



**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.

### 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