

*Tri County Technology Center*  
**2006 SHORT-TERM  
FALL COURSES**



**TRI COUNTY**  
**TECHNOLOGY CENTER**

6101 Nowata Road • Bartlesville, OK • 74006 • (918) 333-2422

# » SHORT-TERM COURSE SCHEDULE: FALL 2006

COURSE TITLE	TIME	DAYS	DATE	COST	HRS	INSTR.	ROOM	LIMIT
<b>Computer Training</b>								
Beginning Computers XP	5:00-7:00 pm	MW	Aug 21-Sept 27	\$139	20 hrs	Collier	BCT 1	9
Beginning Internet	5:00-7:00 pm	MW	Oct 9-23	\$99	10 hrs	Collier	BCT 1	9
Buying & Selling on eBay	6:00-9:00 pm	MW	Oct 2-16	\$99	15 hrs	Shook	301	12
Keyboarding	6:00-8:00 pm	TTh	Aug 22-Sept 21	\$129	20 hrs	King	BCT 1	12
Restoring Old Photos I	6:00-8:00 pm	TTh	Aug 22-Oct 28	\$129	24 hrs	Stinson	BCT 5	12
Sr Beginning Computers I	2:00-4:00 pm	TTh	Aug 22-Sept 21	\$129	20 hrs	Noll	301	12
Sr Beginning Computers II	2:00-4:00 pm	TTh	Oct 3- Nov 7	\$129	20 hrs	Noll	301	12
Speedbuilding	6:00-8:00 pm	TTh	Oct 3-Nov 14	\$149	25 hrs	King	BCT 1	12
What the heck's wrong w/my computer?	6:00-9:00 pm	MW	Oct 2-Nov 1	\$159	30 hrs	Lee	MTB 203	12
Security Awareness-How to protect your computer	8:30 am-4:30 pm	Th	Aug 31	\$99	7 hrs	Moore	303	12
Security Awareness for Seniors	9:00 am-12:00 pm	M	Nov 6 & 13	\$99	6 hrs	Moore	303	12
<b>Daytime Computer Training</b>								
Access Level 1	8:30 am-4:30 pm	T	Sept 12	\$99	7 hrs	Moore	303	12
Access Level 2	8:30 am-4:30 pm	T	Oct 17	\$99	7 hrs	Moore	303	12
Competitive Intelligence	1:00 -4:00 pm	Th	Aug 17	\$35	3 hrs	Moore	303	12
Competitive Intelligence	9:00am-12:00pm	Th	Oct 5	\$35	3 hrs	Moore	303	12
Email Etiquette	9:00-11:00am	Th	Sept 7	\$25	2 hrs	Moore	303	12
E Writing Effectively	9:00am-12:00pm	Th	Sept 28	\$35	3 hrs	Moore	303	12
Excel Level 1	8:30 am-4:30 pm	Th	Aug 24	\$99	7 hrs	Moore	303	12
Excel Level 2	8:30 am-4:30 pm	Th	Sept 21	\$99	7 hrs	Moore	303	12
Excel Level 3	8:30 am-4:30 pm	Th	Oct 26	\$99	7 hrs	Moore	303	12
Excel Charting	9:00 -11:00 am	Th	Nov 2	\$25	2 hrs	Moore	303	12
Excel Input & Edit	9:00-11:00 am	W	Sept 6	\$25	2 hrs	Moore	303	12
Excel Input & Edit	9:00-11:00 am	W	Dec 13	\$25	2 hrs	Moore	303	12
Mass mailing using Word	9:00 am-12:00 pm	W	Nov 1	\$35	3 hrs	Moore	303	12
Microsoft Project	8:30 am-12:00 pm	W	Oct 11 & 18	\$99	7 hrs	Moore	303	12
Microsoft Project	8:30 am-4:30 pm	Th	Dec 7	\$99	7 hrs	Moore	303	12
Outlook Level 1	8:30 am-4:30 pm	Th	Aug 10	\$99	7 hrs	Moore	303	12
Outlook Level 2	8:30 am-4:30 pm	T	Dec 12	\$99	7 hrs	Moore	303	12
PC Problem Solving for Seniors	9:00 am-12:00 pm	M	Nov 20	\$35	3 hrs	Moore	303	12
PowerPoint Level 1	8:30 am-4:30 pm	W	Aug 9	\$99	7 hrs	Moore	303	12
PowerPoint Level 2	8:30 am-4:30 pm	W	Oct 25	\$99	7 hrs	Moore	303	12
PowerPoint Design Techniques	9:00 am-12:00 pm	T	Oct 24	\$35	3 hrs	Moore	303	12
Power Point Getting Started	9:00 am-12:00 pm	T	Aug 29	\$35	3 hrs	Moore	303	12
Project Management Fundamentals	8:30 am-12:00 pm	W	Sept 27 & Oct 4	\$99	7 hrs	Moore	303	12
Project Management Fundamentals	8:30 am-4:30 pm	T	Nov 14	\$99	7 hrs	Moore	303	12
Publisher Level 1	8:30 am-4:30 pm	Th	Oct 12	\$99	7 hrs	Moore	303	12
Word/Excel/PowerPoint Shortcuts	9:00 am-12:00 pm	Th	Sept 14	\$35	3 hrs	Moore	303	12
<b>Medical</b>								
Active Angels "Senior Activities for Nursing Homes"	6:00-9:00 pm	W, M	Sept 27, Oct 9, or Nov 6	\$10	3 hrs	Stone	Cherokee	12
Basic EMT	5:30-9:30 pm	WTh	Aug 23-Feb 15	\$755	168 hrs	Miller	406M	12
Basic Phlebotomy	4:30-9:00 pm	MT	Sept 11-Oct 9	\$175	40 hrs	Williams	406 M	12
CMA	6:00-9:00 pm	MT	Sept 25-Nov 21	\$285	54 hrs	Shiple	406 L	12
CMA Refresher	5:30-9:30 pm	MW	Sept 11&13	\$50	8 hrs	Clancy	406 D	12
CNA Daytime Fast track	8:30 am-4:30 pm	MTW	Aug 21-Sept 27	\$455	112 hrs	Fitch	406C	12
CNA Daytime Fast track	8:30 am-4:30 pm	MTW	Oct 9-Nov 9	\$455	112 hrs	Fitch	406C	12
CNA Evening	5:30-9:30 pm	TTh	Aug 24-Dec 7	\$455	112 hrs	McNickel	406 C	12
MAT	5:30-9:30 pm	TTh	Sept 12-21	\$100	16 hrs	Taylor	406	12
MAT Update	5:30-9:30 pm	TTh	Sept 12 &14	\$55	8 hrs	Clancy	406 D	12
Medical Terminology	6:00-9:00 pm	TTh	Sept 5-Oct 24	\$219	42 hrs	Revard	331	12
Medical Transcription	6:00-9:00 pm	MW	Aug 14-Dec 6	\$555	96 hrs	Berg	BCT 3	12

# » SHORT-TERM COURSE SCHEDULE: FALL 2006

COURSE TITLE	TIME	DAYS	DATE	COST	HRS	INSTR.	ROOM	LIMIT
<b>Self Employment Training</b>								
Starting Your Own Business (SET)	6:30-9:30 pm	T	Oct 10-Dec 12	\$189	30 hrs	Staff	326	25
<b>Trade &amp; Technical</b>								
Applied Welding Techniques	5:30-9:30 pm	TWTh	Sept 12-Oct 12	\$350	60 hrs	Jackson	WEL	12
Basic Guard Training (Phase I & II)	6:00-9:00 pm	MW	Aug 21- Oct 9	\$199	42 hrs	Staff	319	12
Private Investigator (Phase III)	6:00-9:00 pm	TTh	Oct 24-Dec 5	\$225	36 hrs	Staff	319	12
Upholstery	6:00-9:00 pm	M	Sept 25- Nov 13	\$155	24 hrs	Langley	F	12
<b>Driver Training</b>								
CDL	5:30-9:30 pm	MTWTh	Sept 25-28	\$80	16 hrs	Ryan	317	12
CDL	5:30-9:30 pm	MTWTh	Nov 6-9	\$80	16 hrs	Ryan	317	12
Forklift Training	8:00am-5:00 pm	3rd F every month	Aug-Dec	\$25	8 hrs	Duncan	PIT	12
Motor Vehicle Accident Prevention	5:30-9:30 pm	MW	Nov 13-15	\$55	8 hrs	Mize	317	12
Motor Vehicle Accident Prevention	5:30-9:30 pm	TTh	Sept 12-14	\$55	8 hrs	Boon	317	12
School Bus Certification	5:00-9:30 pm	MTWThF	Sept 25-29	\$60	24 hrs	Mize	317	12
School Bus Recertification	5:30-9:30 pm	T	Aug 22	\$25	4 hrs	Mize	317	12
School Bus Recertification	5:30-9:30 pm	M	Oct 9	\$25	4 hrs	Boon	317	12
Motorcycle Saftey Training	8:00 am-5:00 pm	SSu	Aug 5 & 6	\$150	16 hrs	Call 405-424-RIDE to enroll		
Motorcycle Saftey Training	8:00 am-5:00 pm	SSu	Aug 26 & 27	\$150	16 hrs	Call 405-424-RIDE to enroll		
Motorcycle Saftey Training	8:00 am-5:00 pm	SSu	Sept 2 & 3	\$150	16 hrs	Call 405-424-RIDE to enroll		
Motorcycle Saftey Training	8:00 am-5:00 pm	SSu	Sept 30 & Oct 1	\$150	16 hrs	Call 405-424-RIDE to enroll		
Motorcycle Saftey Training	8:00 am-5:00 pm	SSu	Nov 4 & 5	\$150	16 hrs	Call 405-424-RIDE to enroll		
Motorcycle Saftey Training	8:00 am-5:00 pm	SSu	Dec 2 & 3	\$150	16 hrs	Call 405-424-RIDE to enroll		
<b>Personal Development</b>								
<b>Culinary</b>								
Cake Decorating	6-8 pm	TTh	Sept 5-19	\$75	10 hrs	Beamguard	CUL	12
Tour of the Orient (Chinese)	6-8 pm	M	Oct 9	\$55	2 hrs	Ellis	CUL	12
World of Soups	6-8 pm	M	Nov 13	\$55	2 hrs	Ellis	CUL	12
<b>Ballroom, Latin, &amp; Salsa Dance Classes</b>								
Ballroom	7:00 or 8:00 pm	T	Aug 8-29	\$140 per couple	4 hrs	Masters	Lobby	5 couples
Latin	7:00 or 8:00 pm	T	Sept 5-26	\$140 per couple	4 hrs	Masters	Lobby	5 couples
Salsa	7:00 or 8:00 pm	T	Oct 3-24	\$140 per couple	4 hrs	Masters	Lobby	5 couples
<b>Languages</b>								
Baby Sign Language	6:00-8:00 pm	M	Sept 25-Oct 16	\$50	8 hrs	Holtsclaw	Peoria	12
Sign Language	6:00-9:00 pm	Th	Aug 17-Dec 7	\$155	45 hrs	Ford	Seneca	12
Speedy Spanish	6:30-9:30 pm	Th	Sept 7-Dec 7	\$155	36 hrs	Parkin	Shawnee	12
<b>Quilting</b>								
Shadow Nine Patch Quilt	6:30-9:00 pm	T	Aug 29-Nov 14	\$75	30 hrs	Phillips	Wyandotte	12
<b>Miscellaneous</b>								
Grant Writing	6:30-9:30 pm	MW	Nov 1-15	\$75	15 hrs	Shook	301	12
Hunter Safety Class	5:30-9:30 pm	MT	Aug 28 & 29	Free	8 hrs	Staff	Aud	100
Hunter Safety Class	5:30-9:30 pm	MT	Sept 18 & 19	Free	8 hrs	Staff	Aud	100
Hunter Safety Class	8:00 am-5:00 pm	S	Oct 7	Free	8 hrs	Staff	Aud	100
Oklahoma Marriage Initiative	6:00-8:00 pm	T	Sept 5-Oct 10	Free	12 hrs	Staff	Cherokee	50
Oklahoma Marriage Initiative	6:00-8:00 pm	Th	Oct 12- Nov 16	Free	10 hrs	Staff	Cherokee	50

# >> FALL 2006 SHORT TERM COURSE DESCRIPTIONS

**Short-Term courses** are designed for personal development and recreation and for adults who want to enhance or develop new career skills. Courses are offered on weekdays, evenings, and Saturdays, allowing individuals to continue learning while managing a busy lifestyle.

## COMPUTER TRAINING

### Beginning Computers XP

This course will help overcome fear of the computer. Learn to work and become familiar with the Windows XP computer operating system and its accessory programs.

### Beginning Internet

*Prerequisites: Beginning Computers or Basic Computer Knowledge*

Learn how to get around on the internet. Explore search engines, fully use e-mail, and learn about Windows Media Player. This course is based on the Windows XP operating system.

### Buying & selling on eBay©

*Prerequisites: Basic Computer knowledge, basic digital camera knowledge, email address and password*

Want to sell something, or looking for a unique item? Want to participate in the Ultimate Flea Market? This can be done on eBay©! Learn to search, buy, and sell items, set up payments on a secure server, and develop the perfect listing for items.

### Keyboarding

Learn the basic skill of typing in this course.

### Restoring Old Photos I

*Prerequisite: Basic computer knowledge*  
Learn photo restoration secrets used by the professionals. Using Adobe Photoshop and a step-by-step method, learn how to restore aged and damaged photographs, repair tears, scratches, and fading. Give images a face-lift by removing wrinkles, correct over or underexposed photos (digital camera images included), and bring back lost detail from those cherished old photos.

### Senior Beginning Computers I

*Prerequisite: Must be sixty or older*

Scared of computers? Take this course designed with seniors in mind! Learn how to get the most from a personal computer system. Topics include learning how to connect all the pieces, setting up and configuring a computer system, and connecting to the internet.

### Senior Beginning Computers II

*Prerequisites: Sr. Beginning Computers I or Basic Computer Knowledge*

This computer course is designed specifically for seniors. Explore what can be done with a personal computer in this "hands-on" course and discover how "user-friendly" computers can be. Welcome to the world of high technology!

### Speed building

Build your efficiency and speed of typing in this class.

### What the heck's wrong with my Computer?

Learn removal and prevention of viruses, spy ware, malware, and overall general maintenance of your PC.

### Security Awareness for PC & Seniors

Learn to identify and protect your computer against risks associated with using e-mail and e-mail attachments, and internet use.

## DAYTIME COMPUTER TRAINING

### Daytime Computer Training

For detailed course descriptions for Daytime Computers Seminars, please visit our website at [www.tctc.org/one/classes.php](http://www.tctc.org/one/classes.php)

## MEDICAL

### Active Angels

Join Active Angels owner, Sonyia Stone, as she teaches nursing home activity directors and staff some creative games and activities for their clients. The state requires twelve planned activities per week for nursing home directors to provide and must address the various physical and mental needs of the residents. Save expensive planning hours by taking this class.

### Basic EMT

The EMT is a health care professional who is at the front lines of pre-hospital medical care (fire service, law enforcement and ambulance services). This 168 hour entry-level course consists of classroom training and 24 hours in a clinical setting of a hospital emergency department and licensed ambulance service. Course work includes basic anatomy and physiology, patient assessment, trauma care including wound care, bandaging, splinting and prevention of shock. Successful completion of the program prepares students for the State Licensure and National Registry examinations. Licensure is required to work as a Basic EMT in Oklahoma. TB skin test and an OSBI background check are required and included in the fee.

### 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. This course does not meet the requirements to be certified.

### CMA

*Prerequisite: Student must provide a copy of their current Nurse Assistant Certification card in LTC, HH or DDCA issued by the Oklahoma State Department of Health.*



# >> FALL 2006 SHORT TERM COURSE DESCRIPTIONS

## MEDICAL continued

**(CMA cont.)** *Must be 18 or older and be licensed and currently employed as a CNA for the past 6 months. Result of a current TB test (within the last 12 months) must be provided at the time of enrollment.*

This course is for the Certified Nurse Assistant. 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 Exam.

### CMA Refresher

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



### CNA (Certified Nurse Aide)

*Prerequisite: GED or High School Diploma required.* The Nurse Assistant program provides an introduction to basic nursing 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 workbook and State Exam.

### MAT

Course provides training for direct care staff who administers medication to residents in licensed residential care and group home facilities.

### MAT Update

*Prerequisite: Must provide a copy of their current Oklahoma Medication Administration Training (MAT) certificate.*

Course is the required yearly update for those who have completed the 15-hour MAT course. Course focuses on infection control, safety and legal issues, medication administration, medical emergencies, resident care and documentation.

### Medical Terminology

This course is a thorough, in-depth study of medical terminology and its applications to the health care industry. Course content focuses on identification of word parts, proper pronunciation and enunciation of

medical terms, spelling of medical terms and application of each medical term to the anatomy and physiology of the body.

### Medical Transcription

*Prerequisite: Medical Terminology &/or medical background, Word and typing skills*  
This class is designed to enable the student to type a variety of medical records using correct medical terminology, medical abbreviations, medications, anatomy, and physiology.

## SELF EMPLOYMENT TRAINING

### Starting your own Business

The Self-Employment Training Program is a 10-week program covering subjects intended to aid in writing a successful business plan and covers pertinent aspects of setting up a new business. Guest speakers are respected professionals with real world experience. Course topics include SBA loans, how to obtain financing, marketing, writing a business plan, legal issues, records, taxes, insurance, and web based marketing.

## TRADE & TECHNICAL

### Applied Welding Techniques

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 theory as it applies to the oxyacetylene fuel system, tack and weld with the shielded metal arc welding (stick), and components of metallic fusion.

### Security Guard Training (Phase I & II)

This course gives students basic training required by Oklahoma law to pass certification for security guards.

### Private Investigator (Phase III)

*Prerequisite: Security Guard Training (Phase I & II)*

This course gives students basic training required by Oklahoma law to pass certification to become a private investigator.

### Upholstery

Learn complete upholstery techniques. Students must bring

their own piece (no sofa or loveseat) to work on in class. Students must purchase an upholstery tool kit and material and supplies that are necessary for their piece of furniture. Do not bring furniture piece until second class meeting.

## DRIVER TRAINING

### CDL

This course will assist persons needing to take the written exam for commercial driver's license. Course covers rules, regulations, laws, and safety standards for any type of CDL.

### Forklift Training

Participants will learn the proper procedures and safety requirements for operating Power Industrial Trucks or forklifts in this one day course. The course is taught in the newly established PIT training center at the Tri County Technology Economic Development Center. Classes are offered the third Friday of every month.

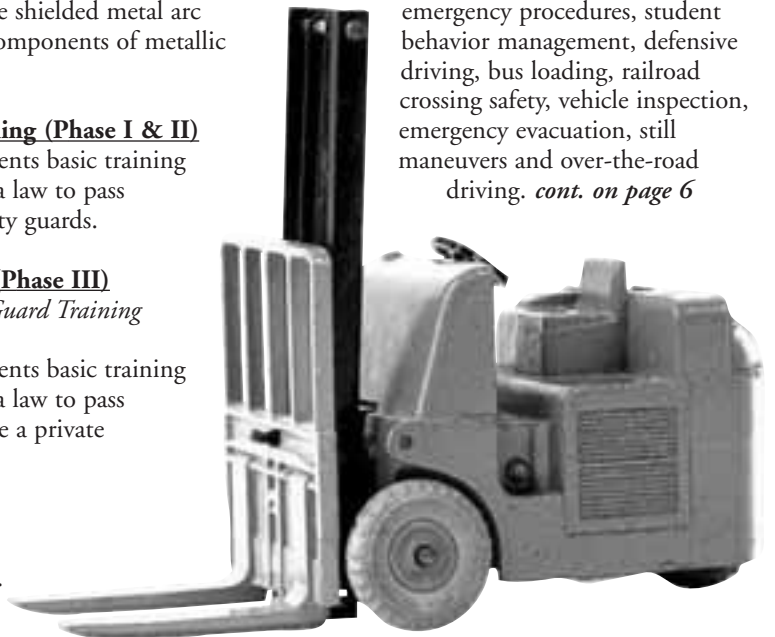
### Motor Vehicle Accident Prevention

Eight hours of classroom instruction will refine existing skills and develop safe defensive driving techniques. This course will review preventive measures that will save lives and money! Save up to 10% on automobile insurance premiums! (Check with agent prior to registration, discounts will vary from company to company.)

### School Bus Certification

*Prerequisite: Must be age 18 or older, have a valid driver's license, and CDL or Permit.*

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. *cont. on page 6*



# >> FALL 2006 SHORT TERM COURSE DESCRIPTIONS

*School Bus Certification cont. from page 5*  
Students must attend all hours of instruction and pass the CDL test at the Department of Motor Vehicles prior to class completion (cost not included in tuition).

## **School Bus Recertification**

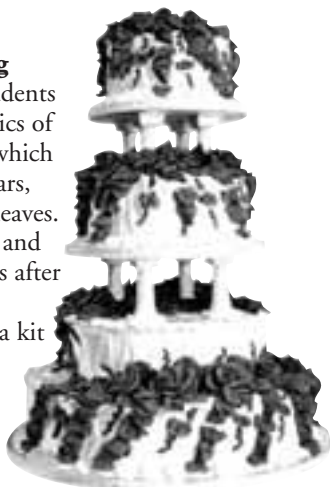
The School Bus Recertification class is now offered as a four-hour stand alone class as required by the D.O.T. of the State Department of Education, including the S endorsement. Topics covered include pick up and discharge of students, operation lifesaver (railroad safety) and blind spots of the bus. Students must attend the full four hours to receive their recertification.

## PERSONAL DEVELOPMENT

### CULINARY

#### **Cake Decorating**

In this course students will learn the basics of cake decorating which includes icing, stars, shells, roses and leaves. Bring your cakes and icing to each class after the first night. Tuition includes a kit for the class.



#### **Tour of the Orient**

Chef Michael Ellis is your "guide" as he takes you on a culinary tour of Asia. Chef Ellis will teach you how easy it is to produce Asian inspired cuisine in your own home. The Menu for this event will be Pork Wontons, Green Salad with Sesame Ginger dressing, Tempura Vegetables, California Sushi Roll, Hot and Sour Shrimp Soup, Beef and Vegetable Stir Fry, and Asian Banana Flambé.

#### **World of Soups**

Join Chef Michael Ellis as he unlocks the secrets to making great soups. Chef Ellis will demonstrate the correct steps for making a broth, the fundamental ingredient of all great

soups. The menu this course will be Lime and Chicken, French Onion served in a Bread Bowl, Sweet and Sour Soup, and Strawberry Soup for dessert. (This is a demo style class)

### DANCE

#### **Ballroom, Latin, Salsa**

Join The Masters Dance Studio Teacher, Jeff Leichnetz, as he teaches you the moves required to become a confident dancer.



### LANGUAGES

#### **Baby Sign Language**

Learn the basic skills needed to communicate effectively with your infant. This course is for parents or childcare workers wanting to incorporate sign language in the home or daycare setting.

#### **Sign Language**

An introduction to the development of basic conversation skills with the hearing impaired. You will learn finger-spelling, numbering, and practice the manual communication skill.

#### **Speedy Spanish**

This is a basic conversational course for beginners or those who want to brush-up on their Spanish skills. The course will stress conversation, pronunciation, vocabulary and sentence building necessary for travelers to order meals, or ask questions for basic communication in a Spanish speaking locale.

### QUILTING

#### **Shadow Nine Patch Quilt**

*Prerequisites: Basic machine quilting skills*  
A quick piecing method will make this project go so quickly you'll want to create a bed-size quilt. This is an excellent way to use up scraps or to create a color coordinated quilt to match your décor.

## MISCELLANEOUS

#### **Grant Writing**

*Prerequisites: Basic Computer Knowledge*

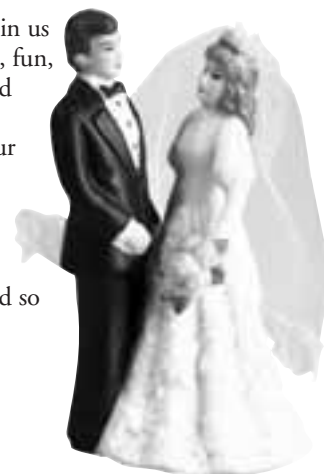
This class will help the student learn where to find dollars and assist them with the language and terminology used in developing objectives and goals to assist in applying for different kinds of grants. It will help anticipate and prepare for many roadblocks that prevent organizations from receiving money or services.

#### **Hunter Safety Class**

This is the state course offered by the Oklahoma Department of Wildlife. The recommended youngest age to take the Hunter Safety is 9 or 10 years old. The contact for this class is Marni at 331-5798.

#### **Oklahoma Marriage Initiative**

Are you looking for the right tools to build the most important relationship in your life? If you are married, engaged, or single then PREP® is right for you! You'll learn a skills-based approach to protecting your friendship, listening and being heard, solving problems together, and much more! Everyone is welcome to join us for this FREE, fun, straightforward approach to enhancing your relationship. FREE child care is provided, but space is limited so register today!



# >> ECONOMIC AND COMMUNITY DEVELOPMENT SERVICES

## SAFETY AND HEALTH INDUSTRY TRAINING

Need a Safety and/or Health program implemented? Let Tri County Technology Center's Economic Development Center help you get on the path to success. Please contact Ken Duncan, CSHO at 918-331-3303 or [kduncan@tctc.org](mailto:kduncan@tctc.org).

## CERTIFIED SMALL BUSINESS INCUBATOR

Thought about starting your own business? Let Tri County Technology Center's Economic and Community Development Center help you get on the path to success. What is a Business Incubator? A space intended for start-up and growing businesses. To find out more, contact our Entrepreneurial and Small Business Manager at 918-331-3315.

## BID ASSISTANCE

TCTC's Bid Assistance program will assist you in locating bidding and subcontracting opportunities in manufacturing, construction, and services as well as provide competitive intelligence. For more information, call 918-331-3320 or email [acash@tctc.org](mailto:acash@tctc.org)

## THE OKLAHOMA ALLIANCE FOR MANUFACTURING EXCELLENCE

The Oklahoma Alliance for Manufacturing Excellence—The Alliance—is a not-for-profit organization providing a variety of support to Oklahoma industry. At our core, we are an economic development organization working to improve Oklahoma's manufacturing industry. The

Alliance works with the Oklahoma Department of Commerce in an effort to assist companies in rural areas. Through ODOC, Manufacturing Extension Agents are trained to assist companies with the availability of incentives and other state business tools.

## YOUNG PROFESSIONALS OF BARTLESVILLE

Young Professionals of Bartlesville (YPB) seeks to promote and preserve the businesses, attractions and events that make Bartlesville unique. Our members are professionals from age 21 to the young at heart in the Bartlesville area. YP Bartlesville's mission is to make Bartlesville a great place to live, work and play for both the current and future residents. Contact Bartlesville Chamber of Commerce at 918-336-8708 or email at [yp@bartlesville.com](mailto:yp@bartlesville.com).

## >> ECONOMIC DEVELOPMENT CENTER

Bartlesville Area companies of all sizes have used Tri County Technology Center to help with their training needs. By providing the resources that companies need to compete cost-effectively, the Economic and Community Development Center strives to build lasting relationships with local business and industry.

Services include work force development, customized training, process and product improvement, safety training, American Management Association training, self employment training, power industrial trucks training (forklift), Real Time Supervising and many others. Tri County provides training opportunities at the center or at the client's site.

All courses offered by Tri County Technology Center are designed to provide maximum learning in the shortest possible time at an affordable cost. Training is designed specifically to meet the customer's needs.

### Adult training programs offered at TCTC are:

- **Open to anyone 16 years or older**
- **Flexible**
- **Designed to provide hands-on training opportunities**
- **Cost effective**
- **Designed to provide lifelong learning and continuing education opportunities**

# >> ENROLL ONLINE

enroll today by logging on to

# tctc.org

TCTC.ORG/ADULT/SCHEDULE.PHP



## >> HOW TO ENROLL

- » On the Web—Select the class you would like to take, enter the required information using your Visa, MasterCard or Discover card.
- » Come to the main office at 6101 SE Nowata Road in Bartlesville, Monday–Thursday, 7:30 am–8:30 pm or Friday, 7:30 am–4 pm.
- » Call us at 918.331.3333 or 888.567.4610 (within the school district) Monday–Thursday, 7:30 am–8:30 pm or Friday, 7:30 am–4 pm. Have your Visa, MasterCard or Discover card and course information handy.

Your enrollment will not be finalized until the class is paid in full.

Tuition and Books: Tuition fee includes class tuition and book. Tuition for out-of-district adult students is double. Books will not be given out until the first night of class. Supplies are extra for some courses.

**Senior Citizen Discount:** Any citizen of Tri County Technology Center's district who is sixty (60) years of age or older may participate in short-term classes and have 20 percent of their tuition waived, up to \$100. Any additional tuition, books, and supplies will be the responsibility of the student.

Short-term classes are NOT eligible for PELL or other grants listed above.

Tri County Technology Center's full-time programs and our EMT program are approved for Veteran's Benefits including:

- \* Chapter 30 (GI Bill)
- \* Chapter 35 (Dependent Benefits)
- \* Chapter 34 (VA Rehabilitation)
- \* Chapter 1606 (National Guard)

For information regarding your possible eligibility for any of these programs, you should contact the Veteran's administration at 1-888-GIBILL1 (1-888-442-4551) or 1-800-827-1000 or, you can email them at [muskrho@vba.va.gov](mailto:muskrho@vba.va.gov).



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