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Odessa College Continuing Education  
201 W. University  
Odessa, TX 79764  
www.odessa.edu/ce/



ODESSA COLLEGE ... more.



Continuing Education  
Spring 2010 Bulletin  
www.odessa.edu/ce/

ODESSA COLLEGE more



**Lucinda Hurlbut**  
Executive Director of Workforce Training  
335-6334

For Continuing Education information, call 335-6580 or click [www.odessa.edu/ce/](http://www.odessa.edu/ce/)

Odessa College does not discriminate on the basis of race, sex, color, national origin, disability or age.

**Odessa College Continuing Education Mission**

The Division of Continuing Education at Odessa College shall provide quality programs for the community through excellent, consistent service, education, and trainings in an innovative, creative and ethical manner. We will provide opportunities for individual and organizational development including the Odessa College family.

**Odessa College Bulletin**

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**Odessa College Role and Mission**

Odessa College shall be a two-year institution primarily serving its local taxing district and service area and offering vocational, technical and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies and programs of counseling and guidance shall be provided. The college shall insist on excellence in all academic areas – instruction, research and public service. Faculty research, using the facilities provided for and consistent with the primary function of the college, is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes and other local revenue.

**Odessa College Continuing Education Refund Policy**

**Odessa College Continuing Education Refund Policy**

Refunds may be requested at the Continuing Education office or call 335-6580. The college refund policy is 100% prior to the first class meeting. If class is canceled by the college, 100% will be refunded.

**Continuing Education Printing Disclaimer**

This schedule has been carefully prepared to assure that all information is accurate and as complete as possible; however, the college reserves the right to make changes which may result in deviations from the information in the schedule content.

**Adult Basic Education**

For class information or to pre-test for the GED, call the Adult Basic Education office at (432) 335-6380. General class information: Classes meet Monday-Thursday 9-11:30am or 6:30-9pm.

**English for Speakers of Other Languages ESOL**

Contact the Adult Basic Education office at (432) 335-6380 for additional information.

**General Education Development GED**

To inquire about the GED tests, call the OC Testing Center at (432) 335- 6620.



**John Tucker**  
Director of Adult Basic Education  
335-6381

continuing education ... more

**Cloud Training MS Office Suite**

**For those who want a lot of information fast.**

Instructor: Darla Cloud. All classes are held in DH107 from 8:30am to 4:30pm.

*Excel for Business Professional (Level I)*  
**ITSC 1022-104** Feb 1 M \$139

*Using Word Effectively*  
**ITSC 1022-105** Feb 2 T \$139

*Excel to the Max*  
**ITSC 1043-105** Mar 2-3 MT \$249

*Getting Started with Access*  
**ITSC 1022-106** Apr 28-29 WTh \$249

*Using Word Effectively*  
**ITSC 1022-107** May 11 T \$139

*Excel for Business Professional (Level I)*  
**ITSC 1022-108** May 12 W \$139

**Accounting**

**QuickBooks Pro 2008 Level I**

Textbook not required but available for purchase in bookstore: Get Going With QuickBooks 2008. Instructor: Laura Long. (12 hours). Classes are held on Tuesday and Thursday from 6 to 9pm in DH107. Costs is \$109 per class.

**ITSC 1006-106** Jan 19-28 **ITSC 1006-110** Mar 23-Apr 1  
**ITSC 1006-108** Feb 16-25 **ITSC 1006-112** Apr 20-29

**QuickBooks Pro 2008 Level II**

Textbook not required but available for purchase in bookstore: Keep Going with QuickBooks 2008. Instructor: Laura Long (8 hours). Classes are held on Tuesday and Thursday from 6 to 10pm in DH107. Costs is \$99 per class.

**ITSC 2036-107** Feb 9-11  
**ITSC 2036-109** Mar 9-11

**ITSC 2036-111** Apr 6-8  
**ITSC 2036-113** May 4-6



**Kukina Hernandez**  
Continuing Education Secretary  
335-6652

Discovering **HIPAA** TRAINING SERIES

Academia's Choice for HIPAA Education

What your medical staff needs to know about confidentiality laws.

For more information contact (432) 335-6813

Health Careers

**Health Career Orientation**

Health Career Orientations required for all Health Resource programs. This orientation is to inform you about the pre-requisites for each program held once a month. You must attend an orientation to be able to register for the programs. Classes held on Wednesdays from 6:30 to 7:30pm.

**NUA 1289-102** Jan 6 CEAB 120  
**NUA 1289-103** Feb 10 CEAB 120  
**NUA 1289-101** Mar 10 CEAB 120  
**NUA 1289-102** Apr 14 SUB 110  
**NUA 1289-103** May 12 CEAB 120

**Medication Aide Renewal**

Don't miss the seven-hour state approved continuing education program offered for annual renewal of medication aide permits. Check your permit for expiration dates. Finishing this class is only the first step in the renewal process! Schedule this class well in advance of your expiration date. YOU CANNOT CONTINUE TO WORK WITH AN EXPIRED PERMIT. Cost of class is \$35. Classes held on Fridays from 8:30am to 4:30pm in Health Resources Center Room 112.

**NURA 1041-101** Jan 15  
**NURA 1041-101** Mar 12  
**NURA 1041-102** May 14

**Medication Aide Class**

State approved course to become a Medication Aide. Learn the preparation and administration of designated medications and responsibilities associated with such administration. Total cost of program \$375 plus \$16 of liability insurance.

**This course begins in August 2010.**

for the road ... more



**Marilyn Jenkins**  
Admissions Rep

**Truck Driving**

Customized training for companies. Call Marilyn Jenkins for more information, (432) 580-0860.

*Part I*  
**CVOP 1013-103** Jan 11-22  
**CVOP 1013-105** Feb 8-19  
**CVOP 1013-101** Mar 8-19  
**CVOP 1013-103** Apr 5-16  
**CVOP 1013-105** May 3-14

*Part II*  
**CVOP 1040-104** Jan 25-Feb 5  
**CVOP 1040-106** Feb 22-Mar 5  
**CVOP 1040-102** Mar 22-Apr 2  
**CVOP 1040-104** Apr 19-30  
**CVOP 1040-106** May 17-28

career paths ... more

**Nurse Assistant Training Program**

What a way to begin a career in the health industry! Nurse assistant is one of the fastest growing areas of medical careers in response to increasing emphasis on rehabilitation and the long-term care needs of an increasing elderly population. Train for a new career as a nurse assistant! Cost of each class is \$418 plus \$16 liability insurance. Held in Composite Technology Bldg Room 222.

**Day Classes**

**NURA 1001-101** Jan 11-Feb 8 M-F 8:30am-3:30pm  
\*Students must also register for EMSP 1019-101 \$51 (1/15/10)

**NURA 1001-102** Feb 22-Mar 26 M-F 8:30am-3:30pm  
\*Students must also register for EMSP 1019-102 \$51 (2/26/10)

**NURA 1001-101** Apr 12-May 7 M-F 8:30am-3:30pm  
\*Students must also register for EMSP 1019-102 \$51 (4/16/10)

**NURA 1001-102** May 24-Jun 21 M-F 8:30am-3:30pm  
\*Students must also register for EMSP 1019-103 \$51 (5/28/10)

**Evening Classes**

**NURA 1001-103** Jan 11-Mar 23 MTW 6-10pm  
\*Students must also register for EMSP 1019-103 \$51 (1/19-20/10)

**NURA 1001-103** Apr 12-Jun 11 MTW 6-10pm  
\*Students must also register for EMSP 1019-104 \$51 (4/27-28/10)

**Pharmacy Technician Program**

This program prepares students for employment in all pharmacy environments. Pharmacy technicians work under the supervision of licensed pharmacists to perform technical and clerical duties in the systematic operation of the pharmacy. Total program cost \$1,200 plus \$16 liability insurance.

**This course begins in August 2010.**



## Health Careers

### Dental Assisting Applications

Demand for dental care will rise due to population growth and greater awareness of the importance of dental care. Dentists use assistants to help meet their increased patient needs. This course includes work in a dental laboratory and a clinical experience in a dental office. Total program cost \$1,430 plus \$16 liability insurance.

**DNTA 1053-102**  
Feb 9-Apr 15 TTh 6-9pm DH121  
\*Students must enroll in DNTA 1061 101 and EMSP 1019-104 (2/2 & 4/10)

choices ... more

### Massage Therapy Program

Become a massage therapist and provide a service that is on the rise. The benefits of a massage has a positive psychological effect and can help to reduce the effects of stress and tension in the body. Work in a group or set up your own business. Total program cost \$1,850. (500 hours)

**This course will begin in August 2010.**



### CPR for Healthcare Providers & Students

American Heart Association Healthcare Provider Course includes one and two-man CPR for healthcare students and health professionals. (8 hours)

**Day Classes**  
**EMSP 1019-101** Jan 15 F 8am-5pm CT222 \$51  
**EMSP 1019-102** Feb 26 F 8am-5pm CT222 \$51  
**EMSP 1019-101** Mar 11 Th 8am-5pm CT111 \$51  
**EMSP 1019-102** Apr 16 F 8am-5pm CT222 \$51  
**EMSP 1019-103** May 28 F 8am-5pm CT222 \$51  
**EMSP 1019-101** Jun 10 Th 8am-5pm CT222 \$51

### Evening Classes

**EMSP 1019-103**  
Jan 19, 20 TW 6-10pm CT222 \$51  
**EMSP 1019-104**  
Feb 2, 4 TTh 6-10pm DH121 \$51  
**EMSP 1019-104**  
Apr 27, 28 TW 6-10pm CT222 \$51  
**EMSP 1019-105**  
Mar 9 & 11 MW 6-10pm CT111 \$51

health career options ... more

### Phlebotomy Technician Theory

This class is the didactic portion of a program that leads toward the ASCP examination for Phlebotomy Technician. Phlebotomists are trained to draw blood samples by venipuncture, skin puncture, or arterial collection for medical tests and blood donations. Total cost of program is \$620 plus \$16 of liability insurance. (90 hours)

**Day Classes**  
**PLAB 1023-103** Feb 9-Apr 22 TTh 8am-2pm CT 111  
\*Students must enroll in PLAB 1063-102 and EMSP 1019-101 (3/11/10)

**PLAB 1023-101** May 11-Jul 15 TTh 8am-2pm CT 111  
\*Students must enroll in PLAB 1063-101 and EMSP 1019-101 (6/10/10)

**Evening Classes**  
**PLAB 1023-104** Jan 11-May 12 MW 6-9pm CT 111  
\*Students must enroll in PLAB 1063-103 and EMSP 1019-105 (3/9 & 11/10)

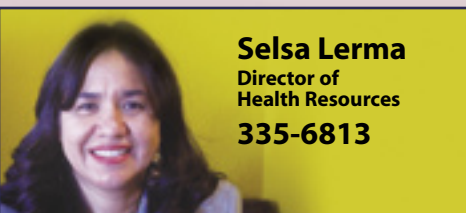
### Phlebotomy Clinical

Initial clinical preparation includes 10 hours of orientation and other requirements, including drug screen, immunization update, and criminal background check. You have two months to finish the Clinical portion of the Phlebotomy course.

**Day Classes**  
**PLAB 1063-102** Apr 26-Jun 25  
Individual Scheduling 120 hrs

**PLAB 1063-101** Jul 19-Sept 20  
Individual Scheduling 120 hrs

**Evening Classes**  
**PLAB 1063-103** May 17-Jul 16  
Individual Scheduling 120 hrs



**Selsa Lerma**  
Director of Health Resources  
335-6813



**Sharon Mayfield**  
Secretary, Health Resources  
335-6813



## Instructor-Facilitated Online Courses

Courses start as low as \$99

More courses available at [www.ed2go.com/oc](http://www.ed2go.com/oc) or call (432) 335-6652

skills for life ... more

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. *Any time of the day or night!*

### Some of our courses are:

- Introduction to Microsoft Excel
- Creating Web Pages
- Accounting Fundamentals
- Speed Spanish
- A to Z Grant Writing
- Medical Terminology: A Word Association Approach
- Introduction to QuickBooks
- Grammar Refresher
- Intermediate Microsoft Excel
- Real Estate Investing
- Introduction to Microsoft Access
- Introduction to Microsoft Word
- Project Management Fundamentals
- Computer Skills for the Workplace
- Introduction to Dreamweaver
- Introduction to PC Troubleshooting
- Introduction to PowerPoint
- Creating Web Pages II
- Discover Digital Photography
- GRE Preparation - Part 1

**Requirements:**  
All courses require Internet access, e-mail, Netscape Navigator, Microsoft, or Internet Explorer. Some courses may have additional requirements.



(432) 335-6652  
<http://www.gatlineducation.com/oc/>

Odessa College, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Each program includes a set of lessons and evaluations. Grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

### Healthcare and Fitness

Certificate programs in Medical Coding, Transcription, HIPAA Compliance and other popular fields

### Business and Professional

Offers eBusiness, Six Sigma Black Belt Certification, and others to increase your success in the business world.

### IT and Software Development

Hands-on courses give the experience you need in the ever-expanding world of technology.

### Management and Corporate

Courses include valuable training on Internet routers, preparation for certification exams and much more!

### Media and Design

Develop techniques and engineering principles needed to develop and animate 3D video games in these great courses!

### Skilled Trades and Industrial

Learn the skills you need to gain employment as an operator in the heavy industry job market.



**Kukina Hernandez**  
Continuing Education Secretary  
335-6652



The series features all types of music from Big Band Serenade to Classical Guitar, Stage and Screen to TexCowboy, and an elegant concert pianist as a Valentine treat. Please visit [www.odessa.edu/ce](http://www.odessa.edu/ce) or contact Carla Bryant at 337-1492 or Lisa Cline at 335-6305 for more information.

## Special Interest

Course	Dates	Days	Time	Room	Cost
Basic Pies, Cakes and Desserts	Feb 17-Apr 14	W	6-10pm	SUB103J	\$170
Home Cooking	Feb 18-Apr 15	Th	6-10pm	SUB103J	\$170
Easter Sweets	Mar 27	S	9-11am	SUB103J	\$60
Mothers Day Treats	May 1	S	9-11am	SUB103J	\$60
Tamales, Tamales, Tamales	Apr 17	S	9am-Noon	SUB103J	\$35

## Special Interest Youth/Adult/Senior

Course	Dates	Days	Time	Room	Cost
Social Networking Level I	Feb 16	T	6:30-9:30pm	CTE138	\$45
Social Networking Level II	Feb 23	T	6:30-9:30pm	CTE138	\$45
Smarten Up on Smart Board	Feb 6-7	SS	9am-5pm	CTE138	\$140

**Photography**  
Students must contact instructor before registering at: [sgoff@odessa.edu](mailto:sgoff@odessa.edu)

**Photography I**  
**PHTC 1041-301** Jan 20-Mar 10 MW 9-10:50am SH202 \$174  
Instructor: S. Goff

**PHTC 1041-302** Jan 20-May 12 MW 6-8:50pm SH202 \$174  
Instructor: B. Thompson

**PHTC 1041-303** Jan 19-May 13 TBA web class \$174  
Instructor: S. Goff Web based class.

**Photography II**  
**PHTC 2041-301** Mar 22-May 12 MW 9-10:50am SH202 \$174  
Instructor: S. Goff

**PHTC 2041-304** Jan 20-May 12 MW 6-8:50pm SH202 \$174  
Instructor: B. Thompson

**Photo Digital Imaging I**  
**PHTC 1000-305** Jan 19-May 13 TTh 6-8:50pm SH201 \$174

**History of Photography**  
**PHTC 1011-306** Jan 19-May 13 TBA web class \$174

**Drawing II**  
**ARTC 1017-301** Jan 19-May 13 TTh 6-8:50pm SH112 \$174

**Fundamentals of PC Use I**  
**ITSC 1006-103** Feb 1-24 MW 6-8pm DH107 \$100

**Fundamentals of PC Use II**  
**ITSC 1006-101** Mar 1-10 MW 6-8pm DH107 \$50

**Fundamentals of PC Use in Spanish I**  
**ITSC 1001-102** Mar 22-Apr 14 MW 6-8pm DH107 \$100

**Fundamentals of PC Use in Spanish II**  
**ITSC 1001-103** Apr 19-28 MW 6-8pm DH107 \$50

**Beginning Adobe In-Design**  
**ITSC 1010-104** Apr 20-May 25 T 6-8pm CTE138 \$100

**Mechanics of Floral Design**  
**FMKT 1005-101** Mar 2, 9, 23, 30 T 7-9pm DH111 \$100

**Repujado - Mexican Foil Art**  
**ACA 1557-101** Feb 20-Mar 6 S 9-11am DH111 \$75

**Pathways to Transitions (New Careers)**  
**POFT 1006-101** Jan 25-Feb 3 MW 6-8:30pm DH121 \$75

**Pathways to Transitions (College vs. Technical)**  
**POFT 1006-102** Apr 12-21 MW 6-8:30pm DH121 \$75



**Instant Guitar for Hopelessly Busy Adults/Teens**  
**MUS 3055-110** Feb 5 F 4-6:30pm DH121 \$30

**Instant Piano for Hopelessly Busy People**  
**MUS 3050-111** Feb 5 F 6:40-9:40pm DH121 \$30

**Fabulous Faux for Boring Walls**  
**ACA 1508-112** Feb 5 F 4-6:30pm DH111 \$30

**Motoring Guide - Easy Car Mechanics** D&J Automotive  
**ADS 1502-113** May 8-22 S 1:30-3:30pm 2335 E. 8th St \$40

**Puppy Obedience Kindergarten**  
**ACA 0015-106** Mar 2-Apr 13 T 6-6:30pm tennis courts \$40

**Beginning Dog Obedience**  
**ACA-0015-107** Mar 2-Apr 13 T 6-7pm tennis courts \$60

**Beginning Dog Agility**  
**ACA 0020-101** Apr 20-May 25 T 7:30-8:30pm TBA \$60

**Strategies for Student Success**  
**CFK 2059-119** Feb 6-27 S 10-noon DH121 \$75

## Special Interest - continued



For class descriptions please visit [www.odessa.edu/ce/](http://www.odessa.edu/ce/) under community services page.

## Driver Education

**DRE 3000-101**  
Jan 12-Feb 3 M-F 5-7pm DH114 \$325

**DRE 3000-102**  
Jan 12-Feb 3 M-F 7-9pm DH114 \$325  
Jan. 11 Mandatory Orientation  
No class Jan. 18

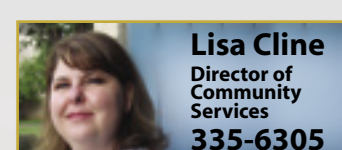
**DRE 3000-103**  
Feb 9-Mar 2 M-F 5-7pm DH114 \$325

**DRE 3000-104**  
Feb 9-Mar 2 M-F 7-9pm DH114 \$325  
Feb. 8 Mandatory Orientation

for the road ... more

**DRE 3000-105**  
Mar 23-Apr 16 M-F 5-7pm DH114 \$325

**DRE 3000-106**  
Mar 23-Apr 16 M-F 7-9pm DH114 \$325  
Mar. 22 Mandatory Orientation  
No class April 2

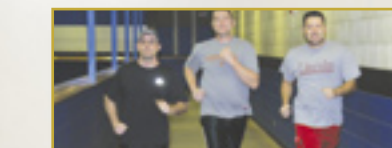


**Lisa Cline**  
Director of Community Services  
335-6305

## Sports & Recreation

Odessa College Sports Center

Our mission - to provide a supportive, educational environment for the community, to help you feel good about your body image and to help you be proud of yourself despite your age.



**Heated indoor pool • Indoor track**  
**Aerobics & water aerobics**  
**Weight room**  
**Six racquetball courts**  
**Dance room • Hot tub**  
**Two gyms - one varsity gym and one community activity gym**

The Fitness Center in the 110,000 sq ft. OC Sports Center offers cardio/circuit room with treadmills, ellipticals, recumbent bikes, weight circuit and more. Building and pool rental available. Contact (432) 335-6688.

### Fall, Spring or Summer Fees Per Semester

Family: \$220  
Individual: \$145  
Senior/Student: \$100  
**Hours of Operation**  
Mon-Thurs: 6am-9pm  
Friday: 6am-7pm  
Saturday: 7am-2pm  
Sunday: Closed

Special rates are available for students with a school ID. For information on group or corporate discount rates, call 335-6348 or 335-6FIT. Personal trainers available: 335-6348



**Betty Fredrickson**  
Director of Community Recreation  
335-6348

for your health ... more

