ODESSA COLLEGE

Continuing Education

Spring 2018

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ODESSA COLLEGE

Contact Information

CE Office: (432) 335-6580
Office: 201 W. University
Gregory D. Williams Hall
University Boulevard and Robertson Avenue
odessa.edu/community/ce/index.html

Louis Gonzales
Continuing Education Associate Dean

Interested in Teaching?

We are always looking for Continuing Education instructors who enjoy sharing their knowledge and expertise with others. If you are interested in teaching for us, give us a call at (432) 335-6580.

Odessa College Bulletin

The Odessa College Continuing Education Schedule is published three times per year by the Odessa College Marketing & Communications Office, 201 W. University, Odessa TX 79764. For printed copies, please contact the Continuing Education Office at (432) 335-6580.

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 that may result in deviations from the information in the schedule content.

Odessa College Continuing Education Mission

The Odessa College Continuing Education Department impacts individual, community, and economic enrichment through lifelong learning activities that promote personal and professional development.

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

Visit our website at
www.odessa.edu/community/ce/index.html
and like us on Facebook.

Continuing Education (CE) FAQs

Are there any special requirements to register for CE classes?

Some CE classes do have special requirements, and, therefore, you must register in person. These classes include all Health Sciences classes, Commercial Truck Driving, and Driver Education.

How do I pay for classes?

Payment is due upon registration. If payment is not received within 24 hours after registration, your registration may be purged. Walk-in registrants may pay in person with cash, check, or credit card. Those who register by phone may use a credit card or check. Students who fax or email their registration should include credit card payment information on the form.

If you register online, you will be prompted to pay with a credit card during the registration process. If you choose not to pay at this time, your registration will not be processed.

When should I register?

Registration for CE classes begins when classes are published online or in print. Registration continues up until the first day of the class or until the class fills. Early registration is encouraged as some classes fill quickly.

How are CE classes different than credit classes?

CE classes differ in four primary ways.
1. While some classes may have some requirements to fulfill prior to registering, you do not have to apply to the college in order to enroll.
2. Our classes start throughout the year, rather than at set times during a college semester.
3. Our classes are generally fast-track, meaning that they are shorter in length in order to accommodate your schedule and your need for skills you can use immediately.
4. For classes that you successfully complete, you will receive a certificate of completion and in many cases you will also be awarded Continuing Education Units.

What is a CEU?

A CEU (Continuing Education Unit) is 10 contact hours of participation in an organized, non-credit continuing education experience. Therefore, one CEU is awarded for every 10 hours of training completed.

How am I notified if a class is cancelled?

There are two primary ways—by phone and by email. Therefore, it is very important that in filling out your registration form, you list a current phone number and email that you check frequently.

What about a refund for a class that cancels or that I do not attend?

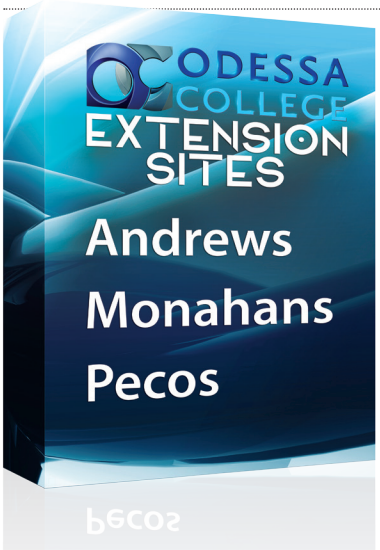
Classes are subject to change without notice. For classes/programs cancelled by the college, the college will refund 100 percent. To receive a refund for classes you do not attend, you must submit a Drop Form prior to the class starting. For withdrawals, the college will refund 100 percent if the Drop Form is received three or more business days prior to class start. Additionally, for classes/programs meeting 65 hours or more, the college will refund 75 percent if the Drop Form is received less than three business days prior to class/programs start and prior to the 3rd class meeting. No refunds will be given thereafter. Refunds will be issued by check in 10-14 business days.

What if there is inclement weather?

In the event of inclement weather, visit the Odessa College website at www.odessa.edu for closure information.

What about parking?

When you register, you will receive further direction on whether additional parking passes may be required. Parking in the Continuing Education parking lot is open and does not require a pass (NOTE: Employee Parking is designated by blue lines).



Andrews
Andrews Business and Technology Center
201 NW Avenue D

Phone: (432) 523-3300
Fax: (432) 524-6643

Monahans
OC Monahans Center
806 S. Dwight Ave.

Phone: (432) 335-6390
Fax: (432) 335-6391

Pecos
OC Pecos Center
1000 S. Eddy

Phone: (432) 445-5535 or
(432) 335-6806
Fax: (432) 335-6826
Fax: (432) 445-5534

CEU's, Test Prep, Refresher Classes

National Electrical Code Update

4 Hours, .4 CEU's

Licensing requirements and state laws that regulate licensed electricians. Reviews updated National Electrical Codes and revisions. This course is required every year for license renewal and may be repeated multiple times to improve student proficiency. Instructor: N. Witcher. For registration, call (432) 413-6663.

ELPT 2000-202	Jan 6	Sa	8am-12pm	GWH 121
ELPT 2000-203	Feb 3	Sa	8am-12pm	GWH 121
ELPT 2000-201	Mar 3	Sa	8am-12pm	GWH 121
ELPT 2000-202	Apr 7	Sa	8am-12pm	GWH 121
ELPT 2000-203	May 5	Sa	8am-12pm	GWH 121

Welding Performance Qualification Testing

Testing administered by AWS Certified Welding Inspector.

Registration by appointment only.

AWS D1.1 Low carbon steel, 3/8 inch x 6 inch plate (2 bend tests) each weld position. $250

ASME 6 inch Schedule 80-A106 pipe (4 bend test) each weld position. $350

PFPB 2000-201 Nov 11 Sa 7:30am-3:30pm GWH 128

Personal Enrichment

Introduction to Photography

16 Hours, 1.6 CEUs

Having the latest and greatest camera isn't enough to take great photos. Learn technical and creative tips and tricks in this course for beginners. Student must bring a SLR digital camera. Instructor: Julian Mancha

PHTC 1004-101

Apr 3-26 TTh 6-8pm SH 202 $99

Adobe ® Lightroom

16 Hours, 1.6 CEUs

Introduction to graphics software for image enhancement, photo retouching, and image composition. Take your photographs up a notch using Adobe® Lightroom! Enhance photos, import, sort, rank and rate images. Students need to bring an external hard drive and a camera with instruction manual to classes. Instructor: J. Mancha

ITSW 1003 101

May 22-Jun 14 TTh 7-8pm SH 201 $99

Customized Training

No matter how many employees you have, Odessa College Continuing Education can help you give them the training they need.

Let us develop a training program that exactly suits the needs of your business.

Call or visit our website

(432) 335-6580

odessa.edu/community/ce/index.html

As part of our Continuing Education Program, Odessa College offers a range of Health Career courses, taught by qualified professionals in both the classroom and clinical settings.

Are there any requirements before I start class or clinicals?

To protect our student's health and the health of patients, OC Continuing Education has contracted with an outside vendor to support and secure your background and immunization information.

This verification includes a system of required background checks, immunization verifications, and drug testing for all Health Career students. Health Career students must meet industry standards in these areas to assure that, upon successful completion of the program, students will be employable in the highly regulated healthcare industry.

Details regarding the requirements will be provided to students at the time of registration. The fee for this product only (Verified Credentials Health checks) will be assessed as a course fee at the time of registration and will range from $28.40 to $117.80 based on whether the student has already participated in this process at an earlier date. For other requirements, the Health Sciences programs admissions checklist can be found at:

https://www.odessa.edu/community/ce/professional-development/health-careers/index.html

Do I need to pass any tests before I register?

If registering for the Certified Nurse Assistant, Pharmacy Technician or Dental Assisting, students are required to provide a copy of their TEAS results and should score 342 or higher. Equivalents to the TEAS will be accepted. Some programs may need a GED to meet licensing requirements.

Do I have any costs outside of tuition?

Tuition costs are noted with each program. In addition to the tuition costs, students will be responsible for health and background checks as described above, together with books, uniforms, travel costs, and professional equipment.

A complete list will be provided at the time of registration.

All required textbooks are available at the Odessa College Campus Store.

What happens after I finish the program?

Course completion does not guarantee licensure as this is governed by outside agencies. If you successfully complete the program with a grade of 70% or higher, you will receive a certificate of completion from Odessa College. During your class you will also receive any additional instruction related to applying for state or national licensing.

How do I register?

The current process for registration is as follows:

- Meet with a Continuing Education representative and provide verification of identity (Current Photo ID) and Personal Health Insurance where required.
- If registering for Certified Nurse Assistant, Pharmacy Technician, or Dental Assisting, also provide copy TEAS (Test of Essential Academic Skills) Reading Results or an equivalent.
- Register for desired **PROGRAM** and obtain details regarding the background and health record verification process from a Continuing Education representative.
- Pay for **PROGRAM** and Course Fees, or make payment arrangements. Some scholarships are available and must be requested at the program start.
- Complete Health Careers Verification process no later than one day in advance of the program start unless arrangements have been made with the Director of Health Sciences in writing.

All courses are subject to change without notice.

Health Careers Programs

Certified Nurse Aide (CNA) Program

112 Hours, 11.2 CEU's

A fast growing medical career, with emphasis on rehabilitation and long-term care needs of an increasing elderly population. This course will deliver the curriculum of Department of Aging and Disability services (DADs), and as with all of our healthcare programs, emphasis will be placed on compassionate care.

Program Cost: $622 (includes Texas State Testing Fee of $104.50)

This program consists of the following classes:

Certified Nurse Aide Applications

72 Hours, 7.2 CEU's

This course provides students with the knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety.

NURA 1001-101 Jan 22-Apr 15 MW 6-9pm HSB 222
NURA 1001-102 Jan 16-Apr 12 TTh 6-9pm HSB 222

Certified Nurse Aide Clinical

40 Hours, 4 CEU's

Clinical Days may vary and may differ from classroom schedule. These will be provided in course syllabi.

A health-related, work-based, learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the instructor. Students are assigned hours in a long-term care facility and must complete 40 hours of practice. On completion of the program, students can sit their final exam which is administered by Pearson Vue. It is the students' responsibility to register with Pearson Vue for their examination.

NURA 2005-103 Apr 6-15 MW
NURA 2005-104 Apr 6-15 TTh

Phlebotomy Technician Program

190 Hours, 19 CEU's

This program prepares students for a career as a phlebotomist. After completion of the program, students will be prepared to take the American Society of Clinical Pathology (ASCP) National examination for Phlebotomy Technicians. Course fees exclude the fees required to take the national exam. As part of the program, students will rotate between a number of laboratories to gain a range of experiences in order to complete their clinical placement. Textbook required.

Program Cost: $662

This program consists of the following classes:

Phlebotomy 90 Hours, 9 CEU's

During this class students learn how to draw blood samples by venipuncture, skin puncture for medical tests and blood donations. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

PLAB 1023-104 Jan 16-Mar 8 TTh 9-11:20am HSB 223
PLAB 1023-105 Jan 23-Apr 5 TTh 6-9pm HSB 223

Clinical – Phlebotomy/Phlebotomist

100 Hours, 10 CEU's

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

PLAB 1063-101 Mar 12-Apr 20 (AM)
PLAB 1063-102 Apr 9-May 18 (PM)

CPR Classes

American Heart Association
CPR Course Code EMSP 101

Designed for healthcare providers and professional rescuers. Lifesaving skills of respiratory and cardiac emergencies involving adults, children, and infants. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 1019-104	Jan 17	W	6-10pm	HSB 230	$39
EMSP 1019-105	Jan 29	M	6-10pm	HSB 230	$39
EMSP 1019-106	Feb 10	S	9am-1pm	HSB 222	$39
EMSP 1019-107	Feb 12	M	6-10pm	HSB 230	$39
EMSP 1019-108	Feb 19	M	6-10pm	HSB 230	$39
EMSP 1019-109	Feb 26	M	6-10pm	HSB 230	$39
EMSP 1019-101	Mar 5	M	6-10pm	HSB 230	$39
EMSP 1019-102	Mar 9	F	1-5pm	HSB 222	$39
EMSP 1019-103	Mar 19	M	6-10pm	HSB 230	$39
EMSP 1019-104	Mar 24	S	9am-1pm	HSB 222	$39
EMSP 1019-105	Apr 6	F	1-5pm	HSB 222	$39
EMSP 1019-106	Apr 9	M	6-10pm	HSB 230	$39
EMSP 1019-107	Apr 14	S	9am-1pm	HSB 222	$39
EMSP 1019-108	Apr 23	M	6-10pm	HSB 222	$39
EMSP 1019-109	May 7	M	6-10pm	HSB 222	$39
EMSP 1019-110	May 5	S	9am-1pm	HSB 222	$39

To register, contact Continuing Education at
(432) 335-6580

Industrial Technology

PACE Academy

Residential Air Conditioning

48 hours, 4.8 CEU's
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, efficiency, and safety.

The EPA refrigerant certification will be included in this course. Textbook: Modern Refrigeration and Air Conditioning. ISBN-13:9781631263545.
Instructor: S. Stallings
HART 1041-105 Jan 23-Mar 1 TTh 6-10pm $407

Air Conditioning Control Principles

48 hours, 4.8 CEU's
A basic study of HVAC and refrigeration controls, troubleshooting of control components, emphasis on use of wiring diagrams to analyze high and low voltage circuits, and a review of Ohm's law as applied to air conditioning controls and circuits. Textbook: the same as Residential Air Conditioning.
Instructor: S. Stallings.
HART 1003 106 Mar 6-Apr 19 TTh 6-10pm $407

Introduction to the Plumbing Trade

48 hours, 4.8 CEU's
A practical introduction to the business of installing and repairing plumbing pipes, valves, and fixtures. Instruction will include unstopping drains, repairing faucets, and other plumbing related tasks. Textbook: Modern Plumbing ISBN-13:9781619608634.
Instructor: S. Stallings.
PFPB 1013-107 May 1-Jun 7 TTh 6-10pm $407

Interested in Teaching?

We are always looking for Continuing Education instructors who enjoy sharing their knowledge and expertise with others.

If you are interested in teaching for us, GIVE US A CALL AT
(432) 335-6580

Electrical Lineman Certification

To register, call the
Continuing Education Office at
(432) 335-6580

Odessa College is excited to offer the Electrical Lineman Certification. Lineman courses will be held at the newly constructed Odessa College Lineman Training Facility.

Participants will learn to maintain old wire, string new wire, explore the processes for installation, maintenance of insulators and setting poles and towers to retain electrical wiring. Learn to restore energy, identifying/repairing damaged equipment, poles and conductors during natural disasters such as ice storms, hurricanes and tornadoes.

The Electrical Lineman Program is a 14-week course, meeting for approximately 16 hours a week. Our flexible class schedule allows for employees to complete training while maintaining a job. Upon completion participants will receive the Electrical Lineman Occupational Skills Certificate.

Tuition cost: $4,800 (cost includes all materials - books, boots, gloves and safety glasses)
*Payment Plans and Scholarships Available

Orientation & Line Skills Fundamentals 48 Hours, 4.8 CEU's
LNWK 1001-101
Mar 20-Apr 7 TTh 6-10pm OC West Campus
Sat 8am-4pm

Basic Industrial Electricity 32 Hours, 3.2 CEU's
EECT 1005-102
Apr 10-21 TTh 6-10pm OC West Campus
Sat 8am-4pm

Distributions Operations 64 Hours, 6.4 CEU's
LNWK 1041-103
Apr 24-May 19 TTh 6-10pm OC West Campus
Sat 8am-4pm

Climbing Skills 80 Hours, 8. CEU's
LNWK 1011-104
May 22-Jun 23 TTh 6-10pm OC West Campus
Sat 8am-4pm

Electrical Lineman Course

For more information, visit
https://www.odessa.edu/community/ce/ElectricalLineman/index.html

Computer Technology

Excel Level I 8 Hours, .8 CEU's
Learn to create basic formulas, charts, and format spreadsheets. Navigate the Excel environment, enter and edit data, and work with functions and formulas.
ITSC 1022-110
Jan 8-11 M-Th 6:30-8:30pm GWH 126 $89

Excel Level II 8 Hours, .8 CEU's
Learn to format cells such as merging cells, wrap text, shading, and many other functions. Students will also study exporting and importing data from other Microsoft Office applications.
ITSC 1043-111
Jan 22-25 M-Th 6:30-8:30pm GWH 126 $89

QuickBooks Level I 12 Hours, 1.2 CEU's
Students will learn how to properly create a QuickBooks company file set up and manage the chart of accounts, customers, vendors, employees, and items; create invoices, estimates and purchase orders; manage accounts payables and receivables; and manage and reconcile bank accounts.
Instructor: Laura Long
ITSC 1022-101
Feb 5-15 MTh 6-9pm GWH 126 $99
ITSC 1022-101
Apr 30-May 10 MTh 6-9pm GWH 126 $99

QuickBooks Level II 12 Hours, 1.2 CEU's
Dive deeper into the advanced functions and applications of QuickBooks®! Learn how to customize the look of templates and create reports and graphs; balance credit card accounts; work with assets, liability and equity accounts; track and pay sales tax; set up a payroll system; and pay government liability taxes. Also, learn how to use Quickbooks® in conjunction with the Internet to handle online banking transactions.
ITSC 1043-102
Feb 19-Mar 1 MTh 6-9pm GWH 126 $99
ITSC 1043-102
May 14-24 MTh 6-9pm GWH 126 $99

Professional Development

Bookkeeping 16 Hours, 1.6 CEU's
Introduction to Bookkeeping gives you the basics of what bookkeeping is as well as the terminology used in bookkeeping. This class is for the student that knows nothing about bookkeeping and will give them general working knowledge of bookkeeping.
Instructor: D. Rich
ACNT 1001-105
May 7-14 M-Th 6-9:15pm GWH $112

Professional Office Skills

Introduction to General Office Skills
39 Hours, 3.9 CEU's
This course covers office etiquette, business machines, telephone techniques, and protocol for business meetings and communication. Very useful for entering the workforce or to re-enter the workplace. An office worker can be an asset by putting skills to use in establishing and maintaining organization. Placing files in the correct location, moving older files and documents in archives and organizing disorganized areas around the office are just a few ways in which an office worker can use organizational skills to contribute to the business' success. Instructor: D. Rich.
POFT 1022-101
Jan 22-Feb 12 M-Th 6-9pm GWH 124 $170.80

Workplace Communication
32 Hours, 3.2 CEU's
This class covers best practices and procedures for communication skills utilized by individuals in the workplace. Topics include:

- Skills in active listening, and how to develop them
- How to be effective in both written and verbal/non-verbal communications
- Best practices and procedures for answering emails, letters, and other written communications

Students should bring their resumes, if they have one, for practical examples of effective written communication in the area of resume development. Those without current resumes will receive instruction on the basics of resume development as well as effective written communications. This class will help virtually any employee excel in the workplace. Instructor: D. Rich.
BMGT 1022-101
Feb 19-Mar 7 M-Th 6-10pm GWH 124 $140.10

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www.odessa.edu/community/ce/index.html
and like us on Facebook.

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Professional Development (Continued)

Keyboarding Skills
12 Hours, 1.2 CEU's
Are you typing with two fingers?
We can fix that! The student without any keyboard skills will become a ***"touch-typist"***, and those with basic skills will become faster, more accurate typists. Learn basic typing skills to improve keyboarding skills, or to advance to a better job.

This course shows the alphabetic and numeric keys ***"by touch"*** using proper techniques.
Instructor: D. Rich.
POFT 1010 -101
Mar 19-22 M-Th 6-9pm GWH 126 $72

Emailing & Calendaring Software
16 Hours, 1.6 CEU's
Learn Microsoft Outlook®, format emails, respond by using Reply, how to Forward, how and when to use Carbon Copy (CC) or Blind Carbon Copy (BCC), set appointments, set up and invite others to meetings.

Ideal for those new to emailing in the office environment or for those who wish to add to their knowledge and improve their emailing skills. Instructor: D. Rich.
ITSW 1030-102
Apr 2-5 M-Th 6-10pm GWH 126 $90

Introduction to Computers: Computer Applications I
24 Hours, 2.4 CEU's
Student will learn the basics of with MSWord®, Excel® or PowerPoint®, and put those skills to use immediately. Students will learn how to:

- Access software on a computer
- Save and "Save As" files
- Edit, copy and paste items across MSWord®, Excel® or PowerPoint® files
- Generate and work with Excel® spreadsheets
- Produce effective and engaging PowerPoint® presentations
- Format, manage, and insert pictures or other documents/ tables into Microsoft Word® documents.

General office workers assist with data entry, updating records and researching information. Sales personnel input sales orders, record and post customer payments and update inventory records. Completing these tasks requires a firm grasp and working knowledge of basic computer skills, even for the entry-level office worker with the most basic job description.
Instructor: D. Rich.
ITSC 1022-103
Apr 9-19 M-Th 6-9pm GWH 126 $168

Introduction to Customer Service
24 Hours, 2.4 CEU's
Learn to create excellent customer service experiences, and the impact that customer service – *good or bad* - has on any business. Best practices for dealing with challenging customers, problem solving and resolutions to customer complaints will be a strong focus of this class. Learn customer service skills useful in an office environment. Learn to apply them in writing exercises and classroom activities and to respond appropriately to customer service situations.
Instructor: D. Rich.
MRKG 1000-101
Apr 23-May 3 M-Th 6-9pm GWH 124 $105.10

Success

Professional Office Skills Program

If you want to train for a new career, advance in your current career, or just want to learn new skills to stay updated, our Professional Office Skills Program can help.

Take one or more of these classes to help you get ahead in the workplace.

Scholarships available.
Evening classes beginning at 6pm.

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For more information, call

(432) 335-6580

Introduction to General Office Skills
Jan 22-Feb 12

Workplace Communication Keyboarding Skills
Feb 19-Mar 7

Keyboarding Skills
Mar 19-22

Emailing and Calendaring Software
Apr 2-5

Introduction to Computers: Computer Applications I
Apr 9-19

Introduction to Customer Service
Apr 23-May 3

Transportation

Truck Driving Program – Transportation Operator/Professional Truck Driver

160 Hours, 16 CEU's

This truck driving program includes lecture and behind-the-wheel instruction, as well as screening to help qualify trained drivers for employment. Upon successful completion of the program, students will be able to: demonstrate the safe operation and compliance with the law in various maneuvers of a commercial vehicle in different traffic situations; operate a tractor-trailer combination; and maneuver the vehicle safely frontward and backward around various obstacles. Payment plans available.

For more information, call the OC Truck Driver School Office at (432) 580-0860.

CVOP 1013-101
Jan 8-Feb 2 M-F 7am-4pm CEAA $4,150

CVOP 1013-102
Feb 5-Mar 2 M-F 7am-4pm CEAA $4,150

CVOP 1013-101
Mar 5-30 M-F 7am-4pm CEAA $4,150

CVOP 1013-102
Apr 2-27 M-F 7am-4pm CEAA $4,150

CVOP 1013-103
Apr 30-May 25 M-F 7am-4pm CEAA $4,150

Linked Classes

Ceramics – Handmade Pottery

96 Hours, 9.6 CEU's
Learn the skills of coil, slab, bisque, glaze, sawdust, raku firings and wheel techniques. Instructor: D. Asakawa
ACA 7002-301
Jan 17-May 9 MW 6-8pm SH 112 $261

Design II

96 Hours, 9.6 CEU's
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Instructor: D. Asakawa
ACA 7002-302
Jan 17-May 9 MW 2-4pm SH 113 $261

Teen Driver Education

Tuition: $396

This program gives new drivers the essential tools to meet the challenges of driving with guidance from professional driving instructors as well as classroom instruction. Please bring the student's Social Security card and a current Verification of Enrollment (VOE) from the school the student is attending to register for classes.

Driver Education Class Information:
- Classroom instruction: Monday through Thursday
- Drive time will be scheduled at registration
- Parent/Guardian must accompany child/ward to the Orientation
- Classes for ages 15 to 17

The cancellation policy of Odessa College Continuing Education Driver Education Program is as follows: For classes/programs cancelled by the college: 100 percent refund will be issued.

For withdrawals: 100 percent of tuition will be refunded if the Drop Form is received up to three or more business days prior to class start. The Drop Form must be delivered to the Odessa College Continuing Education office by a parent or guardian.

No refund will be given for withdrawals within three business days of the class start date.

Instructor: Roger Bryant

DRE 3000-101 Jan 9-Feb 5 5-7pm M-Th GWH 129S $396
DRE 3000-102 Jan 9-Feb 5 7-9pm M-Th GWH 129S $396
Orientation: Monday, Jan. 8
Make-up Day: Wednesday, Feb. 6

DRE 3000-103 Feb 13-Mar 19 5-7pm M-Th GWH 129S $396
DRE 3000-104 Feb 13-Mar 19 7-9pm M-Th GWH 129S $396
Orientation: Monday, Feb. 12
Make-up Day: Tuesday, Mar. 20

DRE 3000-105 Mar 27-Apr 23 5-7pm M-Th GWH 129S $396
DRE 3000-106 Mar 27-Apr 23 7-9pm M-Th GWH 129S $396
Orientation: Monday, Mar. 26
Make-up Day: Tuesday, Apr. 24

DRE 3000-107 May 1-29 5-7pm M-Th GWH 129S $396
DRE 3000-108 May 1-29 7-9pm M-Th GWH 129S $396
Orientation: Monday, Apr. 30
Make-up Day: Wednesday, May 30

Visit our website at
www.odessa.edu/community/ce/index.html
and like us on Facebook.

ODESSA COLLEGE ANDREWS CENTER

QuickBooks I 8 Hours, .8 CEUs
Learn how to create a QuickBooks company file, set up and manage the chart of accounts, customers, vendors, employees, and items. Create invoices, estimates and purchase orders, manage account payables and receivable. Manage and reconcile bank accounts.
Instructor: G. Rodriguez
ITSC 1022-510 Feb 17 Sa 8am-5pm ABTC 102 $72

QuickBooks II 8 Hours, .8 CEUs
Learn to customize templates, create reports and graphs, balance credit card accounts, current and fixed assets and depreciation, track and pay sales tax, set up a payroll system and pay government liability taxes, and use QuickBooks in conjunction with the internet to handle online banking transactions. Instructor: G. Rodriguez
ITSC 1043-511 Feb 24 Sa 8am-5pm ABTC 102 $72

Beginning Bookkeeping 16 Hours, 1.6 CEUs
Focus on analyzing, classifying, and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Instructor: D. Rich
ACNT 1001-510
Jan 27-Feb 3 Sa 8am-5pm ABTC 103 $112

Excel I 8 Hours, .8 CEUs
Learn to create basic formulas, charts, and format spreadsheets. Navigate the Excel environment, enter and edit data, work with functions and formulas.
Instructor: D. Rich
ITSC 1022-512 Apr 14 Sa 8am-5pm ABTC 102 $72

Excel II 8 Hours, .8 CEUs
Learn to format cells such as merging cells, wrap text, shading, and many other functions. Study exporting and importing data from other Microsoft Office applications.
Instructor: D. Rich
ITSC 1043-513 Apr 21 Sa 8am-5pm ABTC 102 $72

CPR for Healthcare Providers 4 Hours, .4CEUs
Instructor: Staff
EMSP 1020-510 Feb 10 W 6-10pm ABTC 101 $39
EMSP 1020-511 Feb 28 Sa 9am-1pm ABTC 101 $39
EMSP 1020-512 Apr 14 Sa 9am-1pm ABTC 101 $39
EMSP 1020-513 Apr 25 W 6-10pm ABTC 101 $39

Cake Decorating I 8 Hours, .8 CEUs
Learn basic cake decorating skills. Students will need to bring their own supplies/materials. Call (432) 523-3300 for details and supplies list. Instructor: C. Jones
ACA 1533-510 Apr 28 Sa 8am-5pm ABTC 121 $64

Cake Decorating II 8 Hours, .8 CEUs
Learn intermediate cake decorating skills. Students will need to bring their own supplies/materials.
Call (432) 523-3300 for details and supplies list.
Instructor: C. Jones
ACA 1533-511 May 5 Sa 8am-5pm ABTC 121 $64

Extension Site

Call Andrews Business and Technology Center to register:
(432) 523-3300
Courses are taught in Andrews.

Certified Nurse Aide (CNA) Program

112 Hours, 11.2 CEU's

Course emphasizes rehabilitation, compassionate care, and long-term care needs of an increasing elderly population. This course will deliver the curriculum of Department of Aging and Disability services (DADs). **Program Cost:** $612 (includes Texas State Testing Fee of $95)

This program consists of the following classes:

Certified Nurse Aide Applications
72 Hours, 7.2 CEU's
This course provides students with the knowledge, skills, and abilities to provide basic care for long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety.
NURA 1001-510 Feb 13-May 10 TTh 6-9pm ABTC 103

Certified Nurse Aide Clinical 40 Hours, 4 CEU's
Clinical Days may vary and may differ from classroom schedule. These will be provided in course syllabi.
A work-based, learning experience to apply specialized occupational theory, skills, and concepts. Direct instructor supervision. Students must complete 40 hours in a long-term care facility. Upon completion is a final exam by Pearson Vue. Student is responsible to register with Pearson Vue.
NURA 2005-511 May 4-20

ODESSA COLLEGE SPORTS CENTER

IMAGINE yourself at ODESSA COLLEGE

Heartsaver® CPR, First Aid & AED Certification 4 Hours

Certification through the American Heart Association, where students learn adult CPR and AED use and the skills to treat bleeding, sprains, broken bones, shock and other first aid emergencies.

CRPE 3115-01	Jan 27	Sa	9am-1pm	SC212	$70
CRPE 3115-02	Feb 24	Sa	9am-1pm	SC212	$70
CRPE 3115-03	Mar 24	Sa	9am-1pm	SC212	$70
CRPE 3115-04	Apr 28	Sa	9am-1pm	SC212	$70
CRPE 3115-05	May 19	Sa	9am-1pm	SC212	$70

Basic Life Support (BLS) for the Health Care Provider Certification 4 Hours

Certification through the American Heart Association, where students are taught both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics.

CPRE 3215-01	Jan 12	Sa	9am-1pm	SC212	$60
CPRE 3215-02	Feb 10	Sa	9am-1pm	SC212	$60
CPRE 3215-03	Mar 3	Sa	9am-1pm	SC212	$60
CPRE 3215-04	Apr 14	Sa	9am-1pm	SC212	$60
CPRE 3215-05	May 5	Sa	9am-1pm	SC212	$60

To register, call
(432) 335-6348
or visit
wranglersports.com/programs

Lifeguarding/First Aid/CPR/ AED Certification 21Hours

This American Red Cross course provides entry level participants the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS personnel take over.

CRPE 4500-01	Feb 16-18	F SaSu	6-9pm 8am-5pm	SC212	$175
CRPE 4500-02	Mar 30-Apr 1	F SaSu	6-9pm 8am-5pm	SC212	$175
CRPE 4500-03	Apr 20-22	F SaSu	6-9pm 8am-5pm	SC212	$175
CRPE 4500-04	Apr 27-29	F SaSu	6-9pm 8am-5pm	SC212	$175
CRPE 4500-05	May 4-6	F SaSu	6-9pm 8am-5pm	SC212	$175
CRPE 4500-06	May 18-20	F SaSu	6-9pm 8am-5pm	SC212	$175
CRPE 4500-07	Jun 1-3	F SaSu	6-9pm 8am-5pm	SC212	$175

License to Carry 5 Hours plus Range Time Training

course required by the Texas Department of Public Safety which covers gun laws, use of force, non-violent dispute resolution, handgun use and safe and proper storage of handguns and ammunition. Course also includes a final exam and a handgun proficiency test.

CRPE 3106-01	Jan 20	Sa	9am-2pm	SCB5	$125
CRPE 3106-01	Feb 17	Sa	9am-2pm	SCB5	$125
CRPE 3106-01	Mar 24	Sa	9am-2pm	SCB5	$125
CRPE 3106-01	Apr 14	Sa	9am-2pm	SCB5	$125
CRPE 3106-01	May 19	Sa	9am-2pm	SCB5	$125

Like us on Facebook!
odessa.edu/community/ce/index.html

Adult Education AND Literacy Pathways

The Odessa College Adult Education and Literacy Program provides several services for students in the community. The instruction is geared for students to be able to pass the TxCHSE test (formerly GED), which covers reading/writing, science, social studies, and math.

Additionally, for students interested in enrollment in college courses, a second pathway is available as a transition program for students who test at a 9th to 12th grade level on the national exam. Also, students interested in gaining employment skills have the opportunity to enroll in a skills class that is offered through the AEL program. All AEL programs are offered free of charge to Adult Education and Literacy students who meet the requirements.

Register at the Wrangler Express Center, located at the Saulsbury Campus Center

19 and older: Bring your Social Security Card and Picture ID, or Driver's License to register.

18 year olds: Bring your Social Security Card and Picture ID/Driver's License AND an Official Withdrawal Form from the last Public/Private/or Home School you attended.

17 year olds – Bring the following:

- Copy of Social Security Card ID or Picture ID
- Birth Certificate
- Parent/Legal Guardian Permission Letter
- Copy of parent's State ID or Driver's License
- Official Withdrawal Form from the last Public/ Private/or Home School you attended.

You must be present ALL days of TESTING AND ORIENTATION.

Spring Session I

Registration: Jan 3-5, 2018
Orientation & Testing: Jan 8-12, 2018
Classes: Jan 16-March 8, 2018

Spring Session 2

Registration: Febr 26-Mar 1, 2018
Orientation & Testing: Mar 5-9, 2018
Classes: Mar 19-May 10, 2018

GED Intensive Institute

(for currently enrolled students ONLY)
Reading May 21-24, 2018
Social Studies May 28-31, 2018
Science June 4-7, 2018
Math June 11-14, 2018

For more information, contact the Transitional Learning Center at

(432) 335-6380

or in person, at 201 W. University Blvd, Deaderick Hall, Room 106

IMAGINE yourself at ODESSA COLLEGE

Monahans TxCHSE Registrations

6-9pm
Register at the Odessa College Monahans Extension Center
806 S. Dwight

Spring Session 1

Registration: Jan 8-12
Testing: Jan 16-17
Orientation: Jan 18
Classes start Jan 22

Spring Session 2

Registration: Mar 19 -22
Testing: Mar 26 -27
Orientation: Mar 28
Classes start April 2

Adult Education AND Literacy

English as a Second Language (ESL)

The Odessa College ESL program is designed to assist adults who want to learn the English language at no cost to the student.

The OC ESL program is unique because students are assigned to a class with others who are at the same level of English-speaking abilities. Students are placed into classes based on two tests administered prior to their enrollment. The tests assess both English speaking and written language skills.

Students take both tests in order to determine the class level to be placed. There are six levels of English instruction in this program. When students master their current level, they will advance to the next. To register, students must visit or call the Transitional Learning Center and schedule an appointment for testing.

OC also offers developed integrated education and training programs (IET). This allows English Language Learners to learn employable skills while being supported in English language learning for that skill. Several programs have been selected for students to participate in.

For information or to register, please call
(432) 335-6380
Transitional Learning Center
201 West University Blvd.,
Deaderick Hall, Room 106.

Registration and Testing Requirements:
An official form of identification MUST be brought with you on the day you schedule Oral Testing.

Accepted forms of ID:
- State/Federal Picture ID/Driver's License
- Passport/Immigration Card
- Some form of ID with a picture on it

Social Security Card:
If you registered for our program before with a Social Security Card, you need to bring it with you. Both Oral and Literacy testing must be completed before attending classes.

Due to the high demand of the program, testing DOES NOT guarantee a seat in class.

Spring Session 1 Registration

Registration Dates:
Dec 11, 12, 13, 14

Oral Testing: Jan 8, 9, 10, 2018
Literacy Test: Jan 11 and 15, 2018
Classes: Jan 22-Apr 11, 2018

Spring Session 2 Registration

Registration Dates:
Apr. 9, 10, 11, 12, 2018

Oral Testing: Apr. 12, 16, 17, 2018
Literacy Test: Apr. 17 & 18, 2018
Classes: Apr. 23-June 27, 2018

El programa de ESL esta diseñado para asistir a los adultos que quieren aprender inglés.

Nuestro programa es único porque asignamos a los estudiantes a clases donde hay estudiantes con las mismas habilidades de hablar inglés. Esto lo hacemos con pruebas antes de que estudiantes entren al programa.

Dos pruebas se le darán al estudiante para asesorar en cuál nivel está el estudiante. Las pruebas son orales y escritas. El estudiante avanzará de nivel cuando haya demostrado todos los requisitos de ese nivel. Hay seis niveles de instrucción de inglés para completar este programa. No hay costo para matricularse en estas clases de inglés. La persona que se va registrar en el programa debe venir a nuestra oficina y sacar una cita.

El programa de ESL también ofrece un programa de entrenamiento (IET). Este programa ayuda a los estudiantes de inglés como segunda idioma a aprender una habilidad de trabajo y habilidades para obtener un trabajo. Varios programas se han selecionado para los estudiantes. Si usted está interesado, por favor pregúntenos.

Para mas información por favor llame al
(432) 335-6380
Transitional Learning Center
201 West University Blvd.,
Deaderick Hall, cuarto 106

Requisitos de registro y pruebas:
Una forma oficíal de identificación DEBE ser presentada el día de la prueba oral.
Formas aceptables de identificación:
- Identificación estatal/federal con foto/licencia de conducir
- Pasaporte/tarjeta de inmigración
- Una forma de identificación con foto

Tarjeta de seguro social:
Si se inscribió en nuestro programa anteriormente con un tarjeta de Seguro Social, necesita traerla. La prueba Oral y de Alfabetización debe completarse antes de asistir a las clases.

Debido a la alta demanda de este programa, las pruebas NO garantizan un asiento en clase.

Primavera Sesión 1 Registración
Fecha de Registración: dic 11, 12, 13, 14
Prueba Oral: enero 8, 9, & 10, 2018
Prueba de Escritura: enero 11 & 15, 2018
Horario de clases: enero 22-abr 11, 2018

Primavera Sesión 2 Registración
Fecha de Registración: abril 9, 10, 11, 12, 2018
Prueba Oral: abril 12, 16, 17, 2018
Prueba de Escritura: abril 17 & 18, 2018
Horario de clases: abril 23-junio 27, 2018

SKILLS
FOR SMALL BUSINESS

ODESSA COLLEGE

Train your workforce.
Power your business.

Training provided through a state-funded Skills grant allows existing workers to upgrade their skills and empowers new employees to gain the proficiency needed to meet industry skills standards.

Providing on-going skills training to your workforce enables your business to stay competitive in the global market.

Step 1.
The business identifies a training need.

Step 2.
The business and OC collaborate to find or develop training to meet the need.

Step 3.
The business applies for grant money. OC can assist with the application or proposal process. We are here to support all of the paper pushing!

Step 4.
When the grant is awarded, training can begin!

TEXAS WORKFORCE SOLUTIONS

FOR MORE INFORMATION, CONTACT:

TWC Employer Initiatives Project Development Team at:

Skills@twc.state.tx.us or 1 (877) 463-1777

Odessa College is working with TEEX (Texas A&M Engineering Extension Service) to bring its Certified Safety and Health Official (CSHO) program to the Permian Basin.

For information and registration, please go to **teexsafety.org**

OR CALL **(800) 723-3811**

PRT 256 Medic First Aid & CPR
16 Hours, 1.6 CEU's
Jan 16-17 TW 8am-5pm GWH 121

OSH 730 OSHA's Permit Required Confined Space Entry 8 Hours, .8 CEU's
Jan 18 Th 8am-5pm WH 121

OSH 222 Respiratory Protection
31 Hours, 3.1 CEU's
Jan 22-25 M-Th 8am-5pm GWH 121

OSH 784 Recordkeeping Rules Seminar 4 Hours, .4 CEU's
Jan 26 F 8am-12pm GWH 121

OSH 511 Occupational Safety & Health Standards for the General Industry
31 Hours, 3.1 CEU's
Feb 5-8 M-Th 8am-5pm GWH 121

PRT 106 Hydrogen Sulfide (H2S) Instructor Development 23 Hours, 2.3 CEU's
Feb 12-14 M-W 8am-5pm GWH 121

PRT 106 Hydrogen Sulfide (H2S) Instructor Refresher 8 Hours, .8 CEU's
Feb 15 Th 8am-5pm GWH 121

OSH 715 Evacuation & Emergency Planning 4 Hours, .4 CEU's
Feb 16 F 8am-12pm GWH 121

OSH 510 Occupational Safety & Health for the Construction Industry 32 Hours, 3.2 CEU's
Feb 19-22 M-Th 8am-5pm GWH 121

OSH 521 OSHA Guide to Industrial Hygiene 31 Hours, 3.1 CEU's
Mar 5-8 M-Th 8am-5pm GWH 121

OSH 755 Introduction to Accident Investigation 15 Hours, 1.5 CEU's
Mar 19-20 M-T 8am-5pm GWH 121

OSH 720 Bloodborne Pathogens Exposure Control for Healthcare Facilities 8 Hours, .8 CEU's
Mar 21 W 8am-5pm GWH 121

OSH 725 Health Hazard Awareness
8 Hours, .8 CEU's
Mar 22 Th 8am-5pm GWH 121

OSH 750 Introduction to Safety and Health Management
8 Hours, .8 CEU's
Apr 2 M 8am-5pm GWH 121

OSH 311 Fall Arrest Systems
23 Hours, 2.3 CEU's
Apr 9-11 M-W 8am-5pm GWH 121

OSH 730 OSHA's Permit Required Confined Space Entry 8 Hours, .8 CEU's
Apr 12 Th 8am-5pm GWH 121

OSH 201 Hazardous Materials
32 Hours, 3.2 CEU's
May 7-10 M-Th 8am-5pm GWH 121

OSH 226 Permit Required Confined Space Entry 8 Hours, .8 CEU's
May 14-17 M-Th 8am-5pm GWH 121

OSH 204 Machinery & Machine Guarding Standards 32 Hours, 3.2 CEU's
May 21-24 M-Th 8am-5pm GWH 121

Children's Center
ODESSA COLLEGE

Texas Rising Star

Four Star state distinction

The highest ranking award to only eight day care centers in the Permian Basin.

Children's Center open:
7am - 6pm • Monday - Friday

We offer year-round full-time childcare for ages six weeks to pre-kindergarten

Summer Care for Children ages 6-10

ODESSA COLLEGE

For more information, call
(432) 335-6480
or
(432) 335-6482

LEARN MORE. WHEN AND WHERE YOU WANT!

ed2go

Odessa College's partnership with Ed2Go enables you to select from hundreds of great online courses – from Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing – and everything in between.

Learn professional and business development skills, computer and technology programs, and personal development topics all in a "live" online setting.

Professional instructors actually lead the courses and are available for questions and help when you need it.

These six-week, online courses start every month and are only $99!

Log on to **www.ed2go.com/oc** for class schedules and registration information.

—Get Started!—

- Go to www.ed2go.com/oc.
- Browse catalog and choose class.
- Click on class name to see class information, details, syllabus, etc.
- To register, click on "Enroll Now".
- Select a start date and "Continue".
- If new student, create an account with Ed2Go.
- Create password and fill in "Student Information".
- Continue to "Payment Option".
- Confirmation Page, click "Enter Classroom" at the bottom.
- Click "Orientation" on left hand side. Read "Message from Instructor". *

** This message will tell you how and when to start your class.*

ODESSA COLLEGE REGISTRATION

Registration for Continuing Education is ongoing until the start of class. Early registration, however, is recommended as classes do fill quickly.

Of course, we can help you!

Call (432) 335-6580

Refund Policy

For classes cancelled by the college, the college will refund 100 percent. For withdrawals, the college will refund 100 percent if Drop Form is received up to three business days prior to class/program start.

Additionally, for classes/programs meeting 65 hours or more, the college will refund 75 percent if the Drop Form is received less than three business days prior to class start and prior to the 3rd class meeting.

No refunds will be given thereafter. Students may withdraw from a class by completing and signing the Drop portion of the Registration Form and delivering it to the CE Office in person, by email, or by FAX.

Payment Plans

Payment plans are currently available for the following programs: Dental Assistant, Fire Fighter I, Fire Fighter II, Massage Therapy, Medical Office Skills, Pharmacy Technician, Phlebotomy Technician and Electrical Lineman. Persons who enroll in both HVAC classes are also eligible to participate. An initial 25 percent of the program tuition is due at the time of registration, along with a onetime, nonrefundable enrollment fee of $25.

Please contact the Cashier's Office at (432) 335-6419 for more information.

Senior Citizen Discount

If you are 55 years of age or older, you may qualify for a Senior Citizens Discount.

Discounts are available for many of our personal enrichment classes offered through Community Services.

For more information call (432) 335-6580

WALK-IN
Visit Continuing Education in Gregory D. Williams Hall
West University and
Robertson Avenue Odessa, TX
(432) 335-6580

Walk-in registration is also available at the following extension centers:

Andrews Business and Technology Center
201 NW Ave. D
Andrews, TX
(432) 523-3300

Pecos Center
1000 S. Eddy Street
Pecos, TX
(432) 335-6806

Monahans Center
806 S. Dwight
Monahans, TX
(432) 335-6390

ODESSA COLLEGE CAMPUS MAP

ADM ..... ADMINISTRATION BUILDING

AT..... AUTOMOTIVE TECHNOLOGY

BKS ..... BOOKSTORE

CCH..... CENTURY COMMONS HOUSING

CEAA..... CONTINUING EDUC ANNEX A

COSM ..... COSMETOLOGY

HSB ..... HEALTH SCIENCES BUILDING

DA ..... DEADERICK AUDITORIUM

DH ..... DEADERICK HALL

DT ..... HALEY DIESEL TECHNOLOGY

EST..... EMERGENCY SERVICES TECHNOLOGY

ET..... ELECTRONICS TECHNOLOGY BUILDING

FA..... JACK RODGERS FINE ARTS CENTER

FTTC ..... FIRE TECHNOLOGY TRAINING CENTER

GLTH..... GLOBE THEATER

GWH ..... GREGORY D. WILLIAMS HALL

LRC ..... MURRY H. FLY LEARNING RESOURCES CENTER

OCTECHS . . ODESSA CAREER AND TECHNICAL EARLY COLLEGE HIGH SCHOOL

PP..... PHYSICAL PLANT COMPLEX

RA ..... RUDY ACOSTA STUDENT PAVILION

SBTC ..... SOFTBALL & TENNIS CENTER

SCC ..... SAULSBURY CAMPUS CENTER

SC ..... SPORTS CENTER

SH ..... SEDATE HALL

SPUR ..... SPUR BUILDING

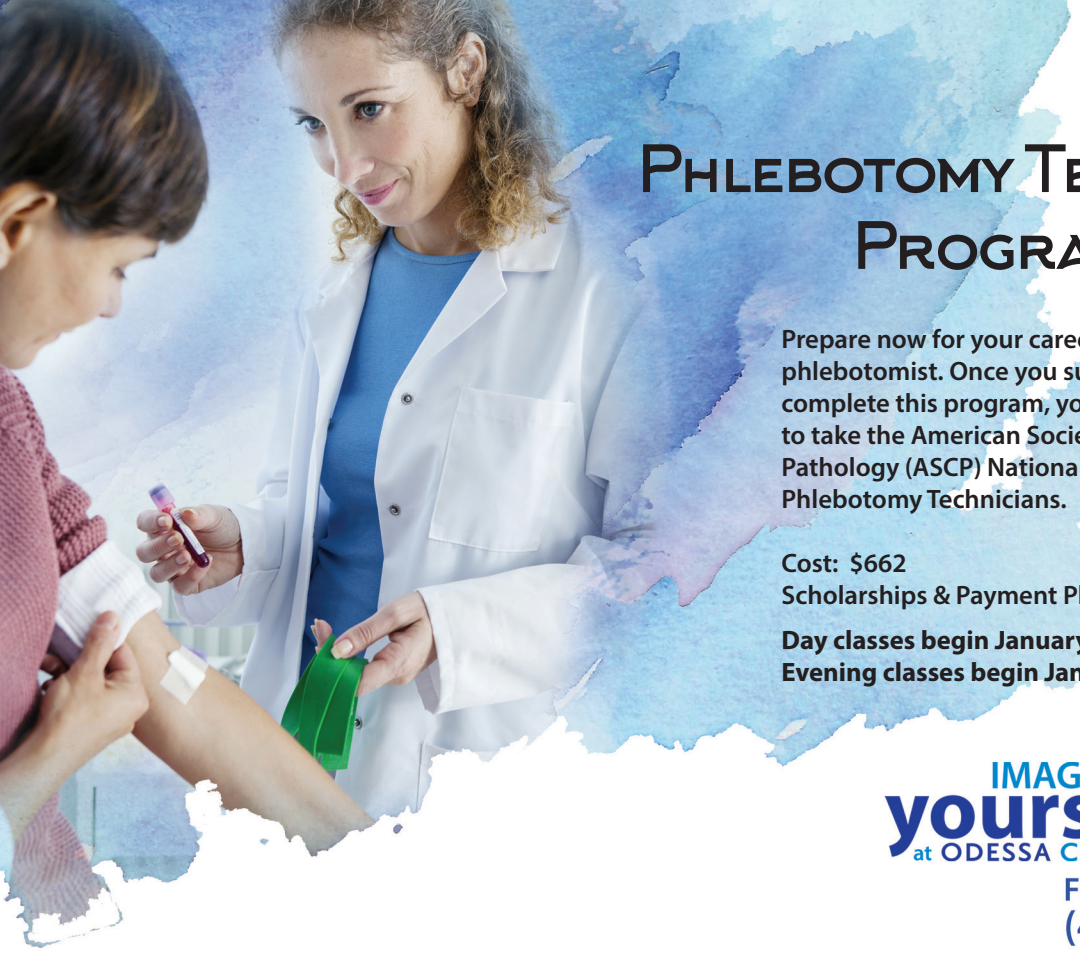
TH ..... TRAVIS HALL

WAR..... WAREHOUSE SHIPPING & RECEIVING

WH..... WILKERSON HALL

WSH..... WRANGLER STUDENT HOUSING

WOOD .... WOOD BUILDING OF MATH & SCIENCE



Phlebotomy Technician Program

Prepare now for your career as a phlebotomist. Once you successfully complete this program, you will be prepared to take the American Society of Clinical Pathology (ASCP) National examination or Phlebotomy Technicians.

Cost: $662
Scholarships & Payment Plans Available

Day classes begin January 16
Evening classes begin January 23

IMAGINE yourself at ODESSA COLLEGE

For registration call
(432) 335-6580

ODESSA COLLEGE
201 W. University Blvd., Odessa, Texas 79764