphones for Dummies Level 1

This class is developed to help you understand how to operate the basics of your smartphone. Bring your phone and any specific questions you may have with you!

04/24 Th 6:00 - 8:00pm \$35

Smartphones for Dummies Level 2

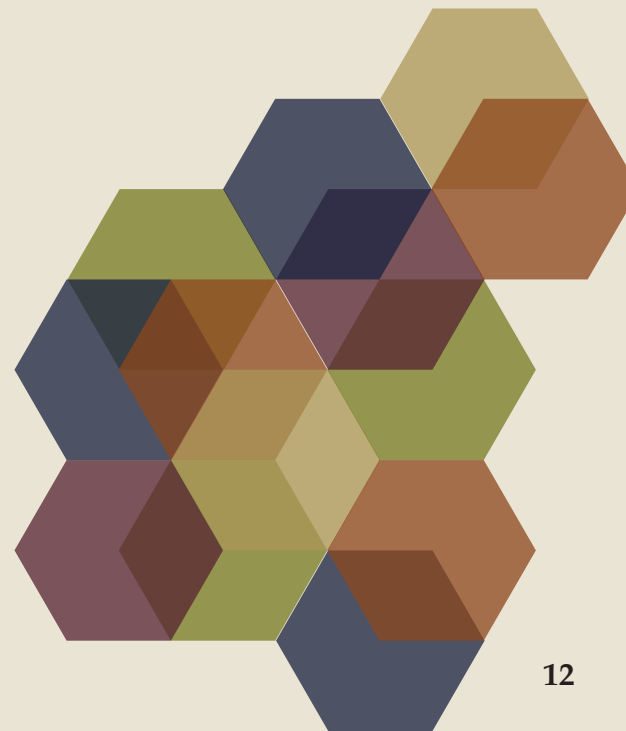
Do you want to learn a little more about your smartphone? This class is a follow up to the Smartphones for Dummies Level 1 class. Bring your phone, questions, and prepare to learn more about the capabilities of your phone.

05/15 Th 6:00 - 8:00pm \$35

Jelly & Jam Making

Join us to learn how to transform wild berries or berries bought at your local farm stand into delicious treats for your family or for gift giving.

06/10 T 6:00 - 9:00pm \$39



Tri County Frequently Asked Questions

When and how do I enroll?

- You may enroll as soon as our catalog arrives in your mailbox.
- Full payment is required to enroll.
- Enrollment may be done by calling 918-333-2422. Please have your MasterCard or Visa ready so your tuition fee can be processed at that time.
- Go online to our homepage at www.tctc.org and click the link that says **SHORT-TERM COURSES**, then select **COURSE SCHEDULE/ENROLL NOW**, then **CLICK HERE**. Click the courses you want to enroll in and click **SUBMIT**. At this time you will need to follow the registration process. Tuition payment can be made by using a MasterCard or Visa.
- If paying with cash or check, you will need to enroll in person at the main campus located at 6101 SE Nowata Road in Bartlesville.

When is the enrollment deadline?

There is not a specific enrollment deadline. Most classes have limited enrollment and fill quickly. If there are still spaces available, you may enroll up until the start time of the class.

Are books included in the cost of the tuition?

Books are typically included in the tuition and are handed out the first night of class. To ensure that you will have a book the first night, you will need to be enrolled two weeks before the first night of class.

Why are classes canceled?

If a class does not have enough students to cover the cost of our expenses then the class may be moved back a few weeks to start at a later time or canceled. Prevent class cancellations – Enroll Early!

Is financial aid available?

- Short-term classes are not eligible for Pell Grants through FAFSA.
- There are a limited number of Foundation Scholarships based on financial need. A form must be filled out and turned in with the latest tax return or one month of current pay stubs for every one in the household who is working. The maximum the scholarship will pay is ½ the tuition cost. The other ½ must be paid by the student in order to enroll.

Are there any extra costs?

Some classes do require an additional cost. Scrubs, OSBI background check, and a TB skin test are required for some medical courses.

Are there any discounts?

Any citizen of Tri County Technology Center's district who is sixty (60) years of age or older may receive a 20% discount on any course.

Member to Member discount for Bartlesville Chamber of Commerce Members is 20%. Only one discount per enrollment.

I'm enrolled, can I cancel?

- Cancellations before the class starts are issued a 100% refund. Enrollments canceled before the second class meeting, will be refunded, less a \$25.00 fee.
- Refunds will not be issued after the second meeting of any class, regardless of attendance.
- No refunds will be issued if the course tuition is \$25.00 or less.

What are the office hours?

- The office is open Monday through Thursday 8:00 am – 9:00 pm and Friday 8:00 am – 4 pm, except holidays.
- We will be closed January 1-3, January 20, February 17, March 17-21, April 18 and May 26.

I live in Kansas, can I take classes at Tri County?

Kansas residents may enroll in classes at double the tuition rate.

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