



Continuing Education FAQs

Are there any special requirements to register for CE classes?

While college admission is not required, some CE classes do have special requirements, and therefore, you must register in person. These classes include the Health Career classes, Commercial Truck Driving, and Driver Education. However, most classes do not have special requirements. Simply register and attend class!

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 in print or online. 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. First, 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. Second, our classes start throughout the year, rather than at set times during a college semester. Third, 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. Finally, you will not receive a grade for the class, but for classes that you successfully complete, you will receive a certificate of completion. For classes geared toward workforce development, you will be awarded Continuing Education Units (CEUs).

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?

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 a temporary parking pass. You can pick it up in the Continuing Education Office.



Extension Sites

Classes are held at the following locations:

Alpine

Alpine High School.....300 E. Hendryx Ave.

Alpine ISD.....704 Sul Ross Ave.

To view the Alpine schedule, go to www.odessa.edu/alpine.

Educational Coordinator: Dr. Jim McDonald

jmcdonald@odessa.edu

Phone: (512) 844-0447

CE Office: (432) 335-6580

Toll free (866) 968-2862

Fax: (432) 335-6667



Andrews

Andrews Business and

Technology Center.....201 NW Avenue D

Director: Ann Leach

aleach@odessa.edu

Phone: (432) 523-3300

Fax: (432) 524-6643

Monahans

OC Monahans Center.....806 S. Dwight Ave.

Phone: (432) 335-6390

Fax: (432) 335-6667

Pecos

OC Pecos Center.....1000 S. Eddy

Phone: (432) 335-6806

Fax: (432) 335-6826

Fax: (432) 445-5534

Computer Technology

Introduction to Computers: Basic 18 Hours, 1.8 CEUs

Don't be afraid of a computer ever again! This is a BASIC class for persons who have little to no familiarity with computers. Students will be introduced to the components of a typical computer system, including both the hardware and the Windows operating system. File and desktop management, which are important to effective computer usage, will be explored. Students will also learn how to access the Internet. Instructor: Brian Long

ITSC 1012-101 Sep 21-Oct 8 MTh 6-9pm SH224 \$149

Introduction to Computers: Computer Applications I 18 Hours, 1.8 CEUs

The class is an introduction to two of the software in the MS Office software suite: Word and PowerPoint. Students will learn the tools common to these and other MS programs, as well as processes such as creating, saving and editing files; formatting, text management; and inserting objects. This class assumes that students have some familiarity with computers, including an understanding of hardware, the operating system, and file management. Instructor: Brian Long

ITSC 1022-102 Oct 19-Nov 5 MTh 6-9pm SH224 \$168

QuickBooks Level I 12 Hours, 1.2 CEUs

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 1006-103 Sep 21-Oct 1 MTh 6-9pm DH138 \$99

ITSC 1006-104 Oct 5-15 MTh 6-9pm DH138 \$99

QuickBooks Level II 12 Hours, 1.2 CEUs

Students will learn how to customize the look of templates as well as create reports and graphs; learn how to balance credit card accounts as well as 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: Laura Long

ITSC 2036-106 Nov 2-12 MTh 6-9pm DH138 \$99

ITSC 2036-105 Dec 3-14 MTh 6-9pm DH138 \$99

Intro to Adobe Illustrator 24 Hours, 2.4 CEUs

Learn to use Adobe Illustrator to create your own flyers, posters, invitations, etc. This class will introduce students to the concepts of digital visual literacy. Instructor: Valerie Ontiveros

ITSW 1003-101 Oct 20-Nov 12 TTh 6-9pm TBA \$168

Professional Office Skills

147 Hours, 14.7 CEUs, \$ 746

Introduction to General Office Skills 39 Hours, 3.9 CEUs

Introduction to basic office skills. Students will learn an general overview of office operations. Instructor: Debbie Rich

POFT 1022-101 Sep 21-Oct 7 M-Th 5:30-9pm TBA

Workplace Communications 32 Hours, 3.2 CEUs

Communication skills as applicable to individuals or groups in the workplace. Includes skills in listening, writing, and verbal/non-verbal communications. Students will learn professional communication skills including: active listening, business writing, professional language, telephone and email usage and interpersonal skills. Instructor: Debbie Rich

BMGT 1022-101 Oct 8-22 M-Th 5:30-9pm TBA

Email & Calendaring Software 16 hours, 1.6 CEUs

An introduction to e-mail and calendaring software as a desktop information management tool. Students will learn all aspects of Microsoft Outlook including, email, calendar and tasks.

Instructor: Debbie Rich

ITSW 1030-101 Nov 30-Dec 3 M-Th 5:30-9pm TBA

Professional Office Skills

(Continued)

Introduction to Computers:

Computer Applications I 24 Hours, 2.4 CEUs

The class is an introduction to two of the software in the MS Office software suite: Word and Excel. Students will learn the tools common to these and other MS programs, as well as processes such as creating, saving and editing files; formatting, text management; and inserting objects. This class assumes that students have some familiarity with computers, including an understanding of hardware, the operating system, and file management. Instructor: Debbie Rich

ITSC 1022-101 Nov 2-19 M-Th 6-9pm TBA

Introduction to Customer Service 24 Hours, 2.4 CEUs

Introduction of techniques to create excellent customer service. Students will learn the impact customer service has on a business. Dealing with challenging customers, problem solving and resolution will be a strong focus for this class.

Instructor: Debbie Rich

MRKG 1000-101 Dec 7-17 M-Th 6-9pm TBA

Keyboarding Skills 12 Hours, 1.2 CEUs

Skill development in keyboarding. Instructor: Debbie Rich

POFT 1010-102 Oct 26-29 M-Th 6-9pm TBA

CEU's, Test Prep, Refresher Classes

National Electrical Code Update

4 Hours, .4 CEU's

Electrical licensing requirements and state laws and rules that regulate the conduct of licensed electricians. Includes review of the latest edition of the National Electrical Code including notable Code revisions. This four-hour course is required to be completed every year prior to license renewal and may be repeated multiple times to improve student proficiency. Instructor: N. Witcher. For information and registration, please call (432) 413-6663.

ELPT 2000-201 Sept 12 Sa 8am-12pm ET 208

ELPT 2000-202 Oct 3 Sa 8am-12pm ET 208

ELPT 2000-203 Nov 7 Sa 8am-12pm ET 208

Plumbing Continuing Education

7 Hours, .7 CEU's

Discuss the changes to the state's plumbing laws and rules. Information on fixtures, irrigation, storm drainage, and understanding overhead. This class fulfills the TSBPE 6-hour requirements.

For registration and information, call (800) 992-7422 or visit www.phcc-tx.org.

PFPB 2001-101

Aug 22 Sa 7:30am-3:30pm Campus Center Community Rm

PFPB 2001-105

Oct 17 Sa 7:30am-3:30pm Campus Center Community Rm

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

Industrial Technology

OSHA 10-Hour General Industry 10 Hours, 1 CEU

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. Training should emphasize hazard identification, avoidance, control and prevention. Instructor: Z. Arreola.

OSHT 1000-III Oct 6-7 TW 8am-5pm \$80 + Books & Supplies

OSHA 30-Hour General Industry 30 Hours, 3 CEU's

The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention. Instructor: Z. Arreola.

OSHT 1000-112 Oct 19-22 M-Th 8am-5pm \$240 + Books & Supplies

Texas Training Center

DOT Compliance Seminar 8 Hours, .8 CEUs

This DOT Inspections Compliance Seminar is hosted by TEXAS Training Center at the request of the industry. The course is made up of classroom discussions with question and answer segments. Educational videos and PowerPoint presentations are a great way to break up the lecture part of the seminar. The class ends outside with a hands-on Level 1 inspection where everyone is involved and is invited to ask as many questions as you would like. The purpose of this course is to help your employees feel more confident and informed about the whole process. After taking this course you'll feel your company will be better prepared for a roadside inspection at any time. The seminar will focus on Level 1 Inspections, Out of Service Criteria, Driver Qualifications, Driver Logs, Pre Trip Inspections and much more. Instructor J. Madrid.

CVOP 2000-201 Sept 25 F 8am-5pm WH 201 \$500
CVOP 2000-201 Dec 4 F 8am-5pm WH 201 \$500

Air Conditioner Control Principles 64 Hours, 6.4 CEUs

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. Price includes textbook.

Instructor: S. Stallings.

HART 1003-101 Aug 25-Oct 15 TTh 6-10pm SH 103 \$675

Fundamentals of HVAC 64 Hours, 6.4 CEUs

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. Price includes textbook. Students who want to take the EPA certification test will pay an additional \$25 prior to taking the test. Instructor: S. Stallings

HART 1007-102 Oct 20-Dec 15 TTh 6-10pm SH 103 \$675

Texas Training Center Medic First Aid, CPR & AED Instructor 16 Hours, 1.6 CEUs

Become an Instructor for all fields including; OILFIELD, LAW ENFORCEMENT, CHILD CARE, SENIOR CARE, AGRICULTURE, all approved by State, Federal and OSHA. This course will qualify attendees to certify students in Medic First Aid/CPR, applications and use of Automated External Defibrillators (AEDs), disease prevention from Bloodborne Pathogens, and Infant Child rescue skills and AED applications. Attendees will learn lifesaving skills and practice CPR and First Aid procedures during the class. Students will explain the procedures to their classmates as they demonstrate proper technique during the practice sessions. Instructor: J. Madrid.

EMSP 2001-201 Sept 7-8 MT 8am-5pm Wood 119E \$600
EMSP 2001-201 Dec 7-8 MT 8am-5pm Wood 119E \$600

Hydrogen Sulfide Awareness (H2S) 1 Hour, .1 CEU

This course will provide delegates with the additional skills, information and knowledge, along with the appropriate attitudes to enable them to identify and manage a H2S hazard, assess the risks and implement the appropriate control measures. Instructor: Z. Arreola

(Price includes laminated card.)

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|---------------------|---------|---|--------|------|
| PTR 1300-101 | Aug 19 | W | 9-10am | \$40 |
| PTR 1300-102 | Aug 25 | T | 1-2pm | \$40 |
| PTR 1300-103 | Sept 2 | W | 9-10am | \$40 |
| PTR 1300-104 | Sept 9 | W | 1-2pm | \$40 |
| PTR 1300-105 | Sept 15 | T | 9-10am | \$40 |
| PTR 1300-106 | Sept 30 | W | 1-2pm | \$40 |
| PRT 1300-107 | Oct 14 | W | 9-10am | \$40 |
| PTR 1300-108 | Oct 28 | W | 1-2pm | \$40 |
| PTR 1300-109 | Nov 3 | T | 9-10am | \$40 |
| PTR 1300-110 | Dec 1 | T | 1-2pm | \$40 |
| PTR 1300-111 | Dec 16 | W | 9-10am | \$40 |

MEDIC First Aid, CPR 8 hours, .8 CEUs

Designed for individuals other than healthcare providers or professional rescuers. Instruction in basic life support skills for adult patients experiencing airway obstruction and cardiovascular emergencies. BasicPlus CPR, AED, BBP, and First Aid for Adults. Instructor: Z Arreola. (Price includes book and Medic First Aid card)

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|----------------------|--------|---|---------|------|
| EMSP 1020-108 | Aug 31 | M | 8am-5pm | \$91 |
| EMSP 1020-110 | Oct 12 | M | 8am-5pm | \$91 |
| EMSP 1020-112 | Nov 23 | M | 8am-5pm | \$91 |
| EMSP 1020-102 | Dec 14 | M | 8am-5pm | \$91 |

PEC Basic Orientation (SafeLand) 8 Hours, .8 CEUs

The PEC Basic Orientation was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements. It provides a basic awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. The majority of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of the course, each student is issued a picture ID with a unique barcode. The student information is then stored in an online database. Instructor: Z Arreola.

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|----------------------|--------|----|---------|-----------------------|
| OSHT 1071-113 | Aug 21 | F | 8am-5pm | \$80 + books/supplies |
| OSHT 1071-115 | Sept 4 | F | 8am-5pm | \$80 + books/supplies |
| OSHT 1071-117 | Oct 2 | F | 8am-5pm | \$80 + books/supplies |
| OSHT 1071-119 | Nov 5 | Th | 8am-5pm | \$80 + books/supplies |
| OSHT 1071-101 | Dec 18 | F | 8am-5pm | \$80 + books/supplies |

visit our website today
www.odessa.edu/ce





**more
for you!**

DOT Readiness

24 hours, 2.4 CEUs

Day 1 and 2 Agenda

Dot I: Introduction to Dot Compliance and Fleet Safety

This 2-day class is designed to give you the foundation, industry terms, perspective, and interpretation you need so you can understand how DOT Compliance really works. You will review and discuss DOT classifications, regulations, policies, DOT audits and procedures. With this information you will begin to understand how a safety rating is calculated and what it means to be compliant. The information in this course is up to date, and presented in terms you can understand. You will learn exactly what the DOT expects of you, your company, and your drivers. Cost: \$1200 for all 3 days, \$795 for 2 days, \$495 for 3rd day only

What You Will Learn:

- Quickly build a solid foundation and learn industry terms, definitions
- Understand who is governed by the DOT, its framework, how it works and who DOT regulations apply to
- Learn about DOT classifications and the differences between a "Motor Carrier" and a "Commercial Vehicle"
- Learn what to expect during a DOT Audit and how an unsatisfactory or conditional rating can affect your operation
- Learn about "SMS" reports
- Review the "Safety Rating Factors" and discover the possible rates for each area
- Review best practices for Hours-of-Service rule, Log Books and Log Book Audits.
- Learn about Safety Management, why it's important and why it's required
- Learn why Driver qualification files, Vehicle Maintenance and inspections are important.
- Understand what it means to be DOT compliant and much more...

For information and registration, contact Tyna Bryan at:

**Office (432) 653-0104
cellular (615) 719-1231
or tyna@readyfordot.com**

CVOP 2000-204 Nov 4-6 W-F 8am-5pm Saulsbury Room



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**

Day 3 Agenda

Advanced DOT Compliance

SESSION 1: 8-11am

DataQ's

Did you know you can have negative items removed from your SMS Report? This class teaches you what the DataQ system is and how to navigate through the DataQ process. We teach the who, what, when, why, where and how of DataQ.

Contesting Accident Preventability

Your company can receive an automatic Unsatisfactory Rating just based on the accidents on your SMS Report. In most cases you will not be able to DataQ an accident but must Contest Preventability instead. We teach you the process of Contesting Preventability, the documents that must be submitted, what they are looking for and how it can affect your rating. We will show you how to calculate what your rating will be based on the reportable crashes you have now.

Requesting a Safety Rating Upgrade

If your company already has an unfavorable rating (i.e. "Conditional" or "Unsatisfactory"), we teach you the process of requesting a rating upgrade, the do's and don'ts of the request, and when not to request a rating upgrade. If you haven't gone through a compliance review yet but are worried that you may receive an unfavorable rating, this course teaches you what to expect and the importance of timeliness.

Lunch – 11am-Noon

SESSION 2: Noon-4pm

Hazardous Materials

We'll start off removing any of the myths that hazardous material compliance is impossible and just too technical. We'll give you a solid foundation to work with initially learning how to navigate and understand the Hazardous Materials Regulations. That's half the battle right there. After that we'll break down the regulations item by item by working shipping papers, marking and labeling requirements and placarding. You'll learn where to find the answers in determining which can contain HM and which ones can't along with transportation and segregation issues.





Odessa College is working with TEEX (Texas 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.

Recordkeeping

Rules 4 Hours, .4 CEUs
OSH 784 Aug 3 M 8am-12:15pm DH146

Permit Required Confined Space Entry 32 Hours, 3.2 CEUs
OSH 226 Aug 10-13 M-Th 8am-5pm DH146

Process Safety Management 24 Hours, 2.4 CEUs
PRT 301 Aug 17-19 M-W 8am-5pm DH146

Hazardous Materials 32 Hours, 3.2 CEUs
OSH 201 Sept 21-24 M-Th 8am-5pm DH146

Bloodborn Pathogens Exposure 8 Hours, .8 CEUs
OSH Aug 4 T 8am-5pm DH146

Health Hazard Awareness 8 Hours, .8 CEUs
OSH 725 Aug 5 8am-5pm DH146

Evacuation & Emergency Planning 4 Hours, .4 CEUs
OSH 715 Aug 6 Th 8am-12:15pm DH146

Basic Code Enforcement 40 Hours, 4. CEUs
COD 300 Sept 7-11 M-F 8am-5pm DH146

Machine & Machine Guarding 32 Hours, 3.2 CEUs
OSH 204 Oct 5-8 M-Th 8am-5pm DH146

Environmental Regulations 32 Hours, 3.2 CEUs
PRT 145 Nov 2-5 M-Th 8am-5pm DH146

Principles of Ergonomics 32 Hours, 3.2 CEUs
OSH 225 Nov 16-18 M-W 8am-5pm DH146

Introduction to Accident Investigation 16 Hours, 1.6 CEUs
OSH 755 Nov 9-10 MT 8am-5pm DH146

OSHA Guide to Industrial Hygiene 32 Hours, 3.2 CEUs
OSH 521 Dec 7-10 M-Th 8am-5pm DH146

Process Safety Management Auditor 24 Hours, 2.4 CEUs
PRT 302 Oct 19-21 M-W 8am-5pm DH146

Transportation

Truck Driving Program – Transportation Operator/Professional Truck Driver

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.

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

CVOP 1013-102
 Sept 28-Oct 23 M-F 7am-4pm Annex A \$4,150

CVOP 1013-103
 Oct 26-Nov 20 M-F 7am-4pm Annex A \$4,150

CVOP 1013-104
 Nov 23-Dec 11 M-F 7am-4pm Annex A \$4,150

CVOP 1013-101
 Dec 14-Jan 22 M-F 7am-4pm Annex A \$4,150

Health Careers

Odessa College Continuing Education Immunization Policy for the following Health Career Programs: Certified Nurse Aide, Dental Assistant, Medication Aide, Pharmacy Technician, and Phlebotomy Technician

To protect our student's health and the health of patients, OC Continuing Education has implemented a system of required immunizations for all healthcare students in direct patient contact. Students must have the following immunizations prior to registering for any of the programs listed above. Students will be immediately withdrawn, with no refund issued, if found to have falsified information.

- **Hepatitis B (series of 3 shots)** – entire series, (or positive titer*) *must be completed prior to registration*
 - Certified Nurse Aide students ONLY are required to have a titer drawn if the third Hepatitis B shot is within two months of the program start date
- **Measles, Mumps, Rubella (MMR)** – born before 1957– one dose (or positive titer* is required), born in or after 1957- two doses one month apart (or positive titer*)
- **OR INDIVIDUALLY**
 - Measles – born in or after 1957– two doses, one month apart administered since January 1, 1968 (or positive titer* is required)
 - Mumps – born in or after 1957– one dose (or positive titer* is required)
 - Rubella – one dose, (or positive titer* is required)
- **Tetanus/Diphtheria/Pertussis (Tdap)** – one dose within the past 10 years is required
- **Tuberculin Skin Test (TB)** – negative reading within 12 months of course completion date or chest x-ray within the last two years is required
- **Varicella (Chicken Pox)** – two doses unless first dose is prior to age 13, report of a positive titer*, or documented date of illness is required

**A titer refers to the amount of antibodies found in a patient's blood. Antibody titers can indicate immunities to diseases.*

Immunization fees are the responsibility of the student. Student must submit acceptable documentation that shows proof of current immunizations and/or titers.

Additional Requirements for some Health Career Programs

- **High School Diploma, GED, or college transcript** (except CNA and Medical Office Skills)
- **Valid Driver's License** or photo ID and Social Security card
- **Reading requirement** of 342 or higher
- **Influenza Vaccine** – one dose within the past year is required for the following programs: Certified Nurse Aide, Pharmacy Technician, and Phlebotomy Technician
- **Bacterial Meningitis** – Massage Therapy students under the age of 30 are required to have one dose prior to registering for course
- **Criminal Background Check** – provided by Odessa College

Students are encouraged to obtain personal health insurance. Phlebotomy students are required to obtain current personal health insurance for both the classroom and clinical portion of the program. It is the responsibility of the students to obtain and purchase health insurance. Odessa College will not be responsible for any injuries sustained by the student during classroom or clinical site. A possible source of student insurance is: http://www.odessa.edu/dept/ss/health_wellness.htm.



HIPAA and CPR

Most Health Career programs require students to complete COU 1861: HIPAA and EMSP 1019: CPR.

COU 1861: HIPAA

Students learn how the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules protects the privacy of individually identifiable health information. HIPAA training is required for the majority of healthcare workers.

EMSP 1019: CPR

This American Heart Association Healthcare Provider course includes one-and-two-man CPR for healthcare students and health care professionals. Course includes lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants.



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

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

For more information, call or visit our website today (432) 335-6580 www.odessa.edu/ce

Customized
TRAINING





Certified Nurse Aide Program

112 hours, 11.2 CEU's, \$569

A fast growing medical career, with emphasis on rehabilitation and long-term care needs of an increasing elderly population.

This program consists of the following classes:

NURA 1001: Certified Nurse Aide Applications

NURA 2005: Certified Nurse Aide Clinical

EMSP 1019: CPR

COU 1861: HIPAA

Textbooks are required and are available at the campus bookstore.

Instructors: M. Thomas and P. Duncan. Classes are held in HSB 222.

Certified Nurse Aide

Applications 72 Hours, 7.2 CEU's

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.

Certified Nurse Aide Clinical 40 Hours, 4 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 instructor. Students are assigned 4 ten-hour days out of the 8 scheduled clinical days. Students will be required to travel to a clinical affiliated site.

Day Classes

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|----------------------|----------------|-----------|---------------|---------|
| NURA 1001-102 | Aug 17-Sept 16 | M-Th | 8am-12pm | HSB 222 |
| EMSP 1019-105 | Aug 21 | F | 8am-5pm | HSB 222 |
| COU 1861-103 | Aug 19 | | -online- | |
| NURA 2005-103 | Sept 17-25,28 | T-F, M-TH | 6:30am-4:30pm | |

| | | | | |
|----------------------|---------------|-----------|---------------|---------|
| NURA 1001-104 | Oct 26-Nov 24 | M-Th | 8:30am-3:30pm | HSB 222 |
| EMSP 1019-105 | Nov 6 | F | 8am-5pm | HSB 222 |
| COU 1861-106 | Oct 28 | | -online- | |
| NURA 2005-105 | Dec 1-4, 7-10 | T-F, M-TH | 6:30am-4:30pm | |

Evening Classes

| | | | | |
|----------------------|---------------|--------------|---------------|---------|
| NURA 1001-103 | Sept 14-Dec 7 | M-W | 6-9pm | HSB 222 |
| EMSP 1019-103 | Sept 28-30 | MW | 6-10pm | HSB 222 |
| COU 1861-103 | Sept 16 | | -online- | |
| NURA 2005-106 | Dec 9-16 | W,Th,F,M,T,W | 6:30am-4:30pm | |

Medication Aide Renewal 7 Hours, .7 CEU's

This course fulfills the annual renewal requirements for Certified Medication Aides according to specifications of the Texas Department of Aging and Disability Services. Check your permit for expiration dates. Finishing this class is only the first step in the renewal process! YOU CANNOT CONTINUE TO WORK WITH AN EXPIRED PERMIT.

Instructors: V. Rutherford and M. Thomas.

| | | | | | |
|----------------------|-------|---|---------------|---------|------|
| NURA 1041-101 | Oct 7 | W | 8:30am-4:30pm | HSB 204 | \$56 |
| NURA 1041-103 | Dec 3 | W | 8:30am-4:30pm | HSB 204 | \$56 |
| NURA 1041-104 | Feb 3 | W | 8:30am-4:30pm | HSB 204 | \$56 |
| NURA 1041-103 | Mar 2 | W | 8:30am-4:30pm | HSB 204 | \$56 |
| NURA 1041-104 | Apr 6 | W | 8:30am-4:30pm | HSB 204 | \$56 |
| NURA 1041-105 | May 4 | W | 8:30am-4:30pm | HSB 204 | \$56 |
| NURA 1041-106 | Jun 8 | W | 8:30am-4:30pm | HSB 204 | \$56 |

Medication Aide Program

140 hours, 14 CEU's, \$430

Learn the preparation and administration of designated medications and responsibilities associated with such administration. Students must be employed in a long-term care facility. Total program cost is \$430. Textbooks are required and are available at the campus bookstore.

NURA 1013-101 Sept 15-Jan 28 TTh 6-10pm HSB 205

Phlebotomy Technician Program

210 hours, 21 CEU's, \$697

This program prepares students for a career as a phlebotomist. After completion of the program, students will be prepared to take the ASCP National examination for Phlebotomy Technicians.

Payment plans available.

This program consists of the following classes:

PLAB 1023: Phlebotomy Technician Theory

PLAB 1063: Phlebotomy Technician Clinical

EMSP 1019: CPR

COU 1861: HIPAA

Textbooks are required and are available at the campus bookstore. Instructors: S. Birchfield and O. Meekins. Classes are held in HSB 111.

Technician Theory 90 hours, 9 CEU's

Learn how to draw blood samples by venipuncture, skin puncture or arterial collection 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.

Phlebotomy Technician Clinical 120 hours, 12 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 a clinical professional. Students will be required to travel to various clinical affiliated sites. Locations and schedules will vary.

Day Class

| | | | | |
|----------------------|---------------|-----|-----------------------|---------|
| PLAB 1023-104 | Sept 1-Oct 29 | TTh | 8am-1pm | HSB 111 |
| EMSP 1019-101 | Oct 6 | T | 8am-5pm | HSB 111 |
| COU 1861-101 | Sept 8 | | -online- | |
| PLAB 1063-102 | Nov 2-Feb 5 | | Individual Scheduling | |

Evening Class

| | | | | |
|----------------------|---------------|--------|-----------------------|---------|
| PLAB 1023-105 | Sept 1-Dec 15 | TTh | 6-9pm | HSB 111 |
| EMSP 1019-106 | Nov 3-5 | TTh | 6-10pm | HSB 111 |
| COU 1861-107 | Sept 10 | Jul 14 | -online- | |
| PLAB 1063-103 | Dec 21-Mar 18 | | Individual Scheduling | |

more online courses are available at your fingertips!

Go to www.ed2go.com/oc



Pharmacy Technician Program

213 Hours, 21.3 CEUs, \$1,009

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. Textbooks are required and are available at the campus bookstore. Payment plans available.

| | | | | |
|----------------------|---------------|----------|-------|---------|
| PHRA 1009-101 | Sept 14-Nov 2 | MW | 6-9pm | HSB 111 |
| PHRA 1015-103 | Nov 4-Jan 20 | MW | 6-9pm | HSB 111 |
| PHRA 1001-103 | Jan 25-Apr 6 | MW | 6-9pm | HSB 111 |
| PHRA 106-104 | Apr 8-Jun 6 | MW | 6-9pm | HSB 111 |
| COU 1861-104 | Sept 21 | -online- | | |

Dental Assisting Program

170 hours, 17.0 CEU's, \$1,911

Demand for dental care is on the rise due to population growth and a greater awareness of the importance of dental care. Dentists use assistants to help meet increased patient needs. Payment plans available. Textbooks are required and are available at the campus bookstore.

This program consists of the following classes:

| | |
|-------------------|--------------------------------|
| DNTA 1053: | Dental Assisting Applications |
| DNTA 1061: | Phlebotomy Technician Clinical |
| EMSP 1019: | CPR |
| COU 1861: | HIPAA |

Dental Assisting Applications 66 hours, 6.6 CEU's

This course includes dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures. Course includes work in a dental laboratory and a clinical experience in a dental office.

Dental Assisting Practicum 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 a clinical professional. Students will be required to travel to various clinical affiliated sites. Locations and schedules will vary.

| | | | | |
|----------------------|---------------|-----------------------|--------|---------|
| DNTA 1053-102 | Sept 8-Nov 19 | TTh | 6-9pm | HSB 204 |
| EMSP 1019-104 | Oct 13-15 | TTh | 6-10pm | HSB 204 |
| COU 1861-106 | Sept 15 | -online- | | |
| DNTA 1061-101 | Nov 23-Feb 19 | Individual Scheduling | | |

Massage Therapy Program

630 hours, 61.4 CEUs, \$2,599

Become a massage therapist and provide a service that is on the rise. The benefits of a massage have a positive psychological effect, helping to reduce the effects of stress and tension in the body. Work in a group or set up your own business. Textbooks are required and are available at the campus bookstore. Payment plans available.

| | | | | |
|----------------------|----------------|------|----------|---------|
| MSSG 1013-101 | Sept 14-Jan 24 | MW | 6-9pm | HSB 230 |
| MSSG 1011-102 | Sept 12-Jan 24 | SaSu | 8am-Noon | HSB 230 |
| MSSG 1009-103 | Sept 12-27 | SaSu | 1-5pm | HSB 204 |
| MSSG 2013-104 | Oct 3-Nov 21 | SaSu | 1-5pm | HSB 230 |
| MSSG 1007-105 | Nov 21-Jan 31 | SaSu | 1-5pm | HSB 230 |
| MSSG 1005-106 | Feb 6-27 | SaSu | 1-5pm | HSB 204 |
| MSSG 2014-104 | Feb 8-Apr 20 | MW | 6-9pm | HSB 204 |
| MSSG 2011-105 | Feb 28-Apr 24 | SaSu | 8am-Noon | HSB 230 |
| MSSG 2086-102 | Apr 30-May 21 | SaSu | 8am-5pm | HSB 230 |
| EMSP 1019-105 | Nov 9-11 | MW | 6-10pm | HSB 204 |

Medical Office Skills Program

124 hours, 12.4 CEUs, \$745

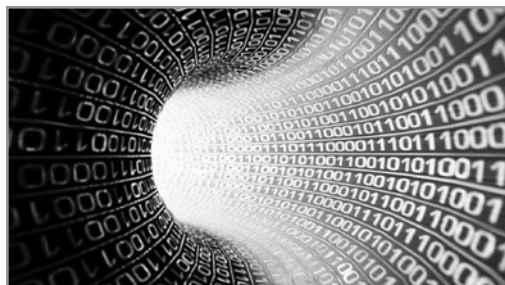
This program prepares individuals to enter the high-demand clerical health care profession and provides continuing education for those already active in this field. Students will learn medical terminology, medical office procedures, medical coding and medical billing. HIPAA and CPR training will meet the requirements of medical offices and hospitals in Odessa and surrounding areas. **Payment plans available. Coming 2016**

Coding Program

266 hours, 26.6 CEUs, \$1,500

Join the health career field as a medical coder! Students will learn medical office skills, anatomy and physiology, the fundamentals of coding rules, conventions, and guidelines using the clinical classification systems, and advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Students will also become CPR and HIPAA certified. Medical coders can work almost anywhere in the medical field such as doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, or insurance agencies.

*Students are required to take the Medical Office Skills program before they can register for the coding classes. Textbooks are required and are available at the campus bookstore. Instructors: J. Nunez. **Coming 2016**



Health and Safety

CPR for Healthcare Providers & Students 8 hours, .8 CEU's

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

Day Classes:

| | | | | |
|----------------------|--------|----|---------|---------|
| EMSP 1019-105 | Aug 21 | F | 8am-5pm | HSB 204 |
| EMSP 1019-101 | Oct 6 | T | 8am-5pm | HSB 111 |
| EMSP 1019-104 | Nov 5 | Th | 8am-5pm | HSB 204 |
| EMSP 1019-108 | Nov 6 | F | 8am-5pm | HSB 222 |

Evening Classes:

| | | | | |
|----------------------|------------|-----|--------|---------|
| EMSP 1019-106 | Aug 18-20 | TTh | 6-10pm | HSB 204 |
| EMSP 1019-107 | Sept 1-2 | TW | 6-10pm | HSB 230 |
| EMSP 1019-109 | Sept 29-30 | TW | 6-10pm | HSB 222 |
| EMSP 1019-104 | Oct 13-15 | MW | 6-10pm | HSB 204 |
| EMSP 1019-110 | Nov 3-5 | TTh | 6-10pm | HSB 222 |
| EMSP 1019-103 | Nov 9-11 | TTh | 6-10pm | HSB 204 |



NEW! ONLINE registration

Enrolling in CE classes online is easy!

1. Go to www.odessa.edu/CE.
2. Click the "Register Now" button.
3. Click Register and Pay for Continuing Education Classes.
4. Search for Key Word – Input a word in the title of the class.
5. Click the box on the left next to the class you want to take.
6. Complete the registration information.

Certified Nurse Aide Lecture Series

This series is geared toward helping current certified nurse aides earn required CEU's. This class will be held in Saulsbury Center, located in the Electronic Technology Building.

Understanding Alzheimer's Disease

8 hours, .8 CEUs

This course will help certified nurse aides gain a further understanding of Alzheimer's disease, which will include a basic understanding of the changes in memory communication and behaviors of individuals with Alzheimer's. This course will provide certified nurse aides with appropriate interventions/strategies to enhance the care provided to individuals with Alzheimer's.

NURA 2000-101 Oct 10 Sa 8am-5pm \$64

Hot Topics for Certified Nurse Aides

8 hours, .8 CEU's

This course will help certified nurse aides gain a further understanding of current nursing topics. The following hot topics will be discussed:

- Aggressive residents
- Bloodborne pathogens - Hep C and HIV/Aids
- Geriatric communication techniques
- Infection control
- Nutritional needs of the elderly
- Rights and neglect of the elderly
- Workplace violence

NURA 2000-103 Dec 5 Sa 8am-5pm \$64

Personal Enrichment

Essential Oils

4 hours

Learn the use of essential oils throughout history and the uses of various essential oils. Prepare recipes for baking/cooking with essential oils and household uses.

Instructor: Marilee Holmes

ACA 7010-101

Oct 12-19 M 6-8pm TBA \$48

Cake Decorating

24 hours, 2.4 CEUs

Learn basic cake decorating skills in this beginner's class. Culinary Arts students will need to bring own supplies/materials. Call (432) 335-6580 for details and supplies list.

Instructor: Marylou Corrales

FCTR1015-101

Sept 15-Oct 8 TTh 6-9pm Culinary Arts Center \$144

Cake Decorating II

24 hours, 2.4 CEUs

Take your cake decorating skills to the next level in this intermediate cake decorating skills. Culinary Arts students will need to bring own supplies/materials.

Call (432) 335-6580 for details and supplies list.

Instructor: Marylou Corrales

FCTR 1015-102

Oct 20-Nov 12 6-9pm Culinary Arts Center \$144



Intro 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 1004-107

Sept 8-Oct 1 TTh 6-8pm SH 202 \$99

Beginning Dog Training

6 hours

Learn effective techniques to train your dog in this fun class! Dogs will learn simple commands and even a few tricks. Dogs must be on leash at all times. Equipment required: Dog halter, leash, treats. Instructor: Robbie Jones

ACA 0015-102

Sept 8-24 TTh 6:30-7:30pm Rudy Acosta Pavillion \$60

ACA 0015-103

Nov 11-19 TTh 6:30-7:30pm Rudy Acosta Pavillion \$60

Beginning Sewing

24 hours

Get ready to learn to sew! In this beginner sewing class you will learn how to read a pattern, select fabric, layout and cut fabric, and sew. You will make a pillow and a bag to begin your sewing journey. A list of supplies is available upon registration.

Instructor: Robbie Jones

ACA 1726-104

Sept 9-Oct 28 MW 6-8pm TBA \$144

Intro to Free-Motion Quilting

8 hours

In this course, you will learn how to make various designs and then move on to making a simple project such as a bag or place mats. Students must bring sewing machine that allows the feed dogs to drop or have a plate that covers the feed dogs.

Instructor: Donna Stripling

ACA 7008-105

Oct 19-Nov 9 M 6-8pm TBA \$64

Simple Braids

8 hours

Using pre-cut fabric strips like Jelly Rolls, fabric strips are sewn in a pattern that gives the illusion of woven strands. This is a very beautiful block that looks great in prints or solids. This pattern is one that will be simple enough for beginners as well as give the intermediate the opportunity to hone their skills.

Instructor: Donna Stripling

ACA 7008-106

Sept 21-Oct 12 M 6-8pm TBA \$64

Heathy Eating Lifestyle

6 hours

This course will go over the major three macronutrients: Carbohydrate, Protein and Fats, how to eat healthy in general, and the truth on some popular fad diets.

Instructor: Jen-Wei Liu

ACA 7008-108

Oct 13-22 TTh 6-7:30pm TBA \$54

LINKED CLASSES

Computer Information Services

Introduction to Computers

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Keyboarding proficiency is highly recommended. Lab fee required. Prerequisite: None. Instructor: J. Miles
ITSC 1401.W01C Aug 24-Oct 14 web
ITSC 1401.W30C Oct 19-Dec 10 web

Introduction to Word Processing

An overview of the production of documents, tables, and graphics. Keyboarding proficiency is highly recommended. Lab fee required.
ITSW 1301.W30C Oct 19-Dec 10 web

Introduction to Spreadsheets

Instruction in the concepts, procedure, and application of electronic spreadsheets. Lab fee required. Prerequisites: ITSC 1401 or consent of department chair
ITSW 1304.W30C Oct 19-Dec 10 web

Introduction to Database

Introduction to database theory and the practical applications of a database. Lab fee required. Prerequisite: None
ITSW 1307.W01C Aug 24-Oct 14 web
ITSW 1307.W30C Oct 19-Dec 10 web

Personal Computer Hardware

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Lab fee required. Prerequisite: ITSC 1401 or consent of department chair
ITSC 1325.W01C Aug 24-Oct 14 web

Fundamentals of Networking

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite: None. Co-requisite: ITSC 1401
ITNW 1325.W01C Aug 24-Oct 14 web

Introduction to Digital Media

A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. Lab fee required. Prerequisite: None. Co-requisite: None. Instructor: J. Miles
IMED 1401.W50C Aug 24-Oct 14 web



Business Professions

Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. Instructor: Jon Trauten
BUSI 1301 Aug 24-Oct 14 -online-
BUSI 1301 Oct 19-Dec 10 -online-

Office Management

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills. Lab fee required. Instructor: Kelby Giesler-Davis
BMGT 1325 Oct 19-Dec 10 TTh 8-10:50am SH210-2

Small Business Management/Entrepreneurship

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Lab fee required. Instructor: Sharman Adkins
BUSG 2309 Aug 24-Oct 14 -online-

Principles of Marketing

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Lab fee required.
MRKG 1311 Aug 24-Oct 14 -online-

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LINKED CLASSES *(continued)*

Criminal Justice

Human Trafficking

Examines the history of human trafficking, the current laws addressing human trafficking, and the challenges to policing human trafficking domestically and internationally. Also explores investigation techniques and policy relating to the combat of human trafficking. The student will explore investigation techniques used in human trafficking, will examine the history and current laws of human trafficking, will explore challenges to policing human trafficking both domestically and internationally, will explore the current policies regarding human trafficking, and will learn current international and domestic techniques being used to investigate and prosecute human traffickers.

CJLE 1346 Aug 24-Oct 14 -online-

Cybercrimes

An introduction to cybercrime. Topics include specific laws, investigative techniques, and criminological theories applicable to computer crime. Students will identify and describe the major types of Internet crimes and their elements; list the trends involving digital crime; outline the investigative process in cybercrimes; apply existing laws to actions and events in computer crime investigations; and identify future areas of legal concern in computer crime cases.

CJSA 1330 Oct 19-Dec 10 -online-



Ethics in Criminal Justice

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. Instructor: John Newton

CJSA 1348 Oct 19-Dec 10 TTh 9-10:20am ET 161

Introduction to Homeland Security

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1337 Aug 24-Oct 14 -online-



Automotive

Automotive Engine Repair

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Lab fee required. Prerequisite: None. Instructor: P. Griffith
AUMT 1419 F1C Aug 24-Oct 14 MTWTh 9-11:50am DM 100

Diesel Engine I

An introduction to the basic principles of diesel engines and systems. Lab fee required. Prerequisite: None. Instructor: P. Griffith
DEMR 1406 F1C Aug 24-Oct 14 MTWTh 3:30-6:20pm DM 100

Auto Engine Performance Analysis I

Theory, operation, diagnosis of drivability concerns and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Lab fee required. Instructor: P. Griffith
AUMT 2417 F50C Oct 19-Dec 10 MTWTh 9-11:50am DM 100

Diesel Engine Testing and Repair II

Continuation of Diesel Engine Testing and Repair I. Coverage of testing and repairing diesel engines including related systems and specialized tools. Instructor: P. Griffith
DEMR 2412 F50C Oct 19-Dec 10 MTWTh 3:30-6:20pm DM 100



Painting I

Develops the skill to create expressive paintings. Emphasizes use of acrylic paint and proper preparation of canvas and wooden supports. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. Instructor: D. Sorenson

ARTS 2316 F50C Aug 24-Oct 14 TTh 12:30-3:20pm Travis Hall

Ceramics I

Develops the skill to create original pottery using coil, slab, and wheel techniques. Includes bisque, glaze, sawdust and raku firings. Presents advanced art concepts, technique, and media essential to the organization and understanding of visual information. Lab fee required. Instructor: D. Asakawa

ARTS 2316 F50C Aug 24-Oct 14 TTh TBA SH 112

Ceramics II

Develops the skill to create pottery emphasizing individual expression. Requires creative thinking in order to develop original images. Presents advanced art concepts, techniques, and media essential to the organization and understanding of visual information. Lab fee required. Instructor: D. Asakawa

ARTS 2316 F50C Aug 24-Oct 14 TTh TBA SH 112

Extension Centers

Pecos Center

DOT Readiness

24 hours, 2.4 CEUs

Day 1 and 2 Agenda

Dot I: Introduction to Dot Compliance and Fleet Safety

This 2-day class gives you the foundation, industry terms, perspective, and interpretation so you can understand DOT Compliance. You will review DOT classifications, regulations, policies, DOT audits and procedures. You will understand how a safety rating is calculated and what it means to be compliant. This course is up to date, and presented in terms you can understand. You will learn exactly what the DOT expects of you, your company, and your drivers.

What You Will Learn:

- Quickly build a solid foundation and learn industry terms, definitions
- Understand who is governed by the DOT, its framework, how it works and who DOT regulations apply to
- Learn about DOT classifications and the differences between a "Motor Carrier" and a "Commercial Vehicle"
- Learn what to expect during a DOT Audit and how an unsatisfactory or conditional rating can affect your operation
- Learn about "SMS" reports
- Review the "Safety Rating Factors" and discover the possible rates for each area
- Review best practices for Hours-of-Service rule, Log Books and Log Book Audits.
- Learn about Safety Management, why it's important and why it's required
- Learn why Driver qualification files, Vehicle Maintenance and inspections are important.
- Understand what it means to be DOT compliant and much more...

CVOP 2000-501 Sept 2-4 W-F 8am-5pm PCTR
Cost: \$1200 for all 3 days, \$795 for 2 days, \$495 for 3rd day only

For information and registration, contact Tyna Bryan at (432) 653-0104.

Day 3 Agenda

Advanced DOT Compliance 24 hours, 2.4 CEUs SESSION 1: 8-11am

DataQ's

Did you know you can have negative items removed from your SMS Report? This class teaches you what the DataQ system is and how to navigate through the DataQ process. We teach the who, what, when, why, where and how of DataQ.

Contesting Accident Preventability

Your company can receive an automatic Unsatisfactory Rating just based on the accidents on your SMS Report. In most cases you will not be able to DataQ an accident but must Contest Preventability instead. We teach you the process of Contesting Preventability, the documents that must be submitted, what they are looking for and how it can affect your rating. We will show you how to calculate what your rating will be based on the reportable crashes you have now.

Requesting a Safety Rating Upgrade

If your company already has an unfavorable rating (i.e. "Conditional" or "Unsatisfactory"), we teach you the process of requesting a rating upgrade, the do's and don'ts of the request, and when not to request a rating upgrade. If you haven't gone through a compliance review yet but are worried that you may receive an unfavorable rating, this course teaches you what to expect and the importance of timeliness.

Lunch – 11am-Noon

SESSION 2: Noon-4pm

Hazardous Materials

We'll start off removing any of the myths that hazardous material compliance is impossible and just too technical. We'll give you a solid foundation to work with initially learning how to navigate and understand the Hazardous Materials Regulations. After that we'll break down the regulations item by item by working shipping papers, marking and labeling requirements and placarding. You'll learn where to find the answers in determining which can contain HM and which ones can't along with transportation and segregation issues.

Cake Decorating Level I 16 hours, 1.6 CEUs

Introduction to the materials and decorating tips used to decorate various cake sized and shapes. Call (432) 445-5535 for supply list. The last day of class is from 5:30-8:30pm. Instructor: A. Barreno
FCTR 1015-501 Sept 28-Oct 26 M 5:30-8:45pm Rm 108 \$96

Beginning Sewing 12 hours, 1.2 CEUs

Learn sewing terminology, threading the machine, basic stitching, do alterations on clothes, and sewing a one, two or four buttonhole. Students will also learn how to pick fabrics, read patterns, and use the rotary cutter. Students will work on hands-on projects during class. Students must bring their own sewing machine to the first day of class. Other supplies for this class will be discussed on the first day of class. Instructor: T. Spence
FSHN 1006-501 Oct 8-29 Th 6-9pm Rm 108 \$72

Medic First Aid, CPR 8 hours, .8 CEUs

Designed for individuals other than healthcare providers or professional rescuers. Instruction in basic life support skills for adult patients experiencing airway obstruction and cardiovascular emergencies. BasicPlus CPR, AED, BBP, and First Aid for Adults. Instructor: Z. Arreola (Price includes book and Medic First Aid card.)
EMSP 1020-550 Sept 28 M 8am-5pm \$91
EMSP 1020-551 Dec 13 Th 8am-5pm \$91

PEC Basic Orientation (SafeLand) 8 hours, 8 CEUs

The PEC Basic Orientation takes the place of multiple Operator orientations giving each student a general idea of safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 and API RP T-1 requirements, providing a basic awareness level of general safety information that an employee should know before entering a company facility and while performing their duties. Most leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion, each student is issued a picture ID with barcode. Student information is stored in an online database. Instructor: Z. Arreola (Price does not include books and supplies.)

OSHT 1071-552 Aug 27 Th 8am-5pm \$80
OSHT 1071-553 Oct 30 F 8am-5pm \$80

Keyboarding Skills 12 hours

Skill development in keyboarding. Instructor: A. Barreno
POFT 1010-501 Nov 16-19 M-Th 6-9pm Rm 106 \$99

Quickbooks I 12 hours, 1.2 CEUs

Students will learn how to create a QuickBooks company file, set up and manage the chart of accounts, customers, vendors and employees; create invoices, estimates and purchase orders; manage accounts payables and receivables; and manage and reconcile bank accounts. This class assumes students have some familiarity with computers, including an understanding of hardware, the operating system, and file management. A book will be provided for classroom use. Books may also be purchased in the campus bookstore. Instructor: K. Winkles
ITSC 1006-501 Nov 3-12 TTh 6-9pm Rm 106 \$99

Extension Centers

Andrews Center



Basic Floral Design 7 hours, .7 CEUs
Principles of floral design and design methods. Includes basic design styles, principles and elements of design, proper care of cut flowers, positioning of skeletal flowers and filler cutting and wiring stems, and use of various mechanical aids.
FMKT 1005-501 Sept 26 S 9am-4pm Rm 103 \$99

Quickbooks I 9 hours
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 account payables and receivables. Manage and reconcile bank accounts.
ITSC 1106-502 Sept 19 S 8am-5pm Rm 102 \$89
ITSC 1106-503 Sept 22-24 TTh 2:45-5:45pm Rm 102 \$89

Hunter Education 5 hours
For more information: Call (432) 335-6580 Continuing Education Office. Instructor G. Dunda
ACA 1500-502 Sept 26 S 9am-2pm Rm 101 \$25

Concealed Handgun License Class 5 hours
From more information: Call (432) 335-6837 Christine Williams. Instructor G. Dunda
ACA 1522-501 Oct 17 S 9am-2pm Andrews Shooting Range \$125

Professional Office Skills

147 hours, 14.7 CEUs, \$ 746

Introduction to General Office Skills 39 hours, 3.9 CEUs
Introduction to basic office skills. Students will learn an general overview of office operations. Instructor: Paula Hibbert
POFT 1022-503 Sept 28-Oct 9 M-F 9am-1pm Andrews Center

Workplace Communications 32 hours, 3.2 CEUs
Communication skills as applicable to individuals or groups in the workplace. Includes skills in listening, writing, and verbal/non-verbal communications. Students will learn professional communication skills including: active listening, business writing Instructor: Paula Hibbert
BMGT 1022-502 Oct 12-Nov 3 MT 9am-1pm Andrews Center

Email & Calendaring Software 16 hours, 1.6 CEUs
An introduction to e-mail and calendaring software as a desktop information management tool. Students will learn all aspects of Microsoft Outlook including, email, calendar and tasks. Instructor: Paula Hibbert
ITSW 1030-502 Nov 4-11 WThF 9am-1pm Andrews Center

Medic First Aid, CPR 8 hours, .8 CEUs
Designed for individuals other than healthcare providers or professional rescuers. Instruction in basic life support skills for adult patients experiencing airway obstruction and cardiovascular emergencies. BasicPlus CPR, AED, BBP, and First Aid for Adults. Instructor: Z. Arreola (Price includes book and Medic First Aid card.)
EMSP 1020-554 Aug 17 M 8am-5pm \$91
EMSP 1020-555 Oct 26 M 8am-5pm \$91

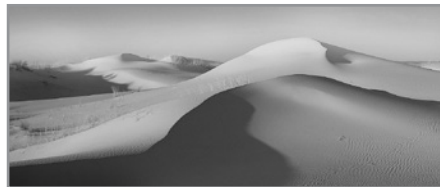
PEC Basic Orientation (SafeLand) 8 hours, .8 CEUs
The PEC Basic Orientation was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements. It provides a basic awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. The majority of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of the course, each student is issued a picture ID with a unique barcode. The student information is then stored in an online database. Instructor: Z. Arreola (Price does not include books and supplies.)
OSHT 1071-556 Sept 17 Th 8am-5pm \$80

Introduction to Computers: Computer Applications I 24 hours, 2.4 CEUs
The class is an introduction to two of the software in the MS Office software suite: Word and PowerPoint. Students will learn the tools common to these and other MS programs, as well as processes such as creating, saving and editing files; formatting, text Instructor: Paula Hibbert
ITSC 1022-503
Oct 21-30 WThF 9am-1pm Andrews Center

Introduction to Customer Service 24 hours, 2.4 CEUs
Introduction of techniques to create excellent customer service. Students will learn the impact customer service has on a business. Dealing with challenging customers, problem solving and resolution will be a strong focus for this class. Instructor: Paula Hibbert
MRKG 1000-502
Nov 9-17 MTThF 9am-1pm Andrews Center

Keyboarding Skills 12 hours, 1.2 CEUs
Skill development in keyboarding. Instructor: Paula Hibbert
POFT 1010-503
Oct 14-16 WThF 9am-1pm Andrews Center

Monahans Center



Cake Decorating 24 hours, 2.4 CEUs
Learn basic cake decorating skills in this beginner's class. Culinary Arts students will need to bring own supplies/materials. Call (432) 335-6580 for details and supplies list. Instructor: Alicia Sanchez
FCTR 1015-501
Oct 3-Nov 7 S 9am-1pm Monahans Center \$144



Learn More. When and where you want!



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.



201 W. University Blvd. • Odessa, TX 79764
Sedate Hall

(The Children's Center is located in the north wing of Sedate Hall, just to the east of the OC Sports Center.)

Children's Center



Now accepting applications and deposits for four-year-olds for August 2015 enrollment

We offer year-round full-time childcare for ages 6 weeks to pre-kindergarten

7am to 6pm • Monday thru Friday

Please come by the center for more information and to tour our facility (anytime except during naptime of 1-3pm).
Closed for Odessa College holidays.

We serve breakfast, lunch and afternoon snack

For more information, call
(432) 335-6480 or (432) 335-6522



Customized TRAINING



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

No matter how many employees you have, Odessa College Continuing Education can help you give them the training they need! For more information, call or visit our website today

(432) 335-6580 • www.odessa.edu/ce





Continuing Education Registration



Registration for Continuing Education is ongoing until the start of class. Early registration, however, is recommended as classes do fill quickly. Registration can be done in the following ways.

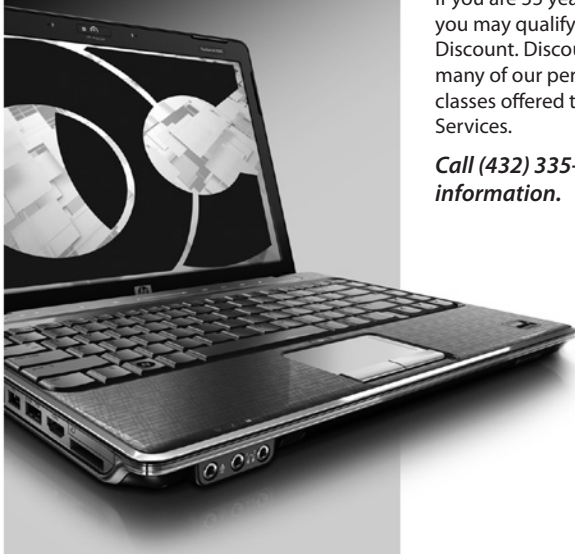


ONLINE NEW

Enrolling in CE classes online is easy!

1. Go to www.odessa.edu/CE.
2. Click the "Register Now" button.
3. Click Register and Pay for Continuing Education Classes.
4. Search for Key Word – Input a word in the title of the class.
5. Click the box on the left next to the class you want to take.
6. Complete the registration information.

*Of course, we can help you!
Call (432) 335-6580*



WALK-IN

Visit the Continuing Education at 101 Deaderick Hall.

Regular hours:

Monday through Thursday,
8am to 5:30pm
Friday, 8am to 1pm

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

FAX

Complete the Registration Form on the CE webpage and fax it to the Continuing Education Office at
(432) 335-6667

EMAIL

Complete the PDF Registration Form (PDF) located on our webpage, attach it to your email and send it to:
taustin@odessa.edu.

ONLINE

Register online at
www.odessa.edu/ce.

Online registration is not available for Driver's Education, Truck Driving, and Health Careers courses where documentation is required.

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.

Call (432) 335-6652 for more information.

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 and Phlebotomy Technician. 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.