## Heating, Ventilation, & Air Conditioning Trades (HVAC)

### HVAC Readiness Program Level 1 (HVAC) $300
*New!*

This class prepares you to enter the Heating/Ventilation and Air Conditioning program. Typically Central Tech HVAC classes start in August, but by successfully completing level 1 & 2 of the HVAC Readiness Program you cut that time in half. In level 1 you will complete an orientation to the HVAC program, obtain your OSHA 10 certification, and learn about HVAC systems configuration & recognition. Level 1 completion will shorten your time in the 1050 hour HVAC program and count toward 64 hours of the 1050 hour HVAC program.

| | | | |
|---|---|---|---|
| Sap | 9/6-12/27 | 64 | Th | 5:00-9:00p |
| Sap | 11/01-12/20 | 64 | Th | 5:00-9:00p |

### HVAC Readiness Program Level 2 $300
*New!*

This class is a continuation of the Level 1 Readiness Program and will count toward an additional 64 hours of the 1050 HVAC program. Once you have completed levels 1 & 2 you will have 922 hours left in the HVAC program. In level 2 you will learn electrical theory, symbols & schematics diagrams, and use our electrical training boards to build actual electrical circuits.

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|---|---|---|---|
| Sap | 11/01-12/27 | 64 | Tth | 5:00-9:00p |

## Photography

### Photography $95

This is a beginner's course aimed at individuals with a digital single lens reflex (DSLR) camera and mirrorless cameras with removable lenses. Topics covered in class include controlling available light in any situation, design techniques and composition for professional photography. Students must supply their own camera for class.

| | | | |
|---|---|---|---|
| Drum | 9/20-11/22 | 30 | T | 6:00-9:00p |
| Sap | 9/22-12/01 | 30 | Th | 6:00-9:00p |

## Business

### Accounting $125

The accounting course will cover basic accounting/bookkeeping theory, procedures and terminology. The accounting cycle is presented in a logical sequence including: Proprietorships and Corporations, General Journals, General Ledgers, Cash Control Systems, Journalizing, Worksheets, Financial Statements, Purchases and Cash Payments, Sales and Cash Receipts, Adjusting and Closing Entries, Preparing Payroll Records, End of Year Fiscal Period Work, and Payroll Accounting, Taxes, and Reports.

| | | | |
|---|---|---|---|
| Sap | 10/10-12/05 | 48 | MW | 6:00-9:00p |

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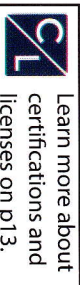
### Administrative Professional $195

Jobs in the administrative field are in high demand and administrative assistant jobs are expected to grow in the coming years. Administrative Assistants can work for small and large businesses, law firms, banks, hospitals, and doctors' offices. To help prepare yourself for an entry-level position in a business office, Central Tech has created a course that covers office procedures such as phone skills, filing, scheduling, and basic accounting. You will also learn how to use Word, Excel, Powerpoint, and other Microsoft Office products. Students should have good keyboarding skills and a basic understanding of computers before enrolling.

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|---|---|---|---|
| Sap | 8/22-12/19 | 102 | MW | 6:00-9:00p |

### Job Search, Interviewing, and Resumé Building $25

Improve your confidence in yourself and your job searching skills by being prepared. Central Tech's Job Search, Interviewing, and Resumé Building course teaches career seekers how to create a resumé that will stand out from the crowd and grab the attention of employers. You will also get ideas on how to market yourself and learn current interviewing techniques. This class will cover appropriate interviewing attire as well as online applications.

| | | | |
|---|---|---|---|
| Sap | 12/12-12/14 | 6 | MW | 6:00-9:00p |
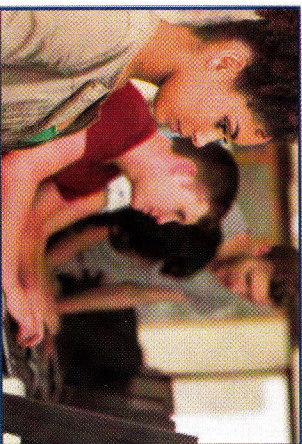
## Computer Technology

### Computer - Beginner $85

This is the place to begin if you are new to computers. This hands-on course introduces you to basic computer tasks within the Windows 10 environment, using email, and basic word processing.

| | | | |
|---|---|---|---|
| Drum | 9/19-10/12 | 24 | MW | 5:30-8:00p |
| Sap | 10/24-11/16 | 24 | MW | 6:00-9:00p |

### Computer to Cloud Back Up $20

Having your important data backed up off-site is important because it's safe from theft, fire, and other local disasters. In this class, learn different back up services offered and how to use them to protect data.

| | | | |
|---|---|---|---|
| Drum | 10/17 | 3 | M | 6:00-9:00p |
| Sap | 10/17 | 3 | M | 6:00-9:00p |
| Drum | 12/05 | 3 | M | 6:00-9:00p |
| Sap | 12/05 | 3 | M | 6:00-9:00p |

### Virus Free Computer $20

Learn how to prevent viruses and malware from infecting your computer. In this class, learn how to keep your Windows computer safe, by learning what to look out for online and how to clean-up your computer.

| | | | |
|---|---|---|---|
| Drum | 12/01 | 3 | Th | 6:00-9:00p |
| Sap | 12/01 | 3 | Th | 6:00-9:00p |

### Word - Basic $55

Topics in this class include text alignment, symbols and characters, headers, footers, bullets, and numbered lists.

| | | | |
|---|---|---|---|
| Sap | 9/07-9/19 | 12 | MW | 6:00-9:00p |
| Drum | 10/17-10/26 | 12 | MW | 6:00-9:00p |

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## Cisco Certified Network Associate Routing and Switching (CCNA)

Partnering with Cisco, Central Tech is delivering a comprehensive learning experience. CCNA Routing and Switching is an online course offered through the Sapulpa campus with open entry between 9/11/16 and 12/15/16. The course covers networking topics, with opportunities for hands-on, practical experience and career skill development. A Cisco certification is obtainable after completing the course.

| | Hrs. | Cost |
|---|---|---|
| Introduction to Networks | 80 | $400 |
| Routing & Switching Essentials | 80 | $400 |
| Scaling Networks | 80 | $400 |
| Connecting Networks | 80 | $400 |

**Call for information**
918-227-0331

## Early Childhood

### Pathway to the National Child Development Associate Certification $55

Students in the CDA program at Central Tech follow the Pathway to National Credential. The CDA is the most recognized child care credential in the United States. It is nationally transferable and is considered to be a key credential in the early childhood education profession. The CDA program is a comprehensive, 150-hour curriculum that provides 10 units of CDA training on the Sapulpa campus. This program prepares child care providers for the National CDA Credential awarded by the Council for Early Childhood Professional Recognition.

**All TTH classes below are hybrid classes with Tuesday on-campus and Thursday on-line. Ask for details.**

### CDA CEU: Baby Signs $25

The 'Baby Signs' program teaches babies how to communicate using simple gestures, giving them a way to communicate before they can talk. Bene is to infants and toddlers include the building of positive social development, jump-starting language, and reducing frustration.

| | | | |
|---|---|---|---|
| Sap | 10/24 | 3 | M | 6:00-9:00p |

### CDA 1: Providing for Children's Safety $30

Safety is a major issue in all early education centers and homes. Providing for Children's Safety is a 10-hour course designed to assist child care providers with the safety concepts for issues they face everyday. Included will be information on written policies and responsibilities for carrying them out.

| | | | |
|---|---|---|---|
| Sap | 9/06-9/15 | 10 | TTh | 6:30-9:00p |

### CDA 2: Providing for Children's Health $30

Health is a major issue in all early education centers and homes. Providing for Children's Health is a 10-hour course designed to assist child care providers with health issues they face every day and teaching with written policies and responsibilities for practicing good health in the early learning environment.

| | | | |
|---|---|---|---|
| Sap | 9/20-9/29 | 10 | TTh | 6:30-9:00p |

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### Excel - Basic $55

Discover ways to save time by learning how to create, edit and modify a spreadsheet. Also learn how to perform calculations and more.

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|---|---|---|---|
| Sap | 9/28-10/10 | 12 | MW | 6:00-9:00p |
| Drum | 11/07-11/16 | 12 | MW | 6:00-9:00p |

### How to use Your Tablet $20

Learn how to operate buttons, applications, customization, security, and more for your Windows 10 phones and tablets.

| | | | |
|---|---|---|---|
| Sap | 12/08 | 3 | Th | 6:00-9:00p |

### How to use Windows 10 $25

Upon successful completion, you will be able to perform basic work-related tasks on a PC running the Windows 10 operating system. This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system.

| | | | |
|---|---|---|---|
| Sap | 8/29-8/31 | 6 | MW | 6:00-9:00p |

### Photoshop - Basic $65

Release your creativity and explore the uses of Photoshop to make improvements to digital images. Become familiar with the Photoshop interface and basic tools. Learn to work with text, layers, layer styles, filters, and prepare images for print and web.

| | | | |
|---|---|---|---|
| Drum | 11/15-12/13 | 15 | T | 6:00-9:00p |