





**MOORE NORMAN**  
TECHNOLOGY CENTER

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COURSE CATALOG JULY - DECEMBER 2022

mntc.edu   

# Computers, IT & Visual Arts



Get Trained | Get Certified | Get Hired

Also in this issue: | **NEW Classes in Transportation** | **Welding, HVAC/R & CNC Machining** | **Basic Peace Officer Certification**

# Looking for class dates, times, and costs?

Visit us online at [www.mntc.edu](http://www.mntc.edu) for the most accurate information about current class offerings!

Digital technology and a robust website make it possible for us to provide you with the most current information about our classes, so we have opted to leave class details out of our printed catalog. Our intention is to provide you with real-time class information and avoid the challenges that arise when inevitable scheduling changes occur. We hope you will enjoy this new format and encourage you to browse our website. You might even discover new classes that didn't make it into the catalog.

## Oklahoma Written Driver's Exam at MNTC!



MNTC now offers  
Oklahoma Department of Public Safety  
Written Driver's Exams!

By appointment only.

[mntc.edu/testing](http://mntc.edu/testing) | 405.801.5000

## Oklahoma's Training for Industry Program



Moore Norman Technology Center can train your employees at low-to-no cost through an initiative backed by the Oklahoma Department of Commerce called the Training for Industry Program (TIP).

Call to see how we can move your business forward - together.

[mntc.edu/tip](http://mntc.edu/tip) | 405.800.5804



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# Business & Financial Services

## Accounting & Professional Finance



### QuickBooks Desktop

Purchased QuickBooks Desktop and now what? Let us help get you started! If you have recently purchased Intuit's QuickBooks Pro for the desktop, this workshop will familiarize you with the basic concepts of QuickBooks Pro. You will be introduced to the various features this accounting software has to offer. Using a Windows environment, you will receive hands-on instruction as you work through scenarios of entering data and setting up accounts. This course is taught using the desktop version. Training is conducted by a Certified QuickBooks Instructor.

4.5 class hrs 

### QuickBooks Online

If you have recently purchased Intuit's QuickBooks Online, this workshop will familiarize you with the basic concepts. You will be introduced to the various features this accounting software has to offer. Using a Windows environment, you will receive hands-on instruction as you work through scenarios of entering data and setting up accounts. The course is taught using the Online version. Training is conducted by a Certified QuickBooks Instructor.

4.5 class hrs  

### QuickBooks Payroll

This course will help you make sense of how to use QuickBooks Payroll, which is an extremely sophisticated software program that is actually quite user-friendly once you get started. You will learn about payroll taxes, reports and more complex issues such as 401k and insurance. Enroll now and make the process easier! Rest assured that this course is taught by a Certified QuickBooks ProAdvisor.

4 class hrs

## QuickBooks Certified User Certification Preparation

Gain hands-on experience and learn QuickBooks at home with direction from our QuickBooks instructor using Zoom in real-time. Get QuickBooks Certified and give your career a boost! This course is designed for those with no prior knowledge of QuickBooks but will quickly get you up to speed. You'll discover everything from setting up QuickBooks to handling money in, money out, banking, payroll, and much more. Attending training is the most important step to getting certified. The next step is to prepare to take the exam. You will receive free QuickBooks software for six months to study. This course is taught using Windows 10. MNTC is an Authorized Testing Center for QuickBooks.

36 class hrs 

## Employee Development

### SHRM-CP/SHRM-SCP Certification Preparation Course

If you are a human resource professional looking to increase your knowledge base, this course offers tools to prepare for the new SHRM-CP and SHRM-SCP exams. This certification-preparation program covers four knowledge domains: People, Organizations, Workplace and Strategy, as well as eight behavioral competencies: Leadership and Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global and Cultural Effectiveness, and Communication.

For more information on these new credentials visit

[www.SHRMCertification.org](http://www.SHRMCertification.org)

36 class hrs 


**In today's ever-changing environment, the human resource field is becoming more and more important. HR managers are more involved in the strategic planning of companies and the hiring of a more diversified workforce and justice-involved individuals. Grow in the HR field with SHRM Certification through MNTC!**



## Entrepreneurship & Marketing



### eCommerce: Build your Website with Wordpress - Online

In just a few hours, you will be running your own website powered by WordPress, the world's most popular content management system. Whether you are building a website for personal use, to market your business, or sell products online - this class will be a foundation to begin that journey.

6 class hrs 

### eCommerce: Advance Site Building Using WordPress - Online

This course teaches you advanced e-commerce techniques and introduces new sales strategies for your existing WooCommerce website. Once you have the basic knowledge of WooCommerce, this class takes the next steps to add additional functionality to your store and provide a better understanding of the WooCommerce system.

6 class hrs  

### Know Before You Sell

Product knowledge is a key part of the foundation that retail employees need to have in order to provide quality customer service. There are many ways to learn about products, including company or vendor-provided training, using products, reading labels and packaging, and talking with co-workers. If you are an entry-level associate, or if you are interested in exploring a career in retail or a service-based business, this course is perfect for you. In addition, this course will help prepare you for the certification test.

4 class hrs


### Providing Exceptional Customer Service

You will elevate your service skills by understanding customer interaction nuances, exception situations and strategies for increasing customer loyalty to the retailer and you. This course is perfect for an entry-level associate ready to perform their best and enhance their customer service and sales skill set. This course could also benefit anyone interested in operating a retail or service-based business. In addition, this course will help prepare learner for Customer Service and Sales, Certified Specialist certification test.

4 class hrs

### Retail Industry Overview - Online

You have made a connection with a customer and started a conversation to identify their needs using product and service knowledge. Now, meet or exceed their needs by continuing to provide quality customer service and completing the sale. It is time to become an influencer! This course is perfect for an entry-level associate ready to enhance their customer service and sales skill set. This course could also benefit anyone interested in operating a retail or service-based business. In addition, this course will help prepare you for the certification test.

4 class hrs 

### Retail Service and Sales Strategies

You have made a connection with the customer, started a conversation to identify their needs using product and service knowledge. Now, meet or exceed their needs by continuing to provide quality customer service and completing the sale. It is time to become an influencer! This course is perfect for an entry-level associate ready to enhance their customer service and sales skill set. This course could also benefit anyone interested in operating a retail or service-based business. In addition, this course will help prepare learner for Customer Service and Sales, Certified Specialist certification test.

4 class hrs

## Project Management

### Introduction to Project Management - Blended


Do you like to lead people, influence others, drive results, effect change, impact causes? Then Project Management is your field! Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. In this course you gain the skills needed to begin a role as a successful project manager in today's rapidly changing world. You will learn the basic concepts to successfully manage small-to medium-sized projects. This course is ideal for professionals who need to manage smaller, less complex, projects as part of their other job duties. Tuition includes books and Test Prep for certification preparation, if desired.

48 class hrs

## Small Business Workshops

### Forming an LLC - Online

Are your personal assets at risk? Do not let your self-employment, side business, or part time gig be a personal liability. Come and learn the formalities of having an LLC, including formation, taxation, and operation and more. This course be online over ZOOM.

3 class hours 

### Small Business Startup & Taxes

So a small business is your dream. You will learn about the decisions necessary from entity selection to tax obligations. You will learn about your entity choices, pros and cons, required legal documentation, federal and state responsibilities, accounting choices, and income taxes filings.

3 class hrs

# Multiple Ways to Start Your Career in Health Care!

## Certified Nursing Assistant (CNA)

### Required classes to take CNA exam:

- Home Health/Long Term Care Nurse Aide
- Long Term Care
- Home Health/Long Term Care Nurse Aide Deeming

Earn state certification.

Then either advance to a CMA or get a head-start in the AUA program.



## Medication Aide (CMA)



- Must be a certified CNA and worked for six months.
- **Required classes to take CMA exam:**
- Certified Medication Aide
- Advanced CMA: Gastric and Respiratory
- Advanced CMA: Insulin Administration/Glucose Monitoring
- \* With yearly Certified Medication Updates

Earn state certification.

## Advanced Unlicensed Assistant (AUA)



### Required classes to take AUA exam:

- CPR BLS for Health Care Providers
- AUA Prep
- AUA Lecture

Earn state certification.

*\* CNA not required to begin AUA class. With CNA license, skip AUA Prep course.*

**See pages 23-24 for more information**





# Class series focuses on creating e-commerce capabilities for businesses

Meeting more customers virtually

By Sharla Bardin

Moore Norman Technology Center is providing a series of classes to educate, encourage and equip business owners and entrepreneurs who are venturing into e-commerce.

The center is offering a combination of online classes to help individuals learn such topics as creating a website, adding features to begin selling products on the site, digital marketing techniques and online business strategies.

A goal with the series “is to make it as easy as possible for business owners to be able to sell online,” said Gina Bertoletti, business development coordinator.

E-commerce is especially a need for businesses now given economic impacts from the COVID-19 pandemic.

A recent survey among businesses participating in the Oklahoma Main Street program – which helps communities improve their historic central and neighborhood business district areas – showed the toll that the pandemic has had so far on businesses and the importance of online sales capabilities.

Brent Kisling, executive director of the Oklahoma Department of Commerce, said in a news release that the survey spotlighted “the need for all small businesses to have an e-commerce presence in order to better withstand disasters.”

The survey also showed that an online presence appeared to play a significant role in the severity of the disruption to businesses. Restaurants and retail with the ability to sell online reported a 49 percent decrease in sales, while those without e-commerce availability showed a 67 percent loss.

Bertoletti said the center wanted to offer a series of classes to meet business owners wherever their need might be to achieve e-commerce, whether it’s creating a website or incorporating digital marketing.

The series includes a free “Build a Website with WordPress” course that gives individuals the chance to create a website using WordPress, a popular website builder. From there, individuals can further those skills through other courses in the series – which are “Advanced Techniques using WooCommerce,” which will focus on adding more features and extensions to the website; “E-commerce Quick Start” and “Adventures in E-commerce Digital Marketing.”

Each course is \$99 and individuals can receive a 10 percent discount if they sign up for more than one paid class.

Bertoletti said the classes will feature live instruction, and students will have “links to a goldmine of resources to all of these classes.”

There also will be a Facebook group for participants to allow for increased interaction and assistance among one another and with their instructors.

Bertoletti said an overall goal is to help individuals set up e-commerce capabilities for their companies that can help them thrive and be better equipped to handle challenging economic situations.

“We’re going to do whatever we can to help these businesses,” she said.

For more information or to register for the e-commerce series, visit [www.mntc.edu](http://www.mntc.edu).

For more information on the survey among businesses with the Oklahoma Main Street program or COVID-19 business resources, visit [www.okcommerce.gov](http://www.okcommerce.gov).

*This story was published in the September 2021 issue of 19th Street Magazine.*



# Certification & Licensing

## CLEET - Private Security

CLEET Testing is available at Franklin Road and South Penn Campuses. Ask about evening testing availability.


### Private Security Guard Phase 1

Private Security Guard Phase 1 is required for all security guard license applicants. Instruction is provided in writing reports, responding to fire emergencies, first aid applications, and provisions of the Oklahoma Security Guard and Private Investigator Act. This course is designed to prepare you for the State of Oklahoma examination for armed and unarmed private security licensure. Phase I also constitutes partial fulfillment of Private Investigator licensure. Must be at least 18 to start this program.

20 class hrs 

### Private Security Guard Phase 2

Private Security Guard Phase 2 is required for all armed and unarmed security guard license applicants. Instruction is provided in good public relations skills, performing patrol duties, working fixed-post assignments, and investigating security incidents.

20 class hrs 


### Private Security Guard Phase 3

During Phase 3 of the Private Security Guard training, you will learn the basic duties and tasks of private investigators. Topics covered include responsibilities to clients, law of private investigations, Fair Credit Reporting Act, conducting investigations, surveillance, and locating and communicating information.

36 class hrs 

### Private Security Guard Phase 4

Private Security Phase 4 is required for all persons who want to become licensed armed security officers. Instruction will focus on the handling and firing of a handgun. Firearm usage will be conducted at an off-campus firing range under close supervision. You are required to furnish your own .38 through .45 caliber handgun and 400 rounds of ammunition.

32 class hrs 

## Special Education Teaching

### Special Education Paraprofessional Training


The Special Education Paraprofessional Course meets the State of Oklahoma requirements and prepares you to provide services to children and youth with disabilities. As a paraprofessional, you will assist schools in providing free and appropriate public education to students with disabilities in the least restrictive environment.

24 class hrs 

## Real Estate

### Real Estate Sales Provisional, Part I

This course will prepare you for the Real Estate Sales Associate Licensing Examination that is given by the Oklahoma Real Estate Commission. The course provides a basic foundation in real estate and is recommended for anyone associated with the real estate industry. Upon successful completion of this course, you may sit for the state examination, and upon passing the examination, will be issued a provisional sales associate license. This license will be valid for one year, including the month of issuance. The provisional sales licensee is required to complete Part II of the Basic Sales Education Requirement (45 hour post-license course RE400 or RE501) within the 12-month license term and provide proof of completion before license expiration. You will remain a provisional associate for a period of one year.

90 class hrs 

## Basic Peace Officer Academy



Become a **certified Basic Peace Officer**  
in just four months!

To get started visit [mntc.edu/BPOC](http://mntc.edu/BPOC)



# Computer, IT & Visual Arts



## Adobe


### Adobe Acrobat Pro

Create, fill, edit, sign, protect, prepare, and share PDFs on any device! In this two-part course, you will become an expert user in Adobe Acrobat. In part one, learn to create, save, navigate, modify, review and convert documents, share PDF files and PDF portfolios. In part two, you will use Adobe Acrobat Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing. You will also learn to create Accessible Documents that meets certain technical criteria and can be used by people with disabilities. Accessibility features in Adobe Acrobat, Adobe Reader and in the Portable Document Format (PDF) make it easier for people with disabilities to use PDF documents and forms, with and without the aid of assistive technology software. Tuition includes book, eBook and practice files. You should be familiar with the Microsoft operating system, and have the ability to use a keyboard and a mouse.

### Adobe Acrobat Pro I

6 class hrs 



### Adobe Acrobat Pro II

6 class hrs 



### Photoshop Basics - Online

Gain hands-on experience using Photoshop at home with direction from our Photoshop instructor using Zoom in real-time. These courses are a great way for you to learn to use Photoshop, and can benefit even those who may already use Photoshop. In Photoshop Basics 1, get the confidence to move your artwork and photographs to the next level. Our Photoshop Basics 2 builds on your confidence with using the program and progresses through a solid intermediate skill level that will benefit even those who may already use Photoshop on a regular basis. Our Photoshop Basics 3 course is designed for the Photoshop user who wants to continue to learn new methods of compositing images to add that touch of creativity to their portfolio or business work flow. This course introduces a variety of tools and techniques designed to help develop expertise in image development and special effects. All graphic assignments are done in the online class sessions; however, you are encouraged to continue projects and practices at home. You must have the Adobe applications to participate fully.



### Photoshop Basics I - Online

15 class hrs  

### Photoshop Basics II - Online

15 class hrs  

### Photoshop Basics III - Online

18 class hrs  

### Photoshop for Photographers

Learn to edit your digital photographs in Adobe Photoshop. Topics covered include a workflow for photo-editing, working with adjustment layers, techniques for converting color images to black and white, basic retouching techniques, preparing images for printing and for use in e-mails and on the internet.

15 class hrs



MNTC provides online courses designed by ed2go, a national online education provider.

### Career Training Programs (CTP)

- Career Training Programs are designed by a team of professionals from each respective field who work to provide the student with effective web-based learning experiences.
- Learn in-demand skills recognized by employers
- Many courses prepare students for a national certification
- Start anytime - work at your own pace and complete in three (3) to six (6) months and up to a year
- Textbooks and learning materials included
- Support offered via phone, email, or live chat seven (7) days a week
- Expert instructor assistance and Career Advisors provided

**See page 27 for more details!**

**Looking for class dates, times, and costs?  
Visit us online at [mntc.edu](http://mntc.edu).**

## Pro Video Editing

Learn the skills to edit video for commercial, industrial, or artistic projects with Adobe Premiere Pro. Then explore Black Magic's Divinci cross-platform video editing software. Entirely professional with 2K editing, and shockingly free to download, many pros are shifting over and bringing their preferences with them. Perfect for the editor who learned on Final Cut Pro 7, just can't afford the other expensive software programs, or is ready to upgrade their skills from iMovie or Windows Movie Maker.

*18 class hrs*

## Computer Workshops

### Coding for Beginners



Gain the knowledge to start working in programming. From basic website maintenance, to mobile app development and video games, to networking and software creation. This course is a short, fun, and basic overview of several key programming languages, what they are, what they do, and how to write for them. It serves as the perfect gateway to finding the type of coding language you'd like to start learning, without any more experience than simple typing. This course utilizes MS Visual Studio and Eclipse Neon.

*12 class hrs*



### Easy Business Formulas - Online

Whether you are starting from square one or aspiring to become an absolute Excel power user, you have come to the right place. In this two-part series you will get hands on experience and learn to use over 50 Excel formulas you can begin using immediately! The main goal in this training series is to increase your awareness of the top tools and formulas in Excel to help you solve complex problems. You will not believe how you can work smarter and more efficiently, and even speed up processes, all while saving time by learning a few formulas in Excel. Users are not aware of what they do not know. This series will fill that gap. Why learn it? You will be taught through hands-on, contextual examples designed to showcase why these formulas are awesome and how they can be applied in a number of ways. In part two you will continue to have hands-on experience and learn more of the 50 Excel formulas we will share with you. Why learn it? You will be taught through hands-on, contextual examples designed to showcase why these formulas are awesome and how they can be applied in a number of ways.

#### Easy Business Formulas Part 1 - Online

*3 class hrs*  

#### Easy Business Formulas Part 2 - Online

*3 class hrs*  

## Digital Photography

### Beginning Digital Photography


Learn to use your camera's basic controls and features and gain a better understanding of the elements of photographic composition and techniques. Learn about standard shooting modes, image quality, and image size, white balance, ISO, shutter speed and aperture settings, exposure metering modes, exposure compensation, media card formatting, and focusing (both auto and manual). Learn the use of shutter speed and aperture settings to achieve a proper exposure and use the camera's histogram feature to evaluate photographs as they are made. A brief overview of photo-editing techniques is also covered. The class will meet one session at a local place of interest to practice making use of what has been learned in class and to ask questions of the instructor regarding issues and difficulties they encounter while in the field. Owners of point and shoot cameras, which may not have all the features that will be covered in class, are welcome to take the class, but should probably talk with the instructor, before or at the first class, about how they can best benefit from the instruction. All students should bring their camera manuals with them to the first couple of classes.

*20 class hrs*

## Information Technology

### AutoCAD Introduction



Learn AutoCAD and obtain a craft! This course is designed for the new user or anyone wanting to update from an older AutoCAD version. The ability to design with AutoCAD is definitely a craft that gives you the needed technical expertise to pursue a professional career in various fields: engineering, architecture, interior design, manufacturing, project management, etc., where organization and aesthetic design are king. You will learn the essential commands required for 2D drawing, design, and drafting using AutoCAD. The curriculum emphasizes Notes, Tips, and Warnings, which are systematically called out for special attention. With this newfound skill, you can take on designing projects as either a hobby or a source of supplemental income. You will also be guided in obtaining the latest version of AutoCAD software with this course to use and study with at home.

*48 class hrs* 

**Looking for class dates,  
times, and costs?  
Visit us online at [mnc.edu](http://mnc.edu).**


## Introduction to Wireshark - Online

If you want to get started using Wireshark, you will LOVE this online course. Wireshark is a very powerful and popular network analyzer for Windows, Mac and Linux. It is a tool that is used to inspect data passing through a network. Learn to use Wireshark as an IT professional; it is useful for network engineers, systems administrators, cyber-security professionals, and even developers. Use this course to speed up your learning with hands-on exercises showing you exactly what you can do in Wireshark and how it can accelerate your understanding of how systems and software interact on a network.

8 class hrs  

## JavaScript I

This introductory course will teach you web development using client-side JavaScript. Initially, we will discuss HTML5 and CSS3 and how JavaScript is used to modify the contents and layout of a web page. You will learn various development tools for creating web pages and dynamic web page interactions. You will learn core grammar of JavaScript, such as loops, condition testing, etc. Familiarity with HTML and CSS is beneficial but not required.

42 class hrs 


## JavaScript II

This is the 2nd course for JavaScript to help you improve your web-design abilities! JavaScript II (jQuery) introduces practical usage of client-side JavaScript using current technologies such as JQuery, AJAX, JSON, platform APIs, and more to make our web programming lives easier. Students will learn to implement various design elements that improve the functionality and attractiveness of web pages. CN905 JavaScript I or prior JavaScript programming knowledge is essential to gain the most from this course.

42 class hrs 


## Microsoft-SQL I: Introduction to Querying Data

Are you interested in boosting your career? Wondering what skills are worth investing in? A solid technical background is in high demand among recruiters. SQL is one of the top 10 languages to know. This four-part series of courses will help you learn how to use SQL to store, query, and manipulate data. You will begin writing SQL Queries and Database Management from the ground up. We will take you from someone who has no knowledge to an intermediate level of knowledge in five short weeks. SQL is a special-purpose programming language designed for managing data in a relational database, and used by a huge number of apps and organizations. SQL is one of the most popular topics in our catalog and with good reason.

30 class hrs 

## Microsoft-SQL II: Advanced Queries

In this second SQL Database course, you will learn about query techniques, aggregation queries, ranking data, working with results sets as data, subqueries, using merge and output. This course is the second in our series of four exam prep courses for the Microsoft 70-461 certification and it is also useful to technology professionals who wish to improve their SQL skills.

48 class hrs 



Scan the QR code to check class dates and times.

Excited about your new Instant Pot, but don't know how to get started? Come to **Learning to Cook with Instant Pot**. Tips and tricks will allow you to easily prepare a meal using an Instant Pot.  
**See page 30 for details!**

## Keep in touch!




**@MooreNormanTech**  
**#MooreNorman**



## Python Certified Associate Programmer Certification (PCAP)

In this course, you will learn to design, write, debug, and run programs encoded in the Python language. No prior programming knowledge is required. Python is a general-purpose programming language used to build just about anything. Python is key for back-end web development, data analysis, artificial intelligence and scientific computing, all of which are key for pursuing IT careers. The course begins with the very basics guiding you step-by-step until you become adept at solving more complex problems. The course aligns to the PCAP - Python Certified Associate Programmer certification, validating your expertise to employers and expanding your IT and IoT career opportunities. Upon completion of the course, you will obtain a 51% discount voucher that reduces the exam fee to \$144.55. The exam fee includes a free retake.

69 class hrs 

## SolidWorks

Whether you are interested in improving your SolidWorks skills or you are at the beginning stages of learning the software, the best place to start is with our training course. You will learn the interface and navigate the SolidWorks program. You will gain a good introduction to accomplishing common 3D drawing, design and drafting operations and be prepared to test for the Certified SolidWorks Associate certification. You will have opportunities to participate in many activities and exercises that enable you to put key concepts into practice. This course will take you from knowing nothing about SolidWorks to giving you all the knowledge and skills needed to become a certified associate. This course should enable you to, with confidence, use SolidWorks to design your next innovation. After this course, you can proudly list your SolidWorks skills in your resume. CSWA certification fee is included.

60 class hrs



**MOORE NORMAN**  
TECHNOLOGY CENTER

## Workforce & Economic Development

Let MNTC develop a customized training plan for your workforce.



Information  
Technology

Consulting, training, and effective solutions for the latest technology trends.



Safety  
Training

Training to keep companies ahead of state and federal requirements.



Health  
Training

New and emerging health technology training and certification.



Human  
Resources

Training for HR groups to align with employee law and strive for higher-level professionalism.

[mntc.edu/wed](http://mntc.edu/wed) | 405.801.5000



## Free Resources for Small Businesses!

Free templates and resources to move your business forward!

[mntc.edu/SBM](http://mntc.edu/SBM)

# MNTC Career Programs

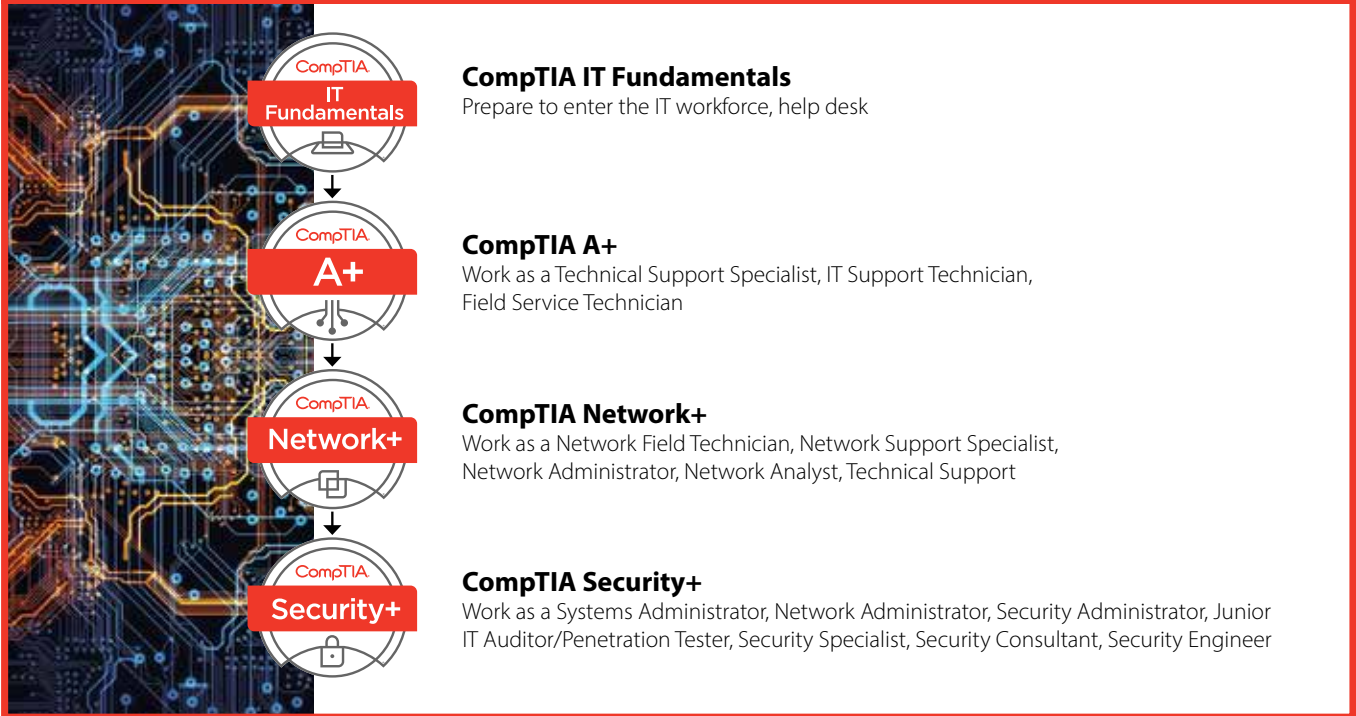
MNTC's career programs combine rigorous study with hands-on training in the areas of health, technical trades, and business and information technology. Most career programs are 1050+ class hours and are completed in two to four semesters.

**Applications open November 2022 for programs starting in August 2023.**

- Accounting
  - Aviation Maintenance Technician (coming soon)
  - Automotive Collision Repair & Refinishing
  - Automotive Service Technology
  - Basic Peace Officer Certification #
  - Biomedical Science \*
  - Carpentry
  - Cloud & Virtual Network Administration
  - CNC Machining
  - Computer Aided Design & Drafting
  - Cosmetology
  - Cyber Defense
  - Dental Assisting (CDA)
  - Diagnostic Medical Sonography (RDMS)
  - Digital Cinema & Television Production
  - Electrical Trades
  - Graphic Design
  - Health Careers Certification \*
  - Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)
  - Legal Office Services
  - Medical Assisting (CMA)
  - Physical Therapy Aide \*
  - Practical Nursing (LPN)
  - Pre-Engineering \*
  - Pre-Nursing (AUA)
  - Programming & Software Development
  - Service Careers Maintenance
  - Surgical Technology (CST)
  - Veterinary Assistant \*
  - Welding
- # Must be over 21 to enroll  
\* High school students only

For detailed information about MNTC's long-term career programs  
visit us online at [mntc.edu](http://mntc.edu) or call 405.801.5000.

## START YOUR CAREER WITH COMPTIA CORE SKILLS

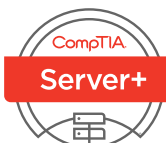


### INFRASTRUCTURE CAREER PATHWAY

When taken together as the CompTIA Infrastructure Career Pathway, CompTIA certifications validate the skillsets needed across IT operations, deepening your mastery of skills and broadening the number of IT infrastructure roles in which you can contribute.



**Linux Essentials**  
Junior Linux Administrator, Junior Network Administrator, Systems Administrator, Web Administrator



**CompTIA Server+**  
Systems Engineer, Server Administrator, Sales Solution Specialist, Servers



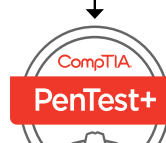
**CompTIA Cloud+**  
Project Manager, Cloud Services, Cloud Engineer, Manager, Business Analyst, Data Center SAN

### CYBERSECURITY CAREER PATHWAY

With CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Cybersecurity Analyst (CySA+), and CompTIA Advanced Security Practitioner (CASP), the CompTIA Cybersecurity Career Pathway helps technical specialists achieve cybersecurity mastery, from beginning to end.



**CompTIA CySA+**  
Security Analyst, Security Operations Center (SOC) Analyst, Vulnerability Analyst, Cybersecurity Specialist, Threat Intelligence Analyst, Security Engineer



**CompTIA PenTest+**  
Penetration Tester, Vulnerability Tester, Security Analyst, Vulnerability Assessment Analyst, Network Security Operations, Application Security Vulnerability




**CompTIA CASP+**  
Information Security Analyst, Security Architect, IT Specialist INFOSEC, IT Specialist, Cybersecurity, Cybersecurity Risk Manager, Cybersecurity Risk Analyst

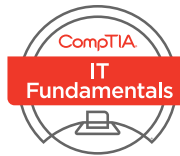


# CompTIA Core Skills Classes

## Operating and Networking Your Home Computer - Blended


This course is in a blended format, meeting online and on campus, as needed. If you are considering a career in IT and computer-related fields or just wanting to know more about operating your computer, you found the right course. There are no special prerequisites to start this course. We have made the assumption that you might not know much about how computers or software work or even how to use them. Some experience with a keyboard and mouse is helpful but not essential. Completing this course will help you acquire the knowledge and skills to set up and use a personal computer at home securely and keep it in good working order and be able to provide support for PCs and simple computer networks in a small business. This course, along with CompTIA A+ Essentials and Practical Application, serve as an excellent preparatory event for the A+ certification. While MNTC provides you with learning resources to prepare for a successful exam experience, certification exams must be scheduled through PearsonVUE. Exam may be taken in our Assessment Center or online at home.

**48 class hrs** 



## Preparation for CompTIA Network+ Certification - Blended

This course is in a blended format, meeting online and on campus, as needed. Are looking to get a job as a Network Administrator or move up in your organization? Everything you need to obtain the certification is contained in this course. Let us help you prepare for the CompTIA Network+ Exam! In just 13 weeks with our skilled and certified instructor, you will learn how to install, configure, and troubleshoot a computer network with hands-on labs. You will learn the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems, TCP/IP, Ethernet, wireless transmission, and security. You will have gained the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Tuition includes books and Test Prep for certification preparation, everything you need to enter the exam confident in your skill set. While MNTC provides you with learning resources to prepare for a successful exam experience, certification exams must be scheduled through PearsonVUE. Exam may be taken in our Assessment Center or online at home. Certification Exam is not included. Student discounts are as much as 50%.

**78 class hrs** 



## CompTIA A+ Essentials and Practical Application


Are you looking to get a job in the field of Information Technology? The CompTIA® A+® course is the first step in your preparation. This course will build on your existing user-level knowledge and experience with personal computer (PC) software and hardware to give you the fundamental skills and concepts that you will use on the job. In this course, you will learn the essential skills through discussion, demonstration and hands-on labs to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems. You will have the opportunity to practice in hands-on lab scenarios. Tuition includes books and two Test Preps for certification preparation, everything you need to enter the exam confident in your skill set. Operating and Networking Your Home Computer (CompTIA ITF+) is a strongly suggested prerequisite. While MNTC provides you with learning resources to prepare for a successful exam experience, certification exams must be scheduled through PearsonVUE. Exam may be taken in our Assessment Center. Certification Exam is not included. Student discounts are as much as 50%.

**84 class hrs** 



## Preparation for CompTIA Security+ Certification - Blended

This course is in a blended format, meeting online and on campus, as needed. Get the latest training for the 2019 update covering 100% of the objectives for Security+! You will learn how to handle threats, attacks, and vulnerabilities using industry-standard tools and technologies, while understanding the role of architecture and design. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your computer security skill set so that you can confidently perform your duties in any security-related role. Tuition includes books and Test Prep for certification preparation, everything you need to enter the exam confident in your skill set. Security+ is compliant with ISO 17024 standards and approved by the US DoD to meet directive 8140/8570.01-M requirements. While MNTC provides you with learning resources to prepare for a successful exam experience, certification exams must be scheduled through PearsonVUE. Exam may be taken in our Assessment Center. Certification Exam is not included. Student discounts are as much as 50%.

**54 class hrs** 



Scan the QR code to check class dates and times.

## It's Never too Late to Learn Basic Computer Skills

The Microsoft office classes will teach you how to use some of the most powerful and commonly used computer software in the world. The Computer FlexTrack courses offer self-paced learning and flexible scheduling. Students may even do some of their work from home. Our courses incorporate real-life projects using self-paced books with step-by-step instructions. Texts contain extra practice exercises and repetition to facilitate learning. FlexTrack courses are developed on a level to help students prepare to pass the Microsoft Certification tests. The Computer FlexTrack courses are offered at the South Penn Campus. New courses begin every Monday. Students have 20 weeks from their enrollment date to complete their course.

## Microsoft

### Getting Started with Microsoft 365

By the end of this course, you should be comfortable with logging into and out of your accounts, and modifying basic account settings. You will become familiar with the apps and services available in your subscription and how to communicate with others using OneDrive, as well as perform administrative tasks (such as managing users and groups within Microsoft 365), manage domains, and use the Security and Compliance Center. By the end of the second course, you will be comfortable performing basic administrative tasks such as managing users and groups within Microsoft 365, managing domains, and using the Security and Compliance Center

### Getting Started with Microsoft 365 Part 1

3 class hrs 

### Getting Started with Microsoft 365 Part 2

3 class hrs 


## Microsoft Teams

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings. By the end of this course, you will know how to use the Teams interface and its key elements including teams, channels and messages. You will learn how to get help in Teams. You will learn how to use messages to communicate within channels, how to manage messages and files, and will be introduced to the wiki, a great place to store and discuss channel related information. You will learn about some of the other communication tools in Teams. Using chat, making audio and video calls, managing meetings and, managing files. You will learn how to customize channels and adding functionality using tabs and connectors to a channel. And finally you will learn how to manage your Teams profile, how to manage teams and, how to add bots and apps to Teams.

6 class hrs

## Microsoft SharePoint® 2019 Site User

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2019 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint® Team Site to access, store, and share information and documents. SharePoint® is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint®, and with the documents and data stored in SharePoint®. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you, and collaborate with colleagues more effectively.

6 class hrs 

## Microsoft Excel



### Excel: Basic

This course is designed to provide you with the tools you need to use Microsoft Excel 2016 in the workplace, at school, or at home. This comprehensive course focuses not only on concepts, but also how to apply those concepts. If you are interested in certification, this course will help to prepare you for the Specialist level of the Microsoft Office Specialist certification examinations. You should be familiar with the Microsoft platform to enjoy this class.

### Excel: Basic - Face-to-Face

6 class hrs 


### Excel: Basic - Online

6 class hrs  



**Excel: Intermediate**

Build on the skills introduced in Excel Basic and learn to use multiple worksheets, linking and workbooks efficiently as well as more advanced formatting options. You will also learn how to create outlines and subtotals. This course will also cover more advanced charting techniques, such as creating and using PivotTable and PivotChart using Excel data, file sharing, template creation.

**Excel: Intermediate - Face-to-Face**

6 class hrs 

**Excel: Intermediate - Online**

6 class hrs  

Earn Expert Certification in Excel 

Coming from different generations means we filter and view things differently. **Generations in the Classroom** prepares you to communicate and relate to the five generations that make up our society today. By understanding each generation's background and defining moments that influenced them, you can create appreciation and opportunity for groups to learn from one another.


**See page 38 for more details!**

**HIRE MNTC GRADS**  
[mntc.edu/hireMNTCgrads](http://mntc.edu/hireMNTCgrads)



**Excel: Advanced**

Build on the skills introduced in Intermediate Excel and help prepare for the Microsoft Excel certification examination. Learn and work with advanced formulas and lookup functions. Learn to import data, export data and query external databases. You will also learn about some of the analytical features of Excel, such as goal seek and solver, and learn to create and run macros to automate redundant tasks in spreadsheets.

**Excel: Advanced - Face-to-Face**

6 class hrs 

**Excel: Advanced - Online**

6 class hrs  

**MNTC's Commercial Driver Training**



MNTC now offers classes in:  
 CDL Permit Test Prep • CDL Skills Training • School Bus Driver Training

Students also perform skills training on VS600M Simulator!

Call 405.801.5000 or visit [mntc.edu/Transportation](http://mntc.edu/Transportation) for information or to enroll!

Developing and implementing **Effective Classroom Instruction** is the focus for this class. Create strategies to provide objective-based instruction, engaging learners in activities addressing multiple learning styles, utilizing formative and summative assessment, utilizing authentic and relevant activities and media.

**See page 37 for details!**






# Construction & Manufacturing

## Building Trades


### Code Update

Courses meet all requirements for code update classes according to Oklahoma Statutes, mandating that all electrical, mechanical, and plumbing journeymen (and contractors) receive a minimum of 6 hours of continuing education during each code cycle, to renew their license. Classes also meet the Construction Industries Board continuing education criteria for licensed journeymen and contractors.

#### Electrical Code Update

6 class hrs 

#### Mechanical Code Update

6 class hrs 


#### Plumbing Code Update

6 class hrs 

## Construction Technology

### CNC Operations for Cabinetmaking and Woodworking

This is an introductory course in CNC operation, utilizing the latest in industry recognized software and equipment in a hands-on setting to introduce the student to basic CNC Operation. This course begins with the basics of Computer Aided Design (CAD), Computer Aided Manufacturing (CAM) and set-up of a standard CNC routing machine, to improve woodworking performance and increase production. You will use Fusion 360 software to draft, design, and set-up the machine for production of various projects specializing in cabinet manufacturing. You will learn to operate the machinery in a safe environment in addition to tool set-up, maintenance of the machinery, and integration of the CNC Router into the woodworking facility.

120 hrs  

## Electronics / Instrumentation

### Electronics Technician Program - Part I

This is a foundational course in electronics that covers the basics of electricity and electronics through studies in the component and concept applications, including circuit analysis, measurements, and laboratory practice. You will analyze, construct, test, and interface electronic components such as resistors, capacitors, inductors, for principles in measurements and troubleshooting. You may choose to test for ETA certifications at the end of the course, and will pay for testing at the assessment center.

90 class hrs

### Electronics Technician Program- Part 2

This course follows Electronics Technician Program - Part 1, learning solid state and analog electronics, through semiconductor fundamentals, control devices, amplifiers, and other principle circuits for communications. Analog technology will include component and concept applications, circuit analysis, and laboratory practice. You will analyze, construct, test, and interface electronic components for transistors, operational amplifiers, and power supplies, for principles in measurements and troubleshooting. You may choose to test for ETA certifications at the end of the course, and pay for testing at the assessment center.

90 class hrs 

## Precision Machining

### CNC Machining Fundamentals


This a fundamental course for understanding how the products we use everyday came to be. You will be introduced to machining, beginning with using basic tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machining terminology, theory, math, part layout, and bench working using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

90 class hrs

Looking for class dates,  
times, and costs?  
Visit us online at [mntc.edu](http://mntc.edu).

### CNC Operator

This is your next step to a career in Computer Numerical Controlled (CNC) equipment. CNC setup operators handle the initial start-up of a program, operate and troubleshoot conventional and CNC machine tools, and maintain quality control of parts being machined. Emphasis is placed on shop safety, housekeeping, and preventive maintenance. Machining Fundamentals is required prior to this class.

90 class hrs 

## Technical Trades


### HVAC/R

You will create a path to a license in this comprehensive program as you learn about refrigeration, air conditioning, and heating systems, and the proper installation, diagnostic, and servicing procedures for these systems. Hands-on, authentic learning experiences are emphasized in this program. You will also have the opportunity to test and earn your EPA certification. You will also take the ICE exam, an industry-recognized certification. To obtain a Journeyman's License in the State of Oklahoma, you must apprentice for three (3) years. With a certificate from MNTC, you will only have to apprentice for two (2) years if you complete HVAC I and HVAC II.

#### HVAC/R I

250 class hrs 

#### HVAC/R II

250 class hrs 


### Residential Electrical

Welcome to the world of the electrical helper. This is a comprehensive course for the apprentice electrician who will receive basic training in residential wiring. You will learn wiring design and code requirements for electrical installation. You will participate in hands-on shop activities that will provide practical experience in installation of lights, switches, receptacles, and other devices. Hours earned in this class are credited toward required hours for licensure. You must earn a passing grade of 70% or better and have at least 80% attendance to count the hours toward fulfilling the apprenticeship requirements.

120 class hrs

### International Plumbing Code - Exam Preparation

Prepare for the code portion of the Oklahoma state licensing examination for journeyman plumbers and plumbing contractors. Topics include: administration and enforcement, definitions, general regulations, materials, joints, connections, sanitary drainage systems, indirect waste piping, storm drainage, vents and venting, traps, interceptors, separators, backwater valves, drainage pipe clean-out, plumbing fixtures, hangers, supports, health care plumbing, water supply and distribution, inspection, gas piping, and copper wiring regulations and problems. You will receive a copy of the 2018 IPC book.

30 class hrs 

## Basic EMT ready to move forward?



Become an Advanced EMT and get nationally registered and licensed in Oklahoma.

**405.801.5000 | [mntc.edu/Health](http://mntc.edu/Health)**

## MNTC's Safety Training



Safety training through MNTC can help your company avoid costly OSHA and PEOSH citations or penalties. Employees get the hands-on experience needed when training for confined space entry, asbestos abatement, and fall protection.

**405.801.5000 | [mntc.edu/wed](http://mntc.edu/wed)**



# Learn industrial welding skills after hours with MNTC!

## Welding

### Intro to Welding

This course covers basic welding skills and provides a foundation for further training toward industrial welding skills. Safe use of equipment is emphasized. Students will receive basic instruction and participate in hands-on experiences using oxyfuel welding a cutting, shielded metal arc welding and gas metal arc welding.

*72 class hrs*

### TIG Only Welding

In this course, you will learn the fundamentals of TIG (Tungsten Inert Gas) welding procedures and techniques.

*42 class hrs*

### Welding for Certification

These classes are designed to prepare experienced welders for certification. While some theory is included, the course content is predominately hands-on. The certification test will be simulated in the classroom; however, fees for the actual certification tests are not included in the tuition.

### Welding Pipe Certification (section IX-6G position) – American Petroleum institute Standard 1104

*60 class hrs*

### Welding for AWS D1.1 Certification

*42 class hrs*

## Welding

This welding course is designed to introduce you to basic welding skills and provides a foundation for further training toward industrial welding skills. Safe use of equipment is emphasized. You will receive basic instruction and participate in hands-on experiences using oxyfuel welding and cutting, shielded metal arc welding and gas metal arc welding (MIG), Fluxed core arc welding (FCAW), and Tungsten inert gas welding (TIG). Upon successful completion of the first semester of the welding program, you will choose a process specific pathway from one of the following advanced code specific options:

- SMAW (AWS D1.1, API 1104, ASME Section IX)
- GMAW & FCAW (AWS D1.1 & ASME Section IX)
- GTAW (ASME Section IX & API 1104)

Process specific training focuses on advance techniques to provide more in-depth theory and hands-on skilled training to acquire an industry certification.

### Welding I

*175 class hrs*

### Welding II

*175 class hrs* 



Scan the QR code to  
check class dates  
and times.



# Health & Safety



## Syringe Indicates Health Courses with a Clinical Component

Because many of our programs require skills practiced at a clinical facility, there are basic requirements students must meet. These requirements are determined by each facility. Although these requirements may vary, most require the following prior to the clinical rotation:

### Immunizations:

#### Hepatitis B

- One of the following:
  - a) Three (3) hepatitis vaccinations
  - b) Positive hepatitis B surface antibody
  - c) Hepatitis B waiver signed by student

#### Rubeola, Mumps, Rubella

- One of the following:
  - a) Positive rubella, rubeola and mumps titer
  - b) One (1) MMR AND positive (+) titer for rubeola & mumps
  - c) Two (2) MMR vaccines

#### Seasonal Flu Shot

#### T.B. Screening Tuberculin (PPD) Test

- One of the following:
  - a) Two (2) negative TB skin tests, given within the last 12-month period prior beginning clinicals. Student must stay current during their entire clinical stay. OR
  - b) If positive TB, student must present:
    - Documented proof of positive T.B.
    - A negative chest X-ray
    - Public health release
    - Current symptom survey

#### TDAP

#### Varicella

- One of the following:
  - a) Two (2) varicella vaccinations
  - b) Positive varicella titer

## FlexTrack

FlexTrack classes are designed for the highly motivated, independent learner. These are self-paced study programs with an instructor available to assist you. You can develop a customized schedule that meets your needs within the amount of time allotted to complete the course.

### Health classes include:

- Home Health/Long Term Care
- Long Term Care
- Home Health/Long Term Care Deeming
- Certified Medication Aide
- Advanced CMA: Gastric and Respiratory
- Advanced CMA: Insulin Administration Glucose Monitoring
- Advanced Unlicensed Assistant (AUA) Prep
- CMA-Update

## Administrative

### Introduction to Medical Office and Electronic Medical Record Keeping - Online

This course is designed to give you the tools to work in a front office medical setting, including the necessary skills of communication, record keeping, daily operations, customer service and professionalism. It will also provide you with an introduction to the purpose and benefit of an electronic medical record (EMR) system. You must pick up your text books from the South Penn Campus.

48 class hrs 

### Medical Billing and Insurance - Online

This online course is designed to offer you knowledge and a practical skill set in the medical and billing area covering the process from billing health claim submissions to collection, including troubleshooting a denial claim. It will explore the different types of insurance, commercial and Medicare. Specific insurance terminology is covered in detail in order to prepare you to be knowledgeable in educating the patient with regard to the processes and communicating with the payers. You must pick up your textbooks at the South Penn Campus.

48 class hrs  



### Medical Coding/ICD-10

This course will prepare you for a career in medical coding. The medical coder must be able to translate written documentation into the numerical language of ICD-10-CM for diagnoses/disease classification and CPT-4 for outpatient billing purposes. You must pick up your text books from the South Penn Campus if taking the class online.

### Medical Coding/ICD-10 - Face-to-Face

80 class hrs 

### Medical Coding/ICD-10 - Online

80 class hrs  

**Looking for class dates, times, and costs? Visit us online at [mntc.edu](http://mntc.edu).**





## Medical Terminology

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word-building system will be used to learn many new terms. Emphasis is placed on spelling, definition, usage and pronunciation. You must pick up your text books from the South Penn Campus if taking the class online.

### Medical Terminology - Face-to-Face


48 class hrs 

### Medical Terminology - Online

48 class hrs  

## Medical Terminology and Anatomy for Coders

This course covers the medical terminology used by professional medical coders in today's healthcare industry, starting with the very basics of medical terminology reviewing word roots, prefixes, and suffixes that make up medical words, then moving on to each body system, working on recognizing and defining their related medical terms and anatomical structures. This comprehensive review of medical terminology and anatomy fulfills the prerequisite requirement for the Medical Coding course and will not only benefit those new to medical terms used in medical coding, but also act as a refresher for those already experienced in medical coding.

48 class hrs. 

## CPR

### CPR BLS for Healthcare Providers

This course teaches health care professionals the critical skills of high quality CPR, to recognize several life-threatening emergencies, use an AED, and relieve choking in adult, child, and infant. Skills check-off and ecard included. Career Objective: To obtain or maintain a certification that may be required upon employment.

### CPR BLS for Healthcare Providers - Fact-to-Face

5 class hrs

### CPR BLS for Healthcare Providers - Online

5 class hrs  

## CPR BLS for Healthcare Providers Renewal

This class is for providers who currently hold an active BLS Provider Card. This 3-hour course is video-based, instructor-led and features accelerated content for providers. It allows for time efficiency while teaching both single rescue and team basic life support. You must bring a copy of your current BLS card in order to take this course. Skills check-off and ecard included. Career Objective: To obtain or maintain a certification that may be required upon employment.

3 class hrs 

## Heartsaver First Aid - Blended

This AHA course is a blended online class that includes first aid instruction and covers basic information for environmental emergencies. It is specifically designed for those who have a duty to respond to first aid because of job responsibilities or regulatory requirements. It is also appropriate for the average citizen who wants to be prepared in the event of a serious life-threatening injury. Career Objective: To obtain or maintain a certification that may be required upon employment.

3 class hrs  

## Heartsaver First Aid and CPR/AED

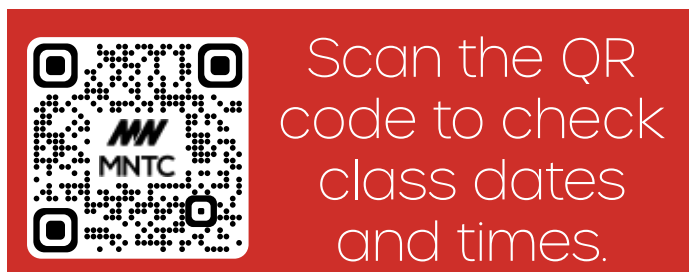
The Heartsaver First Aid Course teaches how to manage illness and injuries in the first few minutes until professional help arrives. This course includes First Aid and CPR with AED instruction. This course is specifically designed for those who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements. It is also appropriate for the average citizen who wants to be prepared in the event of a cardiac arrest or serious life-threatening injury. Career Objective: To obtain or maintain a certification that may be required upon employment.

8 class hrs 

## Skills Session for American Heart Association Classes

This class is the hands-on skills check-off for students who have completed the CPR BLS for Healthcare providers/ Heartcode BLS or Heartsaver class through the AHA. This session focuses on meaningful skill practice and skills testing. After completing this skills session you will receive an ecard via email. Career Objective: To obtain or maintain a certification that may be required upon employment.

1.5 class hrs  



## First Responder

### Basic Peace Officer Certification Application Orientation

The Basic Peace Officer Certification Institution Director and Lead Instructor will review the Academy Application with students.

**2 class hrs • FREE**

For current information, see [mntc.edu/BPOC](http://mntc.edu/BPOC)

### Become a Licensed EMT

- CPR BLS for Health Care Providers
- Emergency Medical Technician
- Advanced EMT



Earn national certification and a state license.

### Emergency Medical Technician

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. You must be 18 years of age to enroll.

**252 class hrs**

### Advanced Emergency Medical Technician

This course is to prepare you to function in the role of the Advanced EMT. It will also prepare and assist you to become Nationally Registered and licensed in Oklahoma. There are 140 clinical hours. Must be certified/licensed or eligible for certification as a Basic EMT.

**320 class hrs**

### Self-Defense for Healthcare Workers

The Bureau of Labor Statistics reports 80% of serious violent incidents reported in health care settings are caused by patients. The Occupational Safety and Health Administration (OSHA) has identified contributing factors such as working with patients who have a history of violence or may be delirious or under the influence of drugs. If you work in health care, this class will provide valuable tools for identifying and dealing with violent patients.

**4 class hrs**

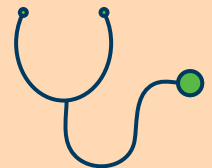
## Lab

### Phlebotomy Technician With Clinical Component

This course will instruct you on the various techniques used for venipuncture according to established procedures. It will highlight safety standards, legal and ethical issues, and quality control procedures. You will learn basic medical terminology used in the laboratory as well as basic functioning of the cardiovascular system, including anatomy of the heart and vessels. The instructional format includes classroom instruction and hands-on practice in the Health Lab. Forty-eight hours of clinical follows the class dates. Career Objectives: To become employable in a lab/health care setting upon successful completion of class and clinical requirements.

**96 class hrs**

### Become an Advanced Unlicensed Assistant (AUA)



#### Required classes to take AUA exam:

- CPR BLS for Health Care Providers
- AUA Prep
- AUA Lecture

Earn state certification.

## Patient Care

### Advanced Unlicensed Assistant (AUA) - Prep

This patient care course is the foundation for becoming an Advanced Unlicensed Assistant. You will learn basic skills such as vital sign measurement and recording, feeding techniques, infection control measures, non-sterile specimen collection, and patient positioning. This course is a prerequisite for the AUA program.

**30 class hrs**

### Advanced Unlicensed Assistant (AUA) - Lecture

This course prepares you to perform an assistive role to licensed nurses in acute care settings. You will learn advanced skills such as suture removal, sterile specimen collection, urinary catheterization, and venipuncture. Through classroom instruction, extensive lab demonstrations, and clinical experience, this course prepares you to apply for AUA certification issued by the Oklahoma Board of Nursing. 40 hours of clinical follows the scheduled class dates. Certification/testing fees are an additional cost.

**200 class hrs**

## Become a Certified Nursing Assistant (CNA)



### Required classes to take CNA exam:

- Home Health/Long Term Care Nurse Aide
- Long Term Care
- Home Health/Long Term Care Nurse Aide Deeming

Earn state certification. Then either advance to a CMA or get a head-start in the AUA program.

### Home Health/ Long Term Care Nurse Aide

This course will provide you with the basic knowledge and skills for Oklahoma State Department of Health certification as a Home Health Care/Long Term Care Aide.

91 class hrs

### Home Health/ Long Term Care Nurse Aide Deeming

This course prepares the Certified Long Term Care Aide to work in a home health setting. We are an approved program through the Oklahoma State Department of Health Nurse Aide Registry.

16 class hrs

### Long Term Care Nurse Aide

This course will provide you with the basic knowledge and skills for OSDH certification as a Long Term Care Aide.

75 class hrs

When to apply for Social Security benefits is one of the most important issues you will face during your retirement. The rules for claiming these benefits can be complex.

**Social Security Strategies** is designed for people who are trying to decide when and how to begin benefits. In this course, you will learn strategies to optimize your Social Security amounts received.

**See page 33 for more details!**



Scan the QR code to check class dates and times.

## Become a Certified Medication Aide (CMA)



- Must be a certified CNA and worked for six months.

### Required classes to take CMA exam:

- Certified Medication Aide
- Advanced CMA: Gastric and Respiratory
- Advanced CMA: Insulin Administration/Glucose Monitoring

\* With yearly Certified Medication updates

Earn state certification.

### Certified Medication Aide

Move to the next level in your rewarding job in the health field as a certified medication aide. Learn how to administer medications safely and receive quality education in our flexible learning environment to work in a long-term care setting. This program is approved through the Oklahoma State Department of Health Nurse Aide Registry. You must be 18 years of age, have a high school diploma or GED, and six (6) months experience as a certified nurse aide, and have no abusive notation at the Oklahoma State Department of Health Nurse Aide Registry. Sixty-six (66) hours of training required in classroom and clinical and our contracted clinical setting.

66 class hrs

### CMA Update 2022

This continuing education course provides you with information regarding eye and ear medications, as well as CMA roles and responsibilities. Approved by the OSDH.

8 class hrs

### Advanced CMA: Insulin Administration/ Glucose Monitoring

This FlexTrack self-paced course meets the OSDH guidelines for advanced CMA training in diabetes care. Student must pass the State Written Exam for Insulin/ Glucose Monitoring test with an 80% at an additional cost. Nurse Aide Registry Student Responsibilities: You are responsible for submitting the end-of-course paperwork with a \$10 fee to the Nurse Aide Registry to be added for Certified Medication Aide -Update.

26 class hrs

### Advanced CMA: Gastric and Respiratory

This course meets the OSDH guidelines for Advanced CMA training in Nasogastric/Gastrostomy, and Respiratory Care. Student Responsibilities: You are responsible for submitting the end-of-course paperwork with a \$10 fee to the OSDH Nurse Aide Registry to be added as a CMA with Advanced standing in Nasogastric/Gastrostomy and Respiratory Care and may be used as an update for CMA.

8 class hrs

## Become a Medication Administration Technician (MAT)

### Required classes to become a MAT:

- Medication Administration Technician
- \*With yearly Medication Administration Technician updates



The MAT allows you to administer medications in certain settings.

### Medication Administration Technician (MAT)

This course provides you with the basic knowledge and skills necessary to assist individuals in residential care, group homes, and sheltered workshops with medication administration.

16 class hrs

### Medication Administration Technician Update - Infection Control

This class provides the MAT with the required 8 hours of annual continuing education in infection control.

8 class hrs 



### Developmental Disabilities Medication Administration Technician (DDMAT)

This course provides the certification for the administration of medications or assist with a medication support plan for a person receiving community services from the Developmental Disabilities Services Division (DDSD) of the Oklahoma Department of Human Services. This course provides instruction on safe medication administration, including medication handling guidelines, documentation, and reporting of errors. Upon completion of this curriculum you will deliver safe administration within specific guidelines and in accordance with applicable state and federal statutes. This certification applies to: service providers contracted with DDSD, paid caregivers receiving DDSD services, and employment or vocational service providers administering medication at work sites.

12 class hrs 

### DDMAT Update

After completing this training, you will gain knowledge through a variety of educational opportunities and meet the requirements for certification for the two-year update class. You will continue to safely administer medication within specific guidelines in accordance to applicable department rules, state and federal. This certification applies to: service providers contracted with DDSD, paid caregivers receiving DDSD services, and employment or vocational service providers administering medication at work sites.

6 class hrs  


### Anatomy and Physiology

This course for Anatomy and Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. The area of study includes organization of the body, cells and tissues, and systems to include integumentary, skeletal, muscular, nervous, endocrine, blood, circulatory, lymphatic and immune, respiratory, digestive, metabolism, urinary, and reproductive. You must pick up your text books from the South Penn Campus if taking the class online.

### Anatomy and Physiology - Face-to-Face

48 class hrs

### Anatomy and Physiology - Online

48 class hrs 



### Home Care Administration Preparedness - Online

The Oklahoma Home Care Act, Oklahoma Statute Title 63 requires certification for Home Care Administrators. You learn the fundamental skills required of a home care administrator, including applicable state and federal law and regulation, ethics, financial management, human resource management, and leadership skills. This course satisfies the statutory 160-hour requirement for home care administrator preparedness through a combination of classroom studies, online study, activities, interaction, completion of a Master Project, and 16 hours of required practicum. You will prepare to sit for the Oklahoma Home Care Administrator Preparedness (OHCAPA) examination. You are required to meet on the first class date to pick up your books, and log into the online system. There will also be two other class meetings that will be announced by the instructor on the first class meeting. The rest of the class is done online.

160 class hrs 

### Opioid Education for Healthcare Providers - Online

This American Heart Association self-directed eLearning course teaches all levels of clinical health care providers how to provide immediate treatment and care for opioid overdose victims. The course educates you in the pathophysiology of opioid overdose, special considerations on how to care for overdoses patients, including naloxone administration; recognizing the need for CPR and the use of a defibrillator as indicated. It also offers information on the importance and types of resources available to individuals after an opioid overdose, including medication-assisted therapies.

1 class hrs  



## Pharmacy Technician Certification Prep - Online

This course provides you with the theory and basic knowledge of pharmacy information systems, regulatory, legal and ethical considerations, drug calculations, terminology, and other skills necessary to a pharmacy technician's job performance in the State of Oklahoma. It prepares you to practice in the field under the supervision of a registered pharmacist and to sit for the Pharmacy Technician Certification Exam offered by the Pharmacy Technician Certification Board.

144 class hrs  

## Restorative Care for Nursing Assistants

The goal of restorative care is to assist you in attaining or maintaining your highest level of functioning. In this 8-hour class, you learn to train a client in self care according to the client's ability to perform. It will include 6 hours of theory and 2 hours of lab.

8 class hrs 

## Professional Development

### Bloodborne Pathogens - Online

This course provides the information necessary to protect against diseases caused by blood-borne pathogens.

3 class hrs 


### Conflict Resolution - Online

As a workplace is constantly experiencing change and transition, conflict is inevitable. Its positive or negative impact will largely be decided by how it is addressed. This 4-hour web-based course assists in developing techniques and strategies for dealing with conflict resolution in the workplace

4 class hrs 


## Introduction to Spanish Medical Terms - Online

In this online course you learn the basic phrases and terms to give first aid at the scene of an accident, complete triage in the emergency room, or take an initial complaint in a doctor's office. It also provides the basic phrases to complete a physical assessment.

4 class hrs 


## Patient Abuse - Online

Learning to report abuse and neglect is critical for anyone working with the elderly. This course is designed to address patient abuse and neglect in the health care setting and to assist the health care worker in early recognition and reporting.

4 class hrs 

## The Skilled Communicator - Online

This course assists you in developing communication skills and techniques that can be utilized in a wide variety of ways in the profession. A major goal of this course is to help you understand the impact communication skills have on other people, and how improving these skills can make it easier to get along in the workplace. It will also address working meetings – with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

4 class hrs 

**Looking for class dates,  
times, and costs?  
Visit us online at [mntc.edu](http://mntc.edu).**

# MNTC Career Programs

MNTC's career programs combine rigorous study with hands-on training in the areas of health, technical trades, and business and information technology. Most career programs are 1050+ class hours and are completed in two to four semesters.

Applications open November 2022 for programs starting in August 2023.

For detailed information about MNTC's long-term career programs  
visit us online at [mntc.edu](http://mntc.edu) or call 405.801.5000.

# Online Learning

Convenient | Affordable | Variety











For people who have to fit an education around their already busy life, online learning can be the perfect solution! MNTC offers hundreds of online courses designed to start you on the path to a new career, enhance your current career, or pursue personal interests.

## Online learning offers:

- Flexible schedules, self-paced learning
- Reduced travel time and costs
- Appropriate coursework for your level of knowledge, from beginner to expert
- Accessibility anywhere you have a computer and an internet connection
- Ability to participate in online classroom discussions, at your convenience
- Development of computer and internet skills that you can use throughout your life and career

## Online MNTC Classes:

- Active Teaching and Learning
- Assessing Teaching and Learning
- Blood-Borne Pathogens
- Conflict Resolution 
- CPR BLS for the Health Care Providers - MNTC Online Flex
- Creating a Community of Learners
- Cultural Diversity in the Workplace 
- EMS Instructor Professional Development Online
- Heartsaver First Aid - MNTC Online Flex
- Heartsaver First Aid and CPR/AED - MNTC Online Flex
- Introduction to Spanish Medical Terms 
- Lesson Plans, Steps to Success
- MAT Update - Online Control Infection
- MAT Update - Online Legal Ethical Responsibilities
- Nurse Refresher
- Patient Abuse 
- Stress Management 
- The Skilled Communicator 
- Writing Measurable Objectives Tied to Assessments

To start an MNTC Online course, enroll online  
or call 405.801.5000.    

To determine if online classes are right for you, visit  
[mntc.edu/distancelearningassessment](https://mntc.edu/distancelearningassessment)  
You will receive an email with information on how to access your course.






MNTC provides online courses designed by ed2go, a national online education provider.

## Career Training Programs (CTP)

- Career Training Programs are designed by a team of professionals from each respective field, who work to provide the student with effective web-based learning experiences.
- Learn in-demand skills recognized by employers
- Many courses prepare student for a national certification
- Start anytime - work at your own pace and complete in three (3) to six (6) months and up to a year
- Textbooks and learning materials included
- Support offered via phone, email, or live chat seven (7) days a week
- Expert instructor assistance and Career Counselors provided
- Sample Classes:
  - Certified Administrative Professional
  - CPC Medical Billing and Coding
  - Corporate Event Planner

## Instructor Led Courses (ILC)

- Affordable, fun, fast, convenient, easy to use, and led by an expert instructor. New sessions start monthly in six-week formats. Lessons released weekly on Wednesday and Friday.
- *See all available classes by visiting [mntc.edu](https://mntc.edu) > Short-term Classes.*
- From the Online Classes page, explore classes or search for a specific class.
- Select class(es) by clicking "Add to Cart"
- Sign in or create New Student account
- Verify your enrollment by calling 405.801.5000.
- ed2go classes must be paid for online through the ed2go website. Your credit card statement will reflect payment received by ed2go.   
- For additional information, call 405.801.5000.
- Visit [ed2go.com](https://ed2go.com) for extension/drops/transfers.



# Personal Enrichment

## Creative Interests

### Basic Guitar I

Even if you have never touched a guitar before, you can learn to play the basics after only eight weeks in this fun, hands-on class. You, with no previous musical experience, will gain confidence in this group environment. Then keep strumming while learning more advanced techniques of guitar playing such as power chords, blues patterns, scales and barre chords.

16 class hrs

### Beginning Digital Photography

Learn to use your camera's basic controls and features and gain a better understanding of the elements of photographic composition and techniques. Learn about standard shooting modes, image quality, and image size, white balance, ISO, shutter speed and aperture settings, exposure metering modes, exposure compensation, media card formatting, and focusing (both auto and manual). Learn the use of shutter speed and aperture settings to achieve a proper exposure and use the camera's histogram feature to evaluate photographs as they are made. A brief overview of photo-editing techniques is also covered. The class will meet one session at a local place of interest to practice making use of what has been learned in class and to ask questions of the instructor regarding issues and difficulties they encounter while in the field. Owners of point-and-shoot cameras, which may not have all the features that will be covered in class, are welcome to take the class, but should probably talk with the instructor, before or at the first class, about how they can best benefit from the instruction. All students should bring their camera manuals with them to the first couple of classes.

20 class hrs

### eCommerce: Build your Website with Wordpress - Online

In just a few hours, you will be running your own website powered by WordPress, the world's most popular content management system. Whether you are building a website for personal use, to market your business, or sell products online - this class will be a foundation to begin that journey.

6 class hrs <sup>OL</sup>

### eCommerce: Advance Site Building Using Wordpress - Online

This course teaches you advanced e-commerce techniques and introduces new sales strategies for your existing WooCommerce website. Once you have the basic knowledge of WooCommerce, this class takes the next steps to add additional functionality to your store and provide a better understanding of the WooCommerce system.

6 class hrs <sup>P</sup> <sup>OL</sup>

### Facebook for Beginners

Facebook provides a simple and accessible media that enables family and friends to reconnect, keep in touch, and have a presence on the Web without the necessity of building a website. It is relatively easy to use and offers some very useful applications and options. You can share photographs and hobbies, organize groups and reunions, and network with organizations and businesses. If you have an email address and internet access, this course will guide you through the learning curve and before you know it, have you successfully networking on Facebook.

3 class hrs <sup>P</sup>

Looking for class dates,  
times, and costs?  
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## Photoshop Basics - Online

Gain hands-on experience using Photoshop at home with direction from our Photoshop instructor using Zoom in real-time. These courses are a great way for you to learn to use Photoshop, and can benefit even those who may already use Photoshop. In Photoshop Basics 1, get the confidence to move your artwork and photographs to the next level. Our Photoshop Basics 2 builds on your confidence with using the program and progresses through a solid intermediate skill level that will benefit even those who may already use Photoshop on a regular basis. Our Photoshop Basics 3 course is designed for the Photoshop user who wants to continue to learn new methods of compositing images to add that touch of creativity to their portfolio or business work flow. This course introduces a variety of tools and techniques designed to help develop expertise in image development and special effects. All graphic assignments are done in the online class sessions; however, you are encouraged to continue projects and practices at home. You must have the Adobe applications to participate fully.



### Photoshop Basics I - Online

15 class hrs  

### Photoshop Basics II - Online

15 class hrs  

### Photoshop Basics III - Online

18 class hrs  

## Photoshop for Photographers

Learn to edit your digital photographs in Adobe Photoshop. Topics covered include a workflow for photo-editing, working with adjustment layers, techniques for converting color images to black and white, basic retouching techniques, preparing images for printing and for use in e-mails and on the internet.

15 class hrs

## Home & Garden

### Furniture Making

With the assistance of the instructor, you will learn to design and build a fine piece of furniture. All experience levels are welcome. First-semester students will construct their choice of projects, with the consent of the instructor. Safety and proper tool use are covered, as well as scale drawing, project planning, and design. There will also be instruction on shop-made fixtures, wood technology, sharpening, and joinery.

78 class hrs

## Welding: Home, Farm and Ranch

This course is designed to cover basic welding skills for home use and hobby purposes. Safe use of equipment is emphasized. You will receive basic instruction and participate in hands-on experiences using oxyfuel welding, cutting, and shielded metal arc welding and gas metal arc welding (MIG). You are allowed to bring some small home projects to class to work on, with instructor approval.

42 class hrs

## Languages

### Basic American Sign Language

Become bilingual by learning American Sign Language in this immersive class designed to teach you the basics of this beautiful language as well as an introduction to deaf culture.

32 class hrs

### Intermediate American Sign Language

This course is a continuation of Basic American Sign Language, designed for students who want to expand their knowledge and conversational skills in ASL. Participants will learn to communicate locations, directions, monetary amounts, time measurements and much more in this eight-week course.

32 class hrs

## Aviation Classes Take Flight at MNTC!



Moore Norman Technology Center will offer aviation-based classes and programs soon! Sign-up to become a Launch Partner, and receive updates and information about short-term classes and long-term career programs that support Oklahoma's aerospace industry.

**Aviation Maintenance Technician**

**[mntc.edu/aerospace](http://mntc.edu/aerospace) | 405.801.5000**



# Cooking & Baking

## Asian Cooking - Dumplings

Fried and steamed Asian Dumplings are delicious and not as daunting to make as you might think. Come learn how to make shrimp and pork shumai dumplings and beef and pork mandu dumplings.

3 class hrs

## Asian Cooking - Stir-Fry Chicken

Come learn the basics of preparing Thai stir-fried noodles (Pad See Ew) with chicken and a delicious Asian salad. Instructor will demonstrate how to create amazing stir-fry using a wok and a saute' pan.

3 class hrs

## Asian Cooking: Sushi Basics

Come experience the art of sushi making! Learn the essentials of preparing, presenting, and serving California rolls and gimbap rolls. \*No raw fish will be used.

3 class hrs

## Bread Making: Perfect Rolls

Warm, melt-in-your-mouth rolls can make a dinner complete. Make your holidays perfect with made-from-scratch dough that can be used for buttery dinner rolls and sticky buns, too. This hands-on class will guide you through the basic dough making process as well as teach you how to make a few yummy compound butters that pair nicely with any roll.

2.5 class hrs

## Breakfast of Champs

Looking to rev up your breakfast game? In this class, you'll learn several delicious breakfast themed recipes that are SO scrumptious, you will want to eat them all day long! Join us as we create a tasty breakfast tart, a simple and easy breakfast on the go, and one of the instructor's favorite breakfast hacks using a sheet pan.

3 class hrs 

## German Dinner: German Sausages

There is so much to love about German food we are offering another opportunity to learn more. Enroll today and experience the flavors of homemade German sausages, warm potato salad, and German gravy. End the night by sampling scrumptious German chocolate sheet cake.

2.5 class hrs 

## German Dinner: Pork Schnitzel

Take your taste-buds around the world with this class. Join us as we create and enjoy the robust flavors of pork schnitzel with seedy mustard cream sauce, creamy cabbage au gratin, and a delicious red berry dessert.

2.5 class hrs 

## Intro to Homemade Pasta: Pappardelle (Ribbon Pasta)

Are you curious about pasta making? Come to our introductory pasta making course and experience the fun of making homemade noodles. Our hands-on class will guide you from measuring ingredients to sampling dreamy ribbon noodles swimming in a delicious brown butter sauce.

2.5 class hrs

## Intermediate Homemade Pasta: Stained Glass Lasagna

Continue your skills on creating delectable homemade pasta. This class is a fun twist on the classic, traditional, lasagna by incorporating herb leaves into the homemade sheets of pasta. You will learn the art of making "stained glass" lasagna noodles, layered with a savory ricotta filling and topped with a browned herb butter sauce yielding an eye-catching, delicious lasagna.

2.5 class hrs


## Knife Skills - Utilize Your Cuts in the Kitchen

Slice, Dice, Chop, oh my! Are you curious why recipes call for specific methods of cutting vegetables? Maybe you are uneasy using a knife in the kitchen. Come learn the theory behind each knife skill including how to slice, dice, chop, julienne, and chiffonade, and enjoy delicious recipes made from all the freshly chopped vegetables.

2.5 class hrs

## Korean Essentials: Beef BulGoGi

Enroll in this class and learn to create the popular Korean Style BBQ, Beef BulGoGi. Students will become master Beef Bulgogi cooks and learn how to make Korean BanChan as a side dish. Join us and enjoy a tasty Korean meal!

3 class hrs 

## Learning to Cook with Instant Pot

Excited about your new Instant Pot, but don't know how to get started? Come learn the basics of this exciting appliance. Tips and tricks will allow you to easily prepare a meal using an Instant Pot. Bringing your own Instant Pot is recommended but not required.

3 class hrs

## Mediterranean Cooking

Mediterranean cooking is known for healthy and delicious dishes like Greek cucumber salad, Mediterranean style shrimp, and quinoa chicken salad. Learn to make all three dishes in this hands-on class.

3 class hrs

## Plant Based Cooking: Banana Bread & Pumpkin Bread

Join us as we create melt in your mouth, fall favorite breads, without the dairy and eggs.

3 class hrs 

## Plant Based Cooking: BBQ

BBQ season is upon us. Join us in preparing a classic BBQ made from plants! Paired with mouthwatering baked beans and rich potato salad.

3 class hrs 



## Plant Based Cooking: Chili and Cornbread

Rich in flavor and packed full of protein, this chili is one meal you will want to add to your dinner rotation. Participants will create a "meat like" chili and melt in your mouth cornbread.

3 class hrs 

## Plant Based Cooking: Lentil Meatballs and Cashew Cream Sauce

This is not your typical meatball recipe. Join us and experience the flavors of hearty plant-based meatballs paired with a smooth and creamy cashew sauce.

3 class hrs 

## Plant Based Cooking: Lo Mein

Robust with flavors and packed with fresh vegetables, Lo Mein can be the perfect weekday meal. Enroll today and learn how to make a quick, healthy meal.

3 class hrs 

## Plant Based Cooking: Orange Chicken & Rice

Learn how to make an alternative to that high processed, surgery takeout. This recipe is bursting with flavor and a healthier version of orange chicken and rice.

3 class hrs 


## Prepare a Picture-Perfect Graze Board

Graze boards, also known as charcuterie boards, are the perfect formal or informal party food, offering a variety of meats, cheese, and vegetables. Learn how to make an impressive and picture-worthy graze board that makes your mouth water.

2 class hrs

## Savoring Summer Veggies All Year Long

Extend the life of those bright and flavorful summer vegetables. Together we will learn the pickling process, tips for selecting vegetables that work well in the pickling process, simple ways to improve knife cuts, recipes, and other delicious ways to enjoy the "fruits of your pickling labors."

2.5 class hrs 

## Taste of Tuscany Italian Cooking

Come enjoy the treat of Tuscany Style Soup and Salad that you'll be able to recreate easily at home.

3 class hrs

## Thai Essentials- Pad Thai

Thai cuisine is a favorite among many people around the world. Enroll now and learn how to make one of the most popular Thai rice noodle dishes.

3 class hrs

## Vietnamese Essentials

Vietnamese food is renowned for refreshing flavors, fresh ingredients, minimal use of oil, reliance on herbs and vegetables, and selective use of spices to flavor Vietnam's treasured dishes. In this class you will learn to create Ga Muong Xa (grilled lemon grass chicken) and dipping sauce. Also learn dish placement and how to garnish your creation.

3 class hrs



Scan the QR code to check class dates and times.





## Sewing

### Beginning Machine Embroidery

Everything you need to know about the BASICS of getting started in machine embroidery! The information and instruction provided in this class will help you become more confident in the operation of your embroidery machine. Discover free sites for design downloads, and how to store, edit, and organize your designs. You will use your personal machine for this class.

*18 class hrs*

### Beginning Sewing I

But what if I don't know ANYTHING about sewing? Then this class is for you! Beginners learn basics: sewing terms, using the machine, selecting fabric, reading a pattern envelope, layout fabric and pattern, marking and cutting fabric. You will learn how to interpret pattern directions and assembly. Sewing machines are available, but you may bring your own machine. You are responsible for purchasing your own fabric and sewing supplies. Cost of material and supplies will vary depending on your selections. Instructor will cover these items at first class meeting.

*24 class hrs*

### Christmas Log Cabin Quilt Table Runner

Participants will create a log cabin pattern pieced and quilted table runner.

*9 class hrs*

### Embroidery Project Day

Do you have experience with an embroidery machine? Would you like an opportunity to choose a multiple hoop design, whether it's a table runner, tote bag, or wall hanging and work together with our talented instructor? This one-day embroidery day is for you! \*\*Participants will be responsible for bringing the design, fabric, and their embroidery machine and must have experience with an embroidery machine.

*5.5 class hours* NEW

### Sewing Project Series: Gifts

Give something other than a gift card this year. Register today and create meaningful handmade presents. Participants may bring their sewing machine if preferred. Depending on sewing skills and experience, projects may not be completed in the class. A supply list for each project will be emailed prior to class.

#### Purse or Pocket Double Sided Tissue Holder

This travel friendly, multipurpose item is a great gift for teachers, co-workers, friends, and family members.

*3 class hours* NEW

#### Trivets & Coasters

Pick your fabric and join us as we create handcrafted trivets and coasters that any recipient will be pleased to receive.

*3 class hours* NEW

#### 10-Minute Table Runner

Okay, so it might take longer than 10 minutes to create a one-of-a-kind table runner, but the extra time will be well worth it. Create this gift and put a unique touch on your recipients dining room table.

*3 class hours* NEW

#### Fabric Baskets

A gift basket is a quick and easy way to personalize any gift. Participants will create a stylish and durable basket ready to be filled with goodies.

*3 class hours* NEW

#### T-Shirt Rag Quilt

In just 18 fun hours you can complete a T-shirt memory rag quilt! This makes a great gift for graduating seniors. Minimal sewing skills are required. This is a fun and easy class that is very forgiving for the beginner. You will cut blocks, and sew and fringe seams. You must provide your own T-shirts (12 adult size for one-sided quilt with backing, 24 shirts for t-shirts on both sides). Sewing machines provided.

*18 class hrs* NEW

## Stained Glass

### Glass Kaleidoscopes

Create a one of a kind glass kaleidoscope, you will never see the same 2 beautiful symmetrical images! Students will learn the assembly process and leave with a beautiful finished piece! Students will need to bring their own solder and flux.

*6 class hrs*

### Stained Glass Skills and Projects

This is a course for fun! This hands-on course teaches the basic skill set necessary for traditional stained glass design and construction. Tools, techniques, and tips to complete six (6) in-class projects using copper foil, lead, acid etching, 3D molds and mosaics are covered. Skills include cutting, breaking, grinding glass, soldering, and etching. Safety is emphasized throughout the course. Additional cost for student varies based upon the materials selected.

*24 class hrs*

### Stained Glass Skills and Projects - Intermediate

This course is designed for students interested in expanding upon techniques and methodology learned in the basic classes. Students will be able to design and construct a variety of intermediate to advanced technique projects including both flat glass and three dimensional items to perfect and expand their skill set.

*24 class hrs*

### Stained Glass I

This class covers basic techniques of the Tiffany foiling method with stained glass. You will learn design, glass selection, cutting, grinding, fitting, and foiling.

*12 class hrs*


### Stained Glass II

The class covers the basics of panel construction with emphasis on cutting and fitting lead around glass pieces, soldering lead joints, glazing, polishing, and burnishing the lead. Basic techniques learned in Stained Glass I are expanded upon.

*12 class hrs* 

### Stained Glass Ornament


Create beautiful glass ornaments from beveled glass, and leave with a finished ornament.

*3 class hrs* 

## Wellness

### Drafting Your Own Will - Online

Almost everyone can benefit from having a last will and testament. This course will teach the value of having a will and the important information needed to ensure your estate is in order. In this zoom session, students will get an opportunity to talk with an attorney and create their own valid will.

*4 class hours* 

### Financial Survival for Retirement

In today's economy, retirement is often an uncertain proposition. In this course, you will learn what it takes to plan for retirement. You will explore needs and expenses, common mistakes and roadblocks, investments and more. You can bring one guest at no additional cost. Enroll now and start your plan!

*4 class hours*

### Medicare: Knowing Your Options

Questions about Medicare? With different options, finding the best plan can be tricky. Join us as we learn more about the options available and the important differences between each plan. Come with questions and leave with a better understanding and gained confidence in picking the plan that works best for you.

*2 class hours*


### Social Security Strategies

Applying for Social Security benefits is one of the most important issues you will face during your retirement. The rules for claiming these benefits can be complex. This course is designed for people who are trying to decide when and how to begin benefits and strategies to optimize your Social Security amounts. You may bring one guest at no additional cost.

*2 class hours*

### Trusting Trusts for Your Estate Plans - Online

Anyone who wished to help protect or control their assets, such as your home, car, etc., during life and after death can benefit from a trust. Join us and learn the basics of trusts, how it works, and the benefits of trusts. The instructor for this course is an experienced attorney who will answer your questions and help you better understand these estate planning tools. This course will be online over ZOOM.

*4 class hours* 

**Looking for class dates, times, and costs? Visit us online at [mntc.edu](https://mntc.edu).**



## Wood Working

### Woodcarving for Beginners

You will learn how to select woods suitable for carving, keep your tools sharp, and carve in three styles: low relief, high relief, and in the round.

*60 class hrs*

### Woodturning - Basic Bowls

Bowl turning is one of the most rewarding projects in woodturning. This hands-on course is for those who want to learn safe and efficient bowl-turning techniques, and explore the possibilities of bowl design. You will become familiar with the tools used for bowl-turning and how to properly sharpen tools. The course curriculum is devoted to bowl design, turning techniques, sanding, and finishing. The goal is for you to take home a completed project, but time constraints or student skills may result in a nearly completed project. Turning blanks (wood) and tools are provided.

*6 class hrs*

### Woodturning - Basic Spindle

You will begin to learn the basics of lathe operation, tools, and safety procedures. You will turn a spindle piece. Projects for each class will be at the discretion of the lead instructor. The goal is for you to take home a completed project, but time constraints or student skills may result in a nearly completed project.

*6 class hrs*

### Woodturning - Christmas Ornaments

Create your own holiday gifts and ornaments! This course offers a great opportunity to learn new techniques and practice old ones by producing Christmas tree ornaments. Turning blanks (wood) and tools are provided. The goal is for you to take home completed projects, but time constraints or student skills may result in a nearly completed project.

*6 class hrs*

### Woodturning - Lidded Container

This course is devoted to designing, turning, sanding, and finishing a lidded container. Additionally, surface decoration and design will be discussed and demonstrated. Craftsmanship is stressed. Emphasis is also placed on creating a pleasing and functional form, which illustrates command of woodturning techniques. Turning blanks (wood) and tools are provided.

*6 class hrs*

### Woodturning - Natural-Edge Turnings

This is an ideal course for the intermediate woodturner who would like to learn more about design and tool handling. Turning natural-edged bowls or goblets is basically an extension of the traditional bowl-turning process, although it will present new and interesting challenges. This course emphasizes design, turning techniques, sanding, and finishing. Project will be at the discretion of the instructor. Turning blanks (wood) and tools are provided. The goal is for you to take home completed projects, but time constraints or student skills may result in a nearly completed project.

*6 class hrs* 



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# Preparing peace officers

## Cadets say technology center's academy offers extensive training for law enforcement career

By Sharla Bardin

Courtney Vandeberg and Darby Hammonds share a goal of wanting to serve and protect people in their communities.

They are learning more about that role, along with extensive training and courses, as cadets in the Basic Peace Officer Certification Academy at Moore Norman Technology Center.

"It feels like we've really gotten the best of the best as far as training goes," said Vandeberg, of Oklahoma City.

The academy, which began last year, is open to adults 21 and older who want to pursue a career in law enforcement, security or corrections.

The program meets the mandated basic peace officer requirements from the state's Council on Law Enforcement Education and Training. In addition, students also receive training in ethics, report writing, legal matters, community and human relations, firearm training, First Aid and CPR, law enforcement driver training and patrol and criminal investigation.

So far, 33 cadets have graduated from the academy, said Jerry McConnell, director of public safety.

The program is 18 weeks and classes are at the center's Franklin Road campus.

McConnell has said the academy offers an avenue for individuals to pursue careers as peace officers and a program that can assist area agencies with hiring and training needs.

There also are plans to continue to expand the program, such as through continuing education and training opportunities and building a driving course on property near the Franklin Road campus. Plans are to start groundwork early next year for the course, McConnell said.

Vandeberg and Hammonds said they are impressed overall with the training offered in the academy and the real-world applications.

"It's a great program," Vandeberg said, adding that instructors have "really went the extra mile" to help educate and prepare cadets.

Hammonds said one area that she's enjoyed learning more about is the firearms training.

"I didn't expect myself to do as well as I have done. It's really boosted a lot of self-confidence," Hammonds said. "It just encourages me to continue to train and get better."

Hammonds, of Oklahoma City, works for the Cleveland County Sheriff's office in the detention center. A future goal is to work patrol in a police department and interact with the community, she said.

Hammonds said she believes the academy is helping to strengthen her knowledge and skills.

"They've gone way above and beyond and poured everything into us and it's been great," she said.

Vandeberg is a police officer in Midwest City and said she decided to pursue law enforcement after working as a paramedic. She got to know police officers through the job and became interested in that career field, along with her "desire to be available to the community and help others."

Tasha Stacy, program developer, said she is fascinated by the caliber of cadets in the academy and the integrity and leadership skills they display.

"The quality of officer is amazing that we're seeing," Stacy said.

Stacy said it's also exciting to be involved in a program that is assisting area agencies by training and sending out "top quality officers."

"This is my passion being able to be a part of this organization," said Stacy, a former police officer. "This cutting-edge environment that I'm working in right now is absolutely amazing."

For more information about the program, visit [www.mntc.edu](http://www.mntc.edu). or call 405.801.5000.

*This story was published in the November 2021 issue of 19th Street Magazine.*



# ACADEMY FOR LEADERSHIP AND TRAINING

*Your presentations  
and training  
- enhanced*

Discounts for Moore and Norman public schools' employees and military. Call for details!

## CERTIFICATE BADGES

Hone your skills as a classroom teacher or corporate trainer and build your resume with MNTC certifications.



### INSTRUCTIONAL DELIVERY PRO

Make the material you present have an immediate impact and leave a lasting impression. From using textbooks or reading materials, to incorporating multimedia and game play, this certification focuses on methods, strategies, expectations, and outcomes.



### ASSESSMENTS SPECIALIST

Assessments and evaluations are a major part of the learning environment, so it's important to make sure you ask the right questions the right way and harvest data correctly. Explore all aspects of assessment, including how to write good test questions, to learning methods for proving accountability.



### CLASSROOM MANAGEMENT ACE

Discover learning strategies that fit all types of learners, whether you are presenting in a classroom, a boardroom, or are presenting safety information to a group of reluctant participants. Develop skills to manage problem learners, hecklers, and anyone who might derail your presentation.



### CURRICULUM CRAFTSMAN

Know the ins-and-outs of curriculum writing and how to make goals become measurable objectives. Learn the importance of writing solid objectives for a presentation, and how to plan for long- or short-form lessons, presentations, or training.



### LEARNER ENGAGEMENT WIZ

Focus on taking a class or training meeting to the next level by engaging learners of all types. Learn how to get students interacting with the material rather than just absorbing an endless stream of information.





### TECHSMITH

Maximize your learning environment through the use of the latest education technology. Increase your comfort level and learn new strategies for boosting engagement, interaction, retention, and accountability among learners and instructors through technology.

## Leadership and Training


### Active Teaching and Learning - Online

This online course is designed to provide you with the teaching resources to engage the learners in your classroom. Recent research indicates that students who actively interact with a subject learn far more than those who passively take in information. Find tools to maximize your teaching skills so that students are learning and participate in the learning process. Reflect on how to implement active teaching and learning in your classroom.

3 class hrs   


### Assessing Teaching and Learning - Online

Assessing Teaching and Learning is an online class that explores assessing your teaching and the student's learning in the classroom. Assessment involves gathering data about the success of your teaching as well as your student's learning. Reflect during this class about how to use effective methods of evaluation while teaching or presenting.

3 class hrs   

### Breakout Series: 21st Century Leadership

Everyone has had at least one bad leader in their working career. You do not want to be the bad leader in your work environment or classroom. Or worse yet, you do not want to be the one who causes good people to leave the organization or stop coming to your class. You want to be the type of leader that everyone is willing to go the extra mile for. You want to nurture and inspire others, giving them the confidence to do their jobs well. You want to provide guidance and motivation, while showing integrity and modeling the behaviors you want to see. You want to be more than a boss, you want to be a leader.

3 class hrs 


### Breakout Series: Got Student Engagement?

Have you heard about escape rooms? The Breakout Series is this same idea, but you're breaking into a box. The first 45 minutes of this class will be breaking into a box locked with multiple locks. The focus is student engagement and participants are challenged to open the locked breakout box using critical thinking, communication, collaboration, and creativity. The breakout consists of physical and digital puzzle elements that must be solved in 30 minutes or less. After breaking into the box, a discussion of instructional strategies about student engagement and how to implement more student engagement into your class will follow.

2 class hrs


### Breakout Series: Growth Mindset

Have you heard about escape rooms? The Breakout Series is this same idea, but you're breaking into a box. The first 45 minutes of this class will be breaking into a box locked with multiple locks. The focus is growth mindset, and you're challenged to open the locked breakout box using critical thinking, communication collaboration, and creativity. The breakout consists of physical and digital puzzle elements that must be solved in 45 minutes or less. After breaking into the box, a discussion of instructional strategies related to growth mindset is presented. You will be challenged to incorporate growth mindset into your training classroom will follow.

2 class hrs 




### Classroom Dynamics

A well-managed classroom environment enhances the learning experience. Dynamics involved include managing the entire group of learners, as well as teaching students with various needs and challenges at the individual level.

4 class hrs 


### Creating a Community of Learners - Online

This course is designed to provide you with the resources to create a community of learners within your classroom. See how getting to know your students and establishing a positive classroom environment can greatly increase student success. Reflect on how to use this information within your classroom environment. This is a 3-hour online class that you can enroll in anytime as long as you complete before the end date.

3 class hrs   

### Effective Classroom Instruction

Developing and implementing effective classroom instruction is the focus for this class. Create strategies to provide objective-based instruction, engaging learners in activities addressing multiple learning styles, utilizing formative and summative assessment, utilizing authentic and relevant activities and media.

3 class hrs 

Looking for class dates,  
times, and costs?  
Visit us online at [mnc.edu](http://mnc.edu).



## Emotional Intelligence

We have all worked with and listened to brilliant people. Some of them were great at communicating and connecting with people, and others not so great, but they can teach us more than they realize. When we look at the truly extraordinary people who inspire and make a difference you will see that they do this by understanding the needs of others before expressing their own. What differentiates them is not their IQ or technical skills but their EQ, Emotional Intelligence. This course defines emotional intelligence, discusses the science behind emotional intelligence, and how to maximize your EQ in the workplace and in your personal life.

8 class hrs


## Extraordinary Customer Service

This class will remind and train you in ways to interact with external and internal customers. Students in a classroom will also be the topic of discussion since they are an instructor's internal customers.

2 class hours

## Generations in the Classroom

Coming from different generations means we filter and view things differently. This interactive class prepares you to communicate and relate to the five generations that make up our society today. By understanding each generation's background and defining moments that influenced them, you can create appreciation and opportunity for groups to learn from one another.

3 class hrs 


## Instructional Strategies: Adults with Autism - Online

Some adults haven't been diagnosed as being on the Autism Spectrum. If they have been diagnosed, many don't self disclose this disability and could be a student in your classroom. Instructional Strategies for Adults with Autism focuses on providing effective instructional strategies, accommodations and classroom supports. This online course will have resources online and a login to Zoom from [learn.mntc.edu](https://learn.mntc.edu). This class has a specific class date and time.

2 class hrs   


## Interactive Activities for Trainings and Meetings

Bored and frustrated with training or meetings that only have one-way flow of information? Improve your ability, and take away the tools you need to create engaging activities to fit the material in your training or meetings. Activities will be demonstrated and given as handouts.

3 class hrs 

## Lesson Plans, Steps to Success - Online

This course provides you with the tools you need to identify a seven-step method to lesson planning.

3 class hrs 



## Reach and Teach Adults with Disabilities

This course is designed to provide you with the tools you need to effectively deal with adult students with learning disabilities in the classroom.

2 class hrs




## Response at the Speed of Light

Have you been to a training or conference that allows the audience to respond with clickers or using your phone? Student Response Technologies will demonstrate two free student response technologies for your classroom or audience. Polleverywhere and Kahoot are the technologies presented. After the demonstration you will have an opportunity to create a student response activity for your class.

2 class hrs  

## Teaching and Learning Preferences - Online

Identify your own learning preferences as well as obtain the tools necessary to identify those learner preferences in your classroom. Explore how each learner interacts. Then, you'll identify your teaching preference, and discuss your strengths in interacting with different types of learners in your classroom. Online course is on Zoom on a specific day and time. Class materials will be on [learn.mntc.edu](https://learn.mntc.edu).

3 class hrs   



Scan the QR code to check class dates and times.

### Teaching with the GoPro Camera

Teaching with the GoPro Camera will give instructors two possible scenarios for using it in the classroom. The GoPro can be secured on a table or tripod and will video a demonstration that can be used for future reference or used online. Additionally the GoPro can be synced with an iPad or PC to project a close, detailed demonstration on a large screen for student viewing.

*2 class hrs*

### The Supervisor: Introduction

You are really good at your job and you've just been promoted to supervisor. How do you handle relationships, motivation, leadership and conflict? This course will begin to discuss basics of supervision.

*3 class hrs*


### The Language of Communication

The problem with communication is the illusion that it happened. Do you sometimes feel your teammates speak a different language? In this class, participants will utilize several fun activities to explore components of communication and barriers of which we may not be aware. We will also explore one technology tool to use when communicating with students in the classroom.

*2 class hrs*


### Train the Trainer

From preparing for a winning presentation, to assessing your audience's retention of the knowledge you're passing along, this class will make you a better presenter. Learn tips and secrets of the pros, as well as how to break learning objectives down into more engaging activities. Review how to reach different types of learners using a differentiated learning experiences, and discuss pragmatic issues such as equipment needs and organizational skills. Each student will deliver a short presentation and be reviewed at the culmination of the class.

*8 class hrs* 

### Writing Measurable Objectives Tied to Assessments - Online

This course will give you tools to write specific, measurable objectives, and tie those objectives to appropriate methods of assessment. Formal and informal assessments will be reviewed and identified.

*3 class hrs* 

**Looking for class dates,  
times, and costs?  
Visit us online at [mnc.edu](http://mnc.edu).**

# MNTC's E-commerce Series



As a small business owner or entrepreneur, it's not always easy to connect with consumers online. Our E-Commerce Series helps small business owners and their employees learn and gain experience in e-commerce and digital marketing. No matter where you are with your online presence, we can help you begin to move your business forward to start boosting your online viewers, shoppers and sales!

**[mnc.edu/e-commerce](http://mnc.edu/e-commerce)**

**405.801.5000**



# Safety, Security & Environmental

## Asbestos

### Asbestos Air Monitoring

This course prepares you in the use of air monitoring techniques and procedures at asbestos abatement sites. Relevant topics include: asbestos standards, evaluation of exposure levels, sample collecting, etc.

*16 class hrs*

### Asbestos Air Monitoring Refresher

This course is a refresher course that covers proper air sampling methodology, including calibration of pumps, sample placement, record-keeping, and regulatory requirements.

*5 class hours* P

### Asbestos Awareness

In this course, you will be informed of the issues of asbestos in buildings, health hazards and additional measures to be taken if needed to protect the health of building occupants.

*4 class hrs*

### Asbestos Contractor/Supervisor

This advanced course prepares individuals for supervisory positions on asbestos abatement projects. This course is EPA certified under 206 of the Toxic Substance Control Act.

*40 class hrs*

### Asbestos Contractor/Supervisor Refresher

This contractor/supervisor refresher course will provide you the most current information on regulations and safety practices as well as state-of-the-art procedures. Federal regulations require that all AHERA certified asbestos professionals complete approved annual refresher courses in order to maintain their certifications. A written examination is given to participants who have their current certification.

*8 class hrs* P

Looking for class dates, times,  
and costs?  
Visit us online at [mntc.edu](http://mntc.edu).

### Asbestos Inspector

This three-day course provides instruction on how to perform facility inspection and hazard assessments for asbestos-containing materials in accordance with AHERA requirements.

*24 class hrs*

### Asbestos Inspector Refresher

This refresher course is for inspectors. This course will provide the most current information on regulations and safety practices as well as state-of-the-art procedures. Federal regulations require that all AHERA certified asbestos professionals complete approved annual refresher courses in order to maintain their certification. A written examination is given to participants who have current certification.

*4 class hrs* P

### Asbestos Inspector/Management Planner Refresher

This refresher course consists of a four (4) hour refresher for the inspector course and a four (4) hour refresher for the management planner course. This course will provide the most current information on regulations and safety practices as well as state-of-the-art procedures. Federal regulations require that all AHERA certified asbestos professionals complete approved annual refresher courses in order to maintain their certification. A written examination is given to participants who have current certification.

*8 class hrs* P

The **Heartsaver First Aid and CPR/AED** is designed for those who have a duty to respond to a first aid or cardiac emergency because of job responsibilities, or for the average citizen who wants to be prepared.

**See page 22 for details!**

## Asbestos Management Planner

Participants in this two-day course will receive instruction in developing and implementing an AHERA-level management plan for asbestos in buildings.

*16 class hrs*


## Asbestos Project Designer

This three-day course provides instruction on how to design asbestos abatement projects and hazard assessments for asbestos-containing materials in accordance with AHERA requirements.

*24 class hrs*

## Asbestos Project Designer Refresher

This refresher course will train those who are responsible for designing asbestos abatement projects. This review will focus on issues related to integrating abatement management into various abatement operations.

*8 class hrs* 


## Asbestos Worker

Asbestos workers and those who seek to enter the asbestos abatement field are candidates for this course. Half of the class is lecture, and the other half includes hands-on training on the following topics: regulatory compliance, safety and health, techniques of abatement, and preparing the work site.

*32 class hrs*

## Asbestos Worker Refresher

This worker refresher course provides the most current information on regulations and safety practices as well as state-of-the-art procedures. Federal regulations require that all AHERA certified asbestos professionals complete approved annual refresher courses in order to maintain their certifications. A written examination is given to participants who have their current certification.

*8 class hrs* 

The **Opioid Education for Health Care Providers** course educates all levels of health care workers on providing immediate care for opioid overdose victims, delivering naloxone, CPR, defibrillation, and resources available for individuals after an overdose.

**See page 25 for details!**

## Workplace Safety

### Confined Space Entry

Learn how to identify potential atmospheric hazards and situations that can occur in a confined space. Hands-on training allows you to learn how to use testing and monitoring instrumentation, as well as safe entry procedures and techniques.

*16 class hrs*

### Forklift Training

Approximately 200 workplace fatalities occur every year, which can be directly attributed to the improper use of a forklift. This course teaches the fundamentals of safe and proper forklift operation and addresses all relevant regulatory requirements. The comprehensive curriculum is designed for both new and experienced lift truck operators. If you are an experienced operator, this course will help you fine tune your operating skills and refresh your understanding of safe operating procedures. Since this is not a lecture-based course, your participation throughout will be important to a positive outcome. A passing score is required on both written and practical operation tests to successfully complete the class.

\*FEDERAL LAW REGULATION Physical size may limit some forklift operators from operating specific forklifts. This is due to federal law regulation ANSI B56 5.2.4, which states an operator cannot have any body parts outside the operator compartment. To ensure safer operation, a forklift operator must fit within the confines of the equipment.

*4 class hrs*

### Mold Inspections and IAQ Investigations

This course is designed to explain sampling methods and techniques for mold investigations. There is an increased awareness of indoor air pollution and subsequent and related health effects. Building maintenance workers or managers should be aware of the potential problems related to mold and any other environmental issues potentially found in both commercial buildings, as well as private homes.

*16 class hrs* 





# Transportation

## Transportation Operations

### Class A Truck Driver Training

This class will prepare you to join the trucking industry after 23 days of training. Upon successful completion of the CDL school, exams and having met all requirements, you will earn Class A CDL, Truck Driver Training Certificate and PDTI seal of attainment indicating completion of all standards. MNTC is partnering with Central Technology Center for the Truck Driver Training classes. This class is held at MNTC's CDL track at 600 Research Park Blvd., Norman. *253 class hrs*

### Motorcycle Basic Rider Course

This class offers the Motorcycle Safety Foundation's training Level 2 and requires you to complete an online eCourse through MSF. Friday class is 5:30-8:30 pm. *20 class hrs*



### School Bus Driver/CDL Permit Written Test Prep

This class will prepare you to take the Oklahoma Department of Public Safety written exam for a CDL permit. Topics include general knowledge, safety, hazardous materials, CDL endorsements, test-taking best practices, and most common test answer errors. You will schedule your own written test with DPS. MNTC does not issue credentials or endorsements. This class is held at MNTC's CDL track at 600 Research Park Blvd., Norman. *20 class hrs*



## Learn More About VA Benefits

[mntc.edu/VA](http://mntc.edu/VA) | 405.801.5046

### State Department of Education School Bus Certification with Theory and Behind-the-Wheel Drive Time

Hours consist of classroom and demonstration time to prepare new hires for taking the CDL driving test and obtaining the State Department of Education bus driver certification required to transport students. This class emphasizes safety. Other topics covered will be the walk-around inspection the using bus driver checklist, passenger load/offload, railroad crossings, emergency evacuations, drug testing requirements for licenser, sound driving practices, and how to obtain the Oklahoma State Department of Education School Bus Driver Certificate. Many hours behind-the-wheel driving instruction are included with this class. *40 class hrs*



# CDL Training at MNTC

## Center loads up more classes, training for CDL program

*By Sharla Bardin*

Moore Norman Technology Center is delivering more courses and training opportunities for those interested in a commercial driver's license.

The license is what is required to operate large vehicles, such as those used for municipalities, transportation and construction.

Center officials said the classes and training can help companies in the region with training needs for truck drivers, help local school districts by offering classes for those interested in becoming bus drivers and equip individuals who are pursuing careers in commercial transportation.

The center's program also now features a CDL skills pad, which is a lot area where individuals can practice vehicle inspection and backing skills.

The program also offers opportunities for drivers to take continuing education courses or skills training.

"Education doesn't stop once you receive your CDL. It keeps going," said Jennifer Taylor, instructor/coordinator at the center and a third-party CDL examiner.

"We want to be the go-to place for this educational need," Taylor said.

Taylor said one of the exciting developments for the program is the opening of the CDL skills pad at 600 Research Park Blvd. in Norman. The pad was completed in the fall of 2021.

The pad gives people a place to practice specific skills and also is certified as an exam site for the Department of Public Safety. That certification allows for the pad to be used for skills exams for those testing for their commercial driver's license, Taylor said.

The technology center also is partnering with Central Technology Center for truck driver training classes that will start in February. Participants in the classes also will utilize the skills pad.

In addition, the technology center will be listed on the training provider registry with the Federal Motor Carrier Safety Administration. Drivers will be able to choose the technology center to fulfill required training for entry-level drivers of commercial vehicles under a new federal regulation that takes effect in February 2022.

Also starting this spring, the center will offer a motorcycle basic rider course. The Motorcycle Safety Foundation will provide the curriculum for the class that starts in March.

Taylor said the new training and class opportunities can help enhance the knowledge and skill level of commercial drivers, bus drivers and motorcyclists.

She also said she hopes the program can lead to more commercial drivers, especially given the need for more drivers in the trucking industry.

"I see help that's coming for all of these 'help wanted' signs around Oklahoma," she said.

Taylor also said she appreciates the efforts from the center and program partners for working to expand the training and classes offered through the program.

"Together, we will help our community," she said.

For more information about the center's commercial transportation program, visit [www.mntc.edu](http://www.mntc.edu) or call 405.801.5000.

*This story was published in the January 2022 issue of 19th Street Magazine.*

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**Additional information**

**Discounts**

- Lifelong Learners Discount (Age 60+).
- Educator Discount for full-time employees of Moore and Norman Public Schools.
- Military Discount.
- Discounts must be requested at time of enrollment with proof of eligibility.
- No discounts for online classes.
- Gift certificates must be presented at time of enrollment.
- Discounts and gift certificates do not apply to textbooks, supply costs, and some special offerings.

**Class Reciprocity Agreement**

MNTC will allow any student who currently resides within a district served by an Oklahoma Technology Center to attend our short-term, open enrollment classes at the rates advertised in our catalog. Any student who lives within a district that is not served by an Oklahoma Technology Center will be charged a rate of twice the advertised price in our catalog.

**Class Cancellation**

Moore Norman Technology Center reserves the right to cancel classes due to insufficient enrollment or a complication beyond our control. A full refund will be processed. Low enrollment classes may meet once to determine actual number of enrollees. Moore Norman also reserves the right to change published dates and times.

**Inclement Weather Cancellations**

We strive to announce cancellations and closures due to inclement weather by 6 a.m. for daytime classes and 4 p.m. for evening classes. Closures are announced on [mmtc.edu](http://mmtc.edu), [facebook.com/moorenormantech](http://facebook.com/moorenormantech), and on local TV stations. In the event of inclement weather, please check these sources before arriving on campus.

**1098T Tuition**

Students will be asked for their Social Security number upon enrollment, so a 1098T form can be provided upon request. For more information regarding 1098T Tuition go to [mmtc.edu/1098TRequest](http://mmtc.edu/1098TRequest)

**Refund Policy**

- Cash refunds will not be available.
- Workshops, seminars and one-day classes - no refund after start of class. Prior to start, full refund less a \$5 processing fee.
- 20-week FlexTrack classes within two (2) weeks of enrollment date.
- Four-week FlexTrack classes within two (2) days of enrollment date, full refund less \$5 processing fee.
- Other Courses-prior to second class meeting, full refund less a \$5 processing fee. After second class meeting, no refund.
- Books and supplies may not be eligible for a refund.
- Allow two (2) weeks for refund processing.
- MNTC Online - Students are responsible for tuition charges unless they have officially withdrawn within seven (7) days of the beginning of class. Online withdrawals should be submitted to [customer.inquiry@mmtc.edu](mailto:customer.inquiry@mmtc.edu).
- CPR/AHA Online - No refund after starting class.
- Refunds for ed2go online classes are not processed through MNTC. For ed2go tuition refund information, visit [ed2go.com](http://ed2go.com) or call 800.701.8755.
- **Company Withdrawal:** A company is responsible for tuition charges for students enrolled unless they officially withdraw their employees prior to the above applicable refund deadline.

Phone: 405.801.5000  
 FR Fax: 405.561.4167  
 Email: [customer.inquiry@mmtc.edu](mailto:customer.inquiry@mmtc.edu)  
 FR: Franklin Road Campus  
 SP: South Penn Campus

**Non-Discrimination Policy**

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Executive Director, Human Resources; Chief Officer, Instruction; and Executive Director, Strategic Communications and Engagement. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing [compliance.officer@mmtc.edu](mailto:compliance.officer@mmtc.edu) or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit [www.mmtc.edu/consumerinfo](http://www.mmtc.edu/consumerinfo) for details.

**Post-Secondary Student Behavior Policy**

To ensure a quality and safe learning environment, please review our Post-Secondary (Adult) Student Behavior Policy 560 at [mmtc.edu/board-policies](http://mmtc.edu/board-policies). Printed copies are available by request in Student Services.

**Certification and Licensure**

Several occupations require certification or licensure which may be denied if a felony record exists. If this is a concern, discuss with a Career Advisor.

**Rules**

- In order for you to have a productive and safe learning environment while attending Moore Norman, we ask that you note the following:
1. Visit [mmtc.edu/covid19](http://mmtc.edu/covid19) for COVID-19 policy information.
  2. No food or drinks are allowed at any time in the Computer Labs or Health Classrooms.
  3. Students are not to bring their children or pets to the school.
  4. No weapons, firearms, or other destructive devices are allowed in school buildings.

5. Effective July 1, 2013, MNTC campuses are tobacco free.

**Students with Disabilities**

Moore Norman provides reasonable educational accommodations and support for students who have disabilities, including those with mobility limitations, speech, hearing, or sight impairment, learning or other disabilities covered by the Rehabilitation Act of 1973 or the ADA Amendments Act of 2008. If students wish to request accommodations contact: **Disability Coordinator Franklin Road Campus 4701 12th Avenue Northwest Norman, OK 73069 405-801-5284**

**Rights Afforded a Student by FERPA**

- The right to inspect and review the student's education records within 45 days of the day a written request for access is received.
  - The right to request in writing an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
  - The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
- You may contact FERPA at:  
**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-5920**  
**1-800-USA-LEARN (1-800-872-5327)**







# MOORE NORMAN TECHNOLOGY CENTER

## How do I enroll?

### FOR SHORT-TERM<sup>†</sup> CLASSES

- Enrollment is on a first-come, first-served basis.
- Early enrollment helps prevent class cancellations. Class space is limited.
- Some classes require a Career Advisor appointment prior to enrollment. Call 405.801.5000 to schedule an appointment.
- Textbooks and tuition are included in the class cost.
- Class prerequisites must be met.

### Choose an Enrollment option below:

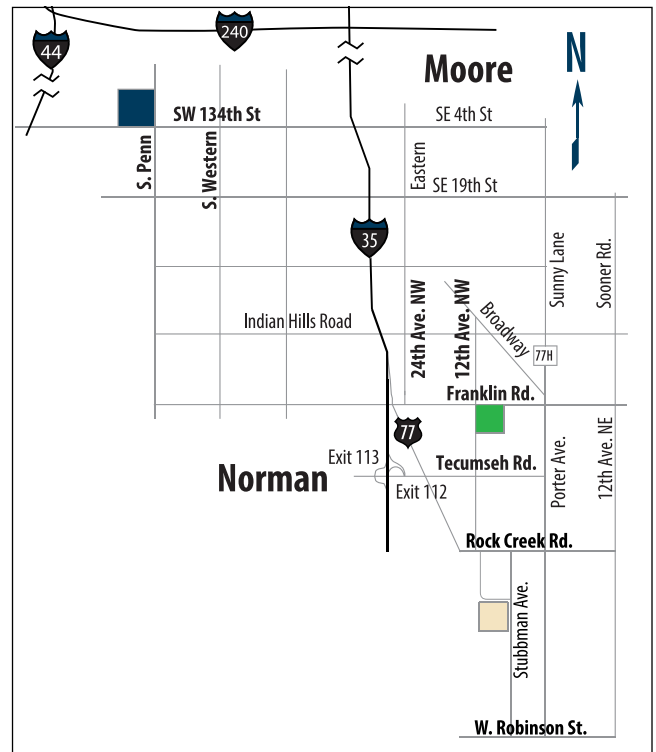
- Go online at [mntc.edu/enroll](https://mntc.edu/enroll) (Credit card payments only)    
- Call a Customer Service Representative at 405.801.5000 to enroll by phone or to schedule an appointment to enroll in person.

*Payment is required at the time of enrollment. Must be at least 16 years old to enroll in classes. Exceptions to this age requirement must be approved by the director of Workforce and Economic Development. For more information on company/organization billing, call 405.801.5000.*

**LONG-TERM CAREER PROGRAMS<sup>‡</sup>** are for students who want an in-depth course of study. These programs generally take 2-4 semesters to complete. Students must apply for acceptance into a long-term career program. Applications for most of these programs open in November. See page 13 or visit [mntc.edu](https://mntc.edu) for more information.

<sup>†</sup> SHORT-TERM CLASS (600 class hours or less)

<sup>‡</sup> LONG-TERM CAREER PROGRAM (1050+ class hours) See page 13 for more information.



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|---|---|---|
| <p> <b>SOUTH PENN CAMPUS</b><br/>13301 S Pennsylvania Ave<br/>Oklahoma City, OK 73170<br/>(SW 134th Avenue &amp; South Penn)<br/><i>Use Southwest Entrance (Education Center) for Enrollment</i></p> | <p> <b>FRANKLIN RD. CAMPUS</b><br/>4701 12th Ave NW<br/>Norman, OK 73069<br/>(12th Avenue NW &amp; Franklin Rd.)<br/><i>Use Main Entrance for Enrollment</i></p> | <p> <b>CDL TRACK CAMPUS</b><br/>600 Research Park Blvd.<br/>Norman, OK 73069<br/>(Research Park Blvd. &amp; Stubbman Ave.)<br/><i>Site not open for Enrollment</i></p> |
|---|---|---|

## BUSINESS HOURS:

**Mon-Thurs • 8 a.m. - 5 p.m.**

**Fri • 8 a.m. - 4:30 p.m.**

Before coming to campus, please visit [mntc.edu](https://mntc.edu) for current information regarding our COVID-19 protocols.


*Hours are subject to change due to campus closures and school breaks. Visit us at [mntc.edu](https://mntc.edu) for current schedule information.*


## Find the learning method that works for you

Moore Norman Technology Center makes it easy for you to fit education into their busy schedules by offering four unique learning delivery options. Explore the available options below:

**Face-to-Face** — These classes take place in a classroom. The class has set beginning and end dates/times and a specific number of class meetings that must be attended.

**Blended** — These courses combine face-to-face instruction and online, web-based learning which reduces the amount of time spent in the physical classroom and increases time spent in the online environment.

**Online**  — These classes use a learning management system (LMS) to deliver course content and materials online as well as facilitate online interaction with instructor and peers. To determine if an online class is right for you, take a short quiz at [mntc.edu/distancelearningassessment](https://mntc.edu/distancelearningassessment).

**Flextrack**  — These classes are designed for the highly motivated, independent learner. The student and instructor will agree on a self-paced schedule that meets your needs and provides a reasonable completion time for the course.

Students in any class at Moore Norman Technology Center are expected to use technology as it relates to the course content, which may include accessing web-based course materials.

## NOT SURE WHERE TO START?

Our skilled Career Advisors can help you look at all options and create the best career path for YOU! To schedule a visit, call 405.801.5000.

**For current class information visit [mntc.edu](https://mntc.edu) or call 405.801.5000.**



**MOORE NORMAN**  
TECHNOLOGY CENTER

WORKFORCE & ECONOMIC DEVELOPMENT

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## **Nurse Refresher Course Through MNTC!**

The course is offered in partnership with Oklahoma CareerTech and OU College of Nursing.

Visit [mntc.edu/Health](http://mntc.edu/Health) or call 405-801-5833 for details or to enroll.