

Kansas State Firefighters Association, Inc.



Dedicated to the Safety and Education of the
Kansas Firefighter

Course Catalogue

(Revised June, 2009)

The Kansas State Firefighters Association, Inc. offers classes and training that meet or exceed portions of the National Fire Protection Association Standards for the Fire Service. Those standards are listed below

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FIREFIGHTER PROFESSIONAL QUALIFICATIONS	1001 (FIREFIGHTER I & II)
FIRE APPARATUS DRIVER/OPERATOR QUALIFICATIONS	1002
FIRE OFFICER PROFESSIONAL QUALIFICATIONS	1021

Classes offered by the Kansas State Firefighters Association, Inc. that meet various portions and objectives of the standards are ...

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BASIC CODE INSPECTIONS & PRE-PLANNING

(Revised June, 2009)

This course goes over the basics of fire inspections in Kansas and the basic code used by the KSFMO to perform business, school, and daycare inspections. Preplan issues are also discussed and the difference between inspection and preplan. Students will receive basic guidance in how to perform an inspection following the Kansas code. (Local codes may still apply above what is taught in this class). General skills are listed and some generic forms are also looked at for local departments to perform their own inspections and preplans.

COURSE LENGTH: 4.0 HRS or 8.0 HRS

Course Requirements:

- a. Location to perform an inspection at
- b. LCD Projector/Screen

BUILDING CONSTRUCTION - STRUCTURAL COLLAPSE

Upon completion of this lesson the student will be able to identify structural characteristics of building construction types and recognize signs and causes of potential building collapse.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Projector & Computer
- c. Chalkboard, Whiteboard or flip chart
- d. Chapter 4, Building Construction, IFSTA C.P. ;
Structural Collapse of Burning Buildings, Fire Engineering

DETECTION & SUPPRESSION SYSTEMS.

After completing this course the firefighter will be able to identify components of typical automatic sprinkler systems. The firefighter will also be able to make fire department connections and operate control valves on those systems. The course will also cover fire detection and alarm systems.

COURSE LENGTH: 4 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Projector and computer
- c. Facility that has an automatic sprinkler system preferred.
- d. Lesson 13 Automatic Sprinkler Systems, IFSTA C.P.

EMERGENCY VEHICLE OPERATIONS

This course developed in cooperation with the National Safety Council is a combination of classroom and practical driving skills. An obstacle course is set up using your apparatus to teach the defensive driving skills needed to operate the fire apparatus while responding to alarms.

COURSE LENGTH 8.0 HOURS with driving course
4.0 HOURS without driving course

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer and projector
- c. Area for driving course.
- d. Cones for course.
- e. Defensive driving program and student workbooks.
- d. EMS forms...sign-up attendance certificate, evaluation.

EMS PROGRAM PROVIDER #5759 4 HOURS or 8 HOURS

ETHANOL FIRES

(Revised June, 2009)

This course examines the unique nature of fires involving ethanol through a range of locations from individual vehicles, to gas stations, to truck & rail transportation and finally ethanol plants.

COURSE LENGTH: 4 HOURS

COURSE REQUIREMENTS:

- a. Classroom for approximately 20 students
- b. Computer and projector
- c. Ethanol facility tour if available

FARM RESCUE:

Farming is the most hazardous occupation currently in the world, surpassing mining and firefighting. Rescuers need to be aware of the types of machinery and special problems associated with incidents in farming communities.

The farm rescue class is designed similar to the vehicle extrication course offered. It differs in as much as the farm equipment and situations that are presented to the rescuer in the farm setting. With actual hands on training dismantling farm equipment and simulated rescues, this course offers a unique perspective on this problem.

COURSE LENGTH 12.0 HRS. (can be 8.0 Hrs. optional)

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Old farm machinery (tractors, balers, combines, etc)
- c. Wrecker, loader to turn the equipment over.
- d. EMS forms ...sign-up, attendance certificate, evaluation.
- e. PPE required

EMS PROGRAM PROVIDER #5759 8 or 12 HOURS

"FIRE ATTACK" TACTICS OF INITIAL COMPANY RESPONSE

This course leads you through "Understanding Fire Attack", "Successful Scene Management", "Fireground Ventilation Techniques", "Residential Fire Attack", "Commercial Fire Attack", and "Above-ground Fire Attack". This course teaches the firefighter specific fire fighting tactics in various types of occupancies, followed by simulated fire problem exercises. It will allow the rookie firefighter to better understand tactics and serve to sharpen the skills of the more experienced firefighter along with allowing every one to demonstrate their knowledge through practical application. Work books are provided.

COURSE LENGTH 8.0 HOURS without aerial operations
12.0 HOURS with aerial operations

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer & projector
- c. Chalkboard.
- d. "Fire Attack Program", Student workbooks,

FIREFIGHTER I

3-3.9a

3-3.10a

3-3.11a

3-3.12a

3-3.13a

FIRE BEHAVIOR

After completing this lesson, the student will be able to predict probable fire behavior and know the actions necessary to change or prevent these behaviors.

COURSE LENGTH 2.0 or 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer & projector
- c. Chalkboard, Whiteboard or flip chart
- d. Chapter 3 Fire Behavior, IFSTA C. P.

**** If taught for 2 hours, this course can be taught as a single four hour block with FIRE EXTINGUISHERS****

FIRE EXTINGUISHERS:

After completing this course, the student will be able to identify and use portable fire extinguishers.

COURSE LENGTH 2.0 HOURS

COURSE REQUIREMENTS..

- a. Classroom for approximately 20 students
- b. Computer and projector
- c. Four Dry Chemical Fire Extinguishers.
- d. Burn-pan.
- e. Chapter 6 Portable Fire Extinguishers, IFSTA C. P.
- f. 10 gallons 50/50 gas/diesel mix.
- g. PPE required

**** This course is best taught as a single four hour block with FIRE BEHAVIOR****

FIRE CAUSE DETERMINATION

Upon completion of this course, the firefighter will understand his/her responsibility in fire cause determination. The firefighter will also learn the methods he/she can utilize to preserve the findings of the fire cause. This course is best taught in conjunction with the "Fire Prevention and Public Education " Chapter 18 IFSTA Curriculum Package

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS

- a. Classroom for approximately 20 students
- b. Computer & projector
- c. IFSTA Curriculum Package Chapter 18

FIRE CHIEF OFFICERS CLASS

This class is for both old and new chief officers of the fire department or for those who aspire to be chief officers. The class will examine some basic material about how fire departments are organized, what resources are available, what standards apply and what they mean, and some basic legal concepts that will help you get along in the fire service as a chief officer.

COURSE LENGTH 4.0 or 8.0 HOURS

Course can be also taught as a 4 hour standalone class on Legal Issues for the Fire Service

COURSE REQUIREMENTS

- a. Classroom for approximately 20 to 30 students
- b. Computer & projector

FIRE PREVENTION AND PUBLIC EDUCATION

Upon completion of the course the firefighter will be able to identify building and dwelling hazards, conduct building inspections, and make a public fire education presentation. This course is best presented in conjunction with "Fire Cause Determination" Chapter 18, IFSTA Curriculum Package.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer and projector
- c. Chapter 20 Fire Prevention and Public
Education, IFSTA C.P.

FIREFIGHTER SAFETY & SURVIVAL:

This course goes over common fireground mistakes and things that are injuring and killing our firefighters. Response, Stations, Fireground activity are all covered as well as health and safety and fitness. In the eight hour course, students will get to practice a few personal tool box items that they can have to help them if they ever find themselves in a situation on a fireground where they are in trouble.

COURSE LENGTH: 4.0 HRS or 8.0 HRS

Course Requirements:

- a. For Eight hour course, full PPE and SCBA and an area to do some destructive drills at
- b. LCD Projector/Screen

FIREGROUNDS / BURN TRAILER:

In this course we demonstrate fighting car fires, Christmas tree and other LPG fires. We also have a burn trailer available for live fire evolutions. The firefighter is exposed to actual fire fighting conditions with direct supervision by KSFFA instructors. The firefighter will learn to be confident in the use of nozzles and other fire fighting gear. A must course for all firefighters.

COURSE LENGTH 4.0 HOURS or 8.0 HOURS if classroom instruction is added

COURSE REQUIREMENTS...

- a. Hard surfaced area preferred to conduct firegrounds.
- b. Water supply able to support (4) - 125 gpm nozzles, continuous flow.
- c. 400' - 1 1/2" or 1 3/4" hose for attack lines.
- d. 200' - 2 1/2" 3" supply hose.
- e. SCBA recharging facilities.
- f. Propane with propane props, the supply needs to be able to supply our appliances under pressure
- g. Classroom for approx.. 40 students.
- h. Computer & projector
- i. PPE & SCBA

FIRE STREAMS AND HOSE PRACTICES:

After completing this course the firefighter will be able to identify and use hose couplings, tools, and appliances, and will be able to load and roll hose. Additionally, the firefighter will be able to make hydrant to pump connections from various lays, and will be able to carry, drag, advance, and handle both charged and uncharged lines. The firefighter will be able to select the proper size hose, nozzle and understand the basic principle of water flow hydraulics. Finally, the firefighter will learn proper hose maintenance and hose service testing.

COURSE LENGTH 8.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector
- c. Class "A" Pumper with full compliment of hose and equipment.
- d. Chapter 13 Hose, Chapter 14 Fire Streams & Chapter 12 Water Supplies.
- e. PPE

FORCIBLE ENTRY:

After completing this lesson, the student will be able to use appropriate forcible entry equipment.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS..

- a. Classroom for approx. 20 students
- b. Computer & projector
- c. Chapter 9 Forcible Entry, IFSTA C.P.
- d. Tools provided by local fire department.
- e. PPE

FOREIGN ANIMAL DISEASES

This course covers the basics of what foreign animal disease is and how it would affect the state. Then, we will detail the involvement of the Kansas Firefighter and the things that will be expected from local departments. Everything from decontamination procedures to crowd control, animal control, and isolation areas will be discussed. This issue will not just affect rural departments, but suburban and urban as well as will be shown in this class.

COURSE LENGTH: 4.0 or 8.0 hours

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector.

GPS for EMERGENCIES & USAR MARKINGS

This class will discuss the technical working of the Global Positioning Satellite System currently in place and how this technology is useful for modern firefighting operations. You will also learn how a unit works and take sample readings in a practical portion of the class. After several disasters it was determined that there is a lack of education on how to mark areas during a search. The United States Search And Rescue teams have responded to large incidents for years and have developed a standard marking system that is quick and simple to use. Learn how to "read & write" the USAR markings and take handouts home to place in your units.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector.

GRAIN ELEVATOR FIRES

An emergency situation that most of us in Kansas can possibly face at any time. This course leads you through complete grain facilities, firefighting equipment and protection systems etc.. and finally to controlling fires and fire prevention programs. Silos are also looked at and how best to extinguish those fires. A must course if you're not completely familiar with grain facilities and silo operations. The course will also discuss other farm supply facility incidents.

COURSE LENGTH 4.0 HOURS without tour
8.0 HOURS with elevator tour

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector
- c. Facility to tour (optional)
- d. PPE

GROUND LADDERS AND ROPES:

Learn the importance of proper ladder practices. Learn to work by teamwork, lessen mistakes and injuries. Ropes are sometimes a forgotten asset. Learn or re-learn good working knots common to the fire service. Ropes are helpful in GROUND LADDERS AND ROPES: various ways such as creating a barrier to keep people out and hoisting tools.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS..

- a. Classroom for approximately 20 students
- b. Roof ladder & extension ladder
- c. Computer & projector
- d. Chapter 7 Ropes and Knots, IFSTA C. P.
Chapter 10 Ladders, IFSTA C.P.
- e. PPE

HAZARDOUS MATERIALS "Awareness Level"

This course meets or exceeds all requirements for first response by emergency personnel to identify a hazardous material incident and initiate a proper response.

COURSE LENGTH 8.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer & projector
- c. IAFF Hazardous Material First Responder Program.
- d. Student workbooks, and student hand-out packets.
- e. EMS forms ...sign-up, attendance certificate, evaluation.

EMS PROGRAM PROVIDER #5759 8 HOURS

INCIDENT MANAGEMENT SYSTEM

This course teaches the incident command system - NIMS 100 & 700. It combines command strategy with organizational procedures. The course includes incident command procedures & command structure up through utilizing Division & Groups or Sectors, the use of Branches, sections, Command Staff & Unified Command. This course will teach students to expand the system from a single company operation into full use of all system elements. Fulfills some requirements of NFPA 1500, Standard for Fire Department Occupational Safety & Health Program; NFPA 1561, Standard for Fire Department Incident Management System; NFPA 1001, Standard for Fire Fighter Professional Qualifications; NFPA 1021, Standard for Fire Officer Professional Qualifications, and 29 CFR 1910.120, Hazardous Materials Emergency Incident Command

COURSE LENGTH 12.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students
- b. Computer & projector

EMS Program Provider #5759: 12 hours

INCIDENT SAFETY OFFICER

This course will provide training for firefighters and fire officers on the role and responsibilities of the Incident Safety Officer and will allow participants to practice some of the key skills needed for competency as an Incident Safety Officer at different incidents that a department may respond to such as structure fires, motor vehicle fires, extrications, etc.. The course will assist in meeting the requirements of NFPA 1500, “Standard on Fire Department Occupational Safety and Health Program”, NFPA 1521, “Standard for Fire Department Safety Officer”, and OSHA 29CFR 1910.120, “Hazardous Waste Operations and Emergency Response.”

COURSE LENGTH 6.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students
- b. Computer & projector

LESSONS LEARNED

Course reviews past tragedies and close calls at fire scenes, to help prevent further injury & deaths by examining incidents and discussing them in detail as a class.

COURSE LENGTH: 4.0 hours

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector

NATIONAL FIRE ACADEMY COURSE OFFERINGS

NOTE: These classes are offered by the KSFFA in a cooperative relationship with Kansas Fire & Rescue Training Institute and the National Fire Academy. These courses would be taught by an adjunct instructor of the National Fire Academy.

Arson Detection for the First Responder
Basic Life Support & Haz Mat Response
Command & Control of Wildland/Urban Fire Operations for the Structural Fire Officer
Community Risk Issues & Prevention Interventions
Cooperative Leadership Issues In Wildland/Urban Interface
Courtroom Preparation and Testimony for First Responders
Emergency Response to Terrorism - Basic Concepts
Emergency Response to Terrorism - Strategic Considerations for Command Officers
Emergency Response to Terrorism - Tactical Considerations - Company Officer
Emergency Response to Terrorism - Tactical Considerations - EMS
Emergency Response to Terrorism - Tactical Considerations - Haz Mat
Executive Skill Series - Influencing
Executive Skill Series - Leading Diverse Communities Beyond Conflict
Executive Skill Series - Managing & Leading Change
Fire Prevention for First Responders & Small Departments
Health & Safety Officer
Incident Command for Highrise Operations
Incident Command System for EMS
Incident Command System for Structural Collapse Incidents
Incident Safety Officer
Leadership I - Strategies for Company Success
Leadership II - Strategies for Personal Success
Leadership III - Strategies for Supervisory Success
Managing in a Changing Environment
Managing Company Tactical Operations
Marketing Fire Prevention in Your Community
Methods of Enhancing Safety Education
NFIRS - Introduction to NFIRS 5.0
Prevention & Mitigation Advocacy for Small Department Responders
Shaping the Future
Training Operations in Small Departments

NFIRS REPORTING AND CODING

(Revised June, 2009)

KSFMO staff will review the proper means to code and submit NFIRS reports in the state of Kansas and the necessity behind this reporting. Benefits of accurate reporting will be discussed as well as financial implications to departments and the state.

COURSE LENGTH: 4.0 HRS

Course Requirements:

- a. Internet Connection
- b. LCD Projector/Screen
- c. Laptop or other PC

OIL TANK BATTERIES AND RELATED FIRES

This course offers problems and solutions to incidents involving oil tank batteries, pump jacks, types of valves, and suppression techniques with limited resources.

Developed as the need for a course of this type arose. The instructor has experience in working with, maintaining and controlling problems in these installations.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS..

- a. Classroom for approximately 20 students.
- b. Computer & projector
- c. DVD on Central Power Unit & tank battery fires

PROPANE SAFETY CLASS

This class is designed to teach responders about the hazards of responding to propane emergencies, the appropriate response to such incidents, and enables the first responder to recognize basic facts about propane.

Course is taught using Propane Safety Materials provided by the National Propane Gas Association.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS

- a. Classroom for approximately 20 students
- b. Computer & projector

PUMP OPERATIONS:

Want to know how or why that pump does what it does? Well, this is the course for you! This course gives you some history of fire pumps and leads you right to the hands-on of pumping. A good course for rookies and serves as a good refresher for the veteran firefighter.

COURSE LENGTH 8.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer & projector
- c. 2- pumpers, portable water tank, hydrant availability (optional)
- d. Impeller prop and flow meter.
- e. PPE

RAPID INTERVENTION

Many firefighter deaths are the result of becoming trapped, disoriented, or unable to escape hostile fire conditions. This course will familiarize the firefighter with methods of rapid intervention - both interior and exterior operations.

COURSE LENGTH 8.0 HOURS or 12.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 15 students
- b. Computer & projector
- c. 2nd floor window
- d. Extension ladder able to reach the 2nd floor window
- e. Stairs
- f. Four, 50' sections of hand line hose
- g. PPE & SCBA

RAPPELLING - BASICS OF

In this class you will be introduced to the basic equipment for rope rappelling and rescue including the ropes, hardware, and harnesses appropriate for making a basic descent. You will also learn how to set up a safe descent and how to bring up packaged patients. Class is 4 hours lecture, 8 hours hands on setting up a descent and going over the edge several times and then learning how to set up a hauling system to retrieve the crew and patients.

COURSE LENGTH: 12.0 hours

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector
- c. Facility for use in rappelling
- d. PPE

RURAL / SUBURBAN WATER SUPPLIES

After completing this lesson, the student will be able to describe the fundamentals of a water supply system, measure hydrant flow, and prepare equipment and apparatus for a water shuttle.

COURSE LENGTH 8.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students
- b. Pumper, Tanker, portable tanks
- c. Computer & projector
- d. Chapter 12, Water Supply, IFSTA C.P. Lesson plans of Russ Smiths
- e. Jet siphon appliance.
- f. PPE

SALVAGE AND OVERHAUL - LOSS CONTROL

After completing this course the firefighter will be able to safely and effectively perform salvage and overhaul operations.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students
- b. Computer & projector
- c. 1-salvage tarp, 1-water chute, 1-pike pole.
- d. Chapter 17, Loss Control, IFSTA C.P.

SEARCH & RESCUE and PERSONAL PROTECTIVE EQUIPMENT:

After completing this course the firefighter will be able to safely use, clean, recharge, inspect and store the SCBA. In addition, the firefighter will be instructed in search techniques and will demonstrate those techniques with the SCBA and full gear inside a smoke filled structure. Also taught will be basic information on personal protective equipment for the firefighter.

COURSE LENGTH 8.0 HRS.

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer & projector
- c. PPE & SCBA
- d. Chapter 8 Rescue and Extrication, IFSTA C.P.
Chapter 5 Firefighter Personal protective
Equipment, IFSTA C.P.
Chapter 2 Firefighter Safety, IFSTA C.P.

STREET SMART HAZ-MAT FOR THE FIRST RESPONDER

This course will go over various types of haz-mat incidents and how the first responding firefighter should react to them. Protective Actions and Identification will be gone over as well as other considerations and resources that can be utilized to handle a hazardous materials incident will be shown. Students will also get hands on time with an ERG doing tabletop scenarios of recognizing and identifying chemicals and containers. Interaction with the haz mat branch in a command structure will also be shown.

COURSE LENGTH: 8.0 hrs

Course Requirements:

- a. Internet Connection
- b. LCD Projector/Screen
- c. ERG's
- d. Chalkboard or Whiteboard

(Students may bring their departments own detection equipment if so equipped for discussion and use in class)

STRUCTURAL FIRE ATTACK

This class covers Fire Behavior, Scene Management, Ventilation, and types of fire attack for residential and garage fires. Geared toward firefighters in departments with limited resources. Includes small group discussions on scenarios involving residential and garage fires.

COURSE LENGTH: 8.0 hours

COURSE REQUIREMENTS...

- a. Classroom for approx. 20 students.
- b. Computer & projector

VEHICLE EXTRICATION:

This course uses the "Carbusters" series. It consists of five tapes with instructors' guide books leading the student through the "Principles of Extrication" to "Command Philosophies and Special Situations". A hands-on segment can also be worked in so the student can get the feel of the tools.

COURSE LENGTH 8.0 HOURS with limited vehicle (4) availability
12.0 HOURS with more vehicles available

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Computer & Projector
- c. Hydraulic rescue tools, cribbing
- d. Vehicles for practical skills use
- e. EMS forms ...sign-up, attendance certificate, evaluation.
- f. PPE

EMS PROGRAM PROVIDER #5759 8 or 12 HOURS

VEHICLE FIRE PRACTICES:

Car fires! No big deal! That's what you think! Still using a booster line or red line to extinguish those car fires? It's not always a good idea! Learn why with this course. We go from classroom to actual extinguishment of cars.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students.
- b. Vehicles for practical skills use.
- c. Fire apparatus and 2 - 1 1/2" attack lines minimum.
- d. Water supply able to support 2 attack lines.
- e. PPE & SCBA

VENTILATION

Ventilation is a key Fire Attack Tool. This course allows the student to better understand the mechanics of ventilation with emphasis on positive pressure ventilation techniques and power equipment. Practical applications are used during the course.

COURSE LENGTH 4.0 HOURS

COURSE REQUIREMENTS...

- a. Classroom for approximately 20 students
- b. Computer & Projector
- c. Structure for ventilation practicals (optional)
- d. Chain saw, axe, pike pole, platform material, smoke ejector, smoke machine.
- e. Chapter 11, Ventilation, IFSTA C.P.
- f. PPE & SCBA

WILDFIRE TRAINING:

A course designed to be as simple or as involved as you wish it to be. This course leads you through all aspects of wildfire fire fighting. Learn to recognize certain signs as early as leaving the station. The course will take you through weather conditions, soil conditions, need of certain apparatus, communications, ICS etc... A good course for all levels of firefighters. Designed strictly with the Kansas firefighter in mind.

COURSE LENGTH... 8.0 HOURS

COURSE REQUIREMENTS...

- a. Computer & Projector
- b. Classroom for approx. 20 members