IMAGINE YOURSELF
at Odessa College

IMAGÍNESE
en Odessa College
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.
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
Ann Leach, Director
aleach@odessa.edu
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 2000-203  Sept 9  Sa  8am-Noon  GWH 121
ELPT 2000-204  Oct 7  Sa  8am-Noon  GWH 121
ELPT 2000-205  Nov 4  Sa  8am-Noon  GWH 121
ELPT 2000-201  Dec 2  Sa  8am-Noon  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

Plumbing Continuing Education  7 Hours, .7 CEU’s
Discusses changes to state plumbing laws. Information on fixtures, irrigation, storm drainage, and understanding overhead. Fulfills the TSBPE 6-hour requirements. For registration and information call 1 (800) 992-7422 or @ www.phcc-tx.org.
PFPB 2000-202  Aug 26  Sa  7:30am-3:30pm  GWH 128
PFPB 2000-201  Nov 11  Sa  7:30am-3:30pm  GWH 128

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 1004-102  Sep 5-28  TTh  6-8pm  SH 202 $99

Bowl Making 101
(Empty Bowls – Ceramics)
32 Hours
Develop the skill to create functional bowls while doing good for the community! Each year, the West Texas Food Bank has a fundraiser called “Empty Bowls.” Event-goers pay $10 to receive a ceramic bowl along with a bowl of soup, bread, and drink. The bowls created in this class will be donated to the Empty Bowls fundraiser. You will learn pinch, slab, and wheel throwing techniques, as well as the aesthetic and quality of ceramics as art form. Tuition includes all supplies. Instructor: Daiken Asakawa.

ACA 7002-302  Oct 24-Dec 14  TTh  6-8pm  SH 112 $220

Privacy Policy

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

**The Odessa College Dental Assisting Program**

- Is a seven month program including 66 hours of classroom time and 100 clinical hours.
- Provides hands-on learning
- Qualifies students to sit for the Dental Assisting exam to become a Certified Dental Assistant
- Provides a pathway into other healthcare programs at Odessa College

**Day Classes**

Financial Aid Is Available

**Dental Assisting Clinical**

DNTA 1061-101 Jan 16-Mar 9  TBA
Students must complete a drug screening, a background check, and provide all necessary immunizations before classes begin.
Space is limited, so sign up today.
Please contact (432) 335-6539 or email bglover@odessa.edu

**Massage Therapy Program**

650 Hours, 65 CEU’s
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. Program Cost: $2,800

**Anatomy and Physiology for Massage**

96 hours, 9.6 CEU’s
In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75-contact-hour requirement for Anatomy and Physiology for licensure.
MSSG 1013-101  Aug 24-Nov 20  MTh 6-10pm HSB 235

**Health and Hygiene**

24 hours, 2.4 CEU’s
The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships are also included.
MSSG 1009-102  Aug 22-Sept 9  SaSu 1-5pm HSB 235

**Massage Therapy Fundamentals I**

124 Hours, 12.4 CEU’s
Introduction to the theory and the application of skills necessary to perform basic massage skills.
MSSG 2011-107  Aug 26-Dec 18  SaSu 1-5pm HSB 235

**Kinesiology for Massage**

56 hours, 5/6 CEU’s
Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing.
MSSG 2013-104  Sept 12-Nov 18  TF 6-9pm HSB 235

**Business Practices and Professional Ethics**

72 hours, 7.2 CEU’s
The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency.
MSSG 1007-105  Nov 19-Feb 3  SaSu 8am-Noon HSB 235

**Pathology for Massage**

94 hours, 9.4 CEU’s
General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological reactions to disease and injury.
MSSG 2014-106  Nov 27-Mar 1  MTh 6-10pm HSB 235

**Massage Therapy Fundamentals II**

96 hours, 9.6 CEU’s
A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure.
MSSG 2011-107  Jan 6-Mar 8  SaSu 1-5pm HSB 235

**Hydrotherapy/Therapeutic Modalities**

28 hours, 2.8 CEU’s
The use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect.
MSSG 1005-108  Mar 19-Apr 9  MTh 6-10pm HSB 235

**Internship – Massage Therapy/Therapeutic Massage**

56 hours, 5.6 CEU’s
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
MSSG 2086-109  Mar 17-May 5  Sa  TBA HSB 235
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: $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 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 1001-102 Aug 28-Nov 20 MW 6-9pm HSB 222
NURA 1001-103 Aug 29-Nov 16 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 2005-104 Nov 3-13
NURA 2005-105 Nov 3-13

Phlebotomy Technician Program
210 Hours, 21 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 1023-103 Aug 22-Oct 5 TTh 8am-1pm
PLAB 1023-101 Aug 29-Oct 31 TTh 6-9pm

Clinical – Phlebotomy/Phlebotomist
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 the clinical professional.

PLAB 1063-102 Oct 9-Nov 17
PLAB 1063-103 Oct 30-Dec 8

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 1019-101 Sept 11 M 6-10pm HSB 222 $39
EMSP 1019-103 Sept 16 S 9am-1pm HSB 222 $39
EMSP 1019-112 Sept 20 W 6-10pm HSB 222 $39
EMSP 1019-102 Sept 29 F 1-5pm HSB 222 $39
EMSP 1019-107 Oct 7 S 9am-1pm HSB 222 $39
EMSP 1019-108 Oct 9 M 6-10pm HSB 222 $39
EMSP 1019-104 Oct 16 M 6-10pm HSB 222 $39
EMSP 1019-109 Oct 23 M 6-10pm HSB 222 $39
EMSP 1019-105 Nov 6 M 6-10pm HSB 222 $39
EMSP 1019-106 Nov 13 M 6-10pm HSB 222 $39
EMSP 1019-110 Nov 20 M 6-10pm HSB 222 $39
EMSP 1019-111 Nov 27 M 6-10pm HSB 222 $39
EMSP 1019-101 Dec 1 F 1-5pm HSB 222 $39
EMSP 1019-102 Dec 9 S 9am-1pm HSB 222 $39
EMSP 1019-103 Dec 11 M 6-10pm HSB 222 $39

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

Industrial Technology

PACE Academy

Fundamentals of Electricity I
48 hours, 4.8 CEU’s
Instructor: S. Stallings.
ELPT 1019-102 Oct 19-Oct 26 TTh 9am-1pm $407
ELPT 1019-101 Oct 16-Oct 23 TTh 6-10pm $407

Basic Electrical Wiring
48 hours, 4.8 CEU’s
An introduction to the practical installation of wiring on a farm, a mobile home, a swimming pool, telephones, computers, motors, and emergency and standby systems. The course content will also include electrical remodeling, electrical maintenance and troubleshooting, and electrical careers. Textbook: Will be the same as Fundamentals of Electricity I. Instructor: S. Stallings.
ELPT 1000-102 Oct 31-Dec 12 TTh 6-10pm $407
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

Monday, Wednesday, Friday Class
Orientation & Line Skills Fundamentals
48 Hours, 4.8 CEU’s
LNWK 1001-105 Sept 4-22 MW 6-10pm OC West Campus Fri 8am-4pm

Basic Industrial Electricity
32 Hours, 3.2 CEU’s
EECT 1005-106 Sept 25-Oct 13 MW 6-10pm OC West Campus Fri 8am-4pm

Distributions Operations
64 Hours, 6.4 CEU’s
LNWK 1041-107 Oct 16-Nov 10 MW 6-10pm OC West Campus Fri 8am-4pm

Climbing Skills
80 Hours, 8. CEU’s
LNWK 1011-108 Nov 13-Dec 15 MW 6-10pm OC West Campus Fri 8am-4pm

Tuesday, Thursday, Saturday Classes
Orientation & Line Skills Fundamentals
48 Hours, 4.8 CEU’s
LNWK 1001-101 Sept 5-23 TTh 6-10pm OC West Campus Sa 8am-4pm

Basic Industrial Electricity
32 Hours, 3.2 CEU’s
EECT 1005-102 Sept 26-Oct 7 TTh 6-10pm OC West Campus Sa 8am-4pm

Distributions Operations
64 Hours, 6.4 CEU’s
LNWK 1041-103 Oct 10-Nov 14 TTh 6-10pm OC West Campus Sa 8am-4pm

Climbing Skills
80 Hours, 8. CEU’s
LNWK 1011-104 Nov 7-Dec 16 TTh 6-10pm OC West Campus Sa 8am-4pm

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

- **12 Hours, 1.2 CEU's**
- These classes are designed for individuals who are new to the concept of using a keyboard. Focus is placed on basic typing skills, including finger position, posture, and fundamental techniques to becoming a proficient typist. Students will learn how to use the computer keyboard efficiently and effectively.

Excel Level I

- **8 Hours, 0.8 CEU's**
- This course is for those who are new to Excel and want to learn the basics of creating simple formulas, charts, and formatting spreadsheets. By the end of the course, students will be able to navigate the Excel environment, create and edit data, and work with functions and formulas.

Excel Level II

- **8 Hours, 0.8 CEU's**
- This course expands on the basics of Excel, focusing on advanced functions and formulas, creating charts, and formatting documents. Students will learn how to use Excel to automate data analysis and presentation creation.

QuickBooks Level I

- **12 Hours, 1.2 CEU's**
- This course introduces students to QuickBooks, a powerful tool for managing financial transactions. Students will learn how to set up and manage accounts, process transactions, and generate reports. This course is ideal for small business owners, controllers, and bookkeepers.

QuickBooks Level II

- **12 Hours, 1.2 CEU's**
- Building upon the basics, this course delves deeper into advanced functions and applications of QuickBooks. Students will learn how to customize templates, manage payroll, and handle accounts payable and receivable, among other topics.

Emailing & Calendar Software

- **32 Hours, 3.2 CEU's**
- This course teaches the effective use of emailing software, with a focus on professional communication. Students will learn how to compose, send, and manage emails, including managing calendars and scheduling appointments. This course is essential for professionals who need to communicate effectively in the workplace.

Ceramics – Handmade Pottery

- **16 Hours, 1.6 CEU's**
- In this course, students will learn basic pottery techniques to create their own tableware. They will learn how to shape clay, apply glazes, and fire pottery in a kiln. This class is open to beginners and offers a hands-on experience in the art of pottery.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Cost</th>
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<td>DRE 3000-108</td>
<td>Aug 29-Sept 26</td>
<td>5-7pm  M-Th</td>
<td>GWH 1295</td>
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<td>DRE 3000-109</td>
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<td>7-9pm  M-Th</td>
<td>GWH 1295</td>
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<td>DRE 3000-103</td>
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<td>5-7pm  M-Th</td>
<td>GWH 1295</td>
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<tr>
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<td>7-9pm  M-Th</td>
<td>GWH 1295</td>
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<td>DRE 3000-107</td>
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<td>5-7pm  M-Th</td>
<td>GWH 1295</td>
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<tr>
<td>DRE 3000-108</td>
<td>Nov 7-Dec 6</td>
<td>7-9pm  M-Th</td>
<td>GWH 1295</td>
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Call Andrews Business and Technology Center to register:
(432) 523-3300
Courses are taught in Andrews.

QuickBooks I

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

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<th>Cost</th>
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<td>ITSC 1022-510</td>
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<td>8am-5pm  ABTC 104</td>
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<td>ITSC 1022-511</td>
<td>Oct 28</td>
<td>8am-5pm  ABTC 104</td>
<td>$72</td>
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QuickBooks II

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

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<td>ITSC 1043-513</td>
<td>Nov 4</td>
<td>8am-5pm  ABTC 104</td>
<td>$72</td>
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Beginning Bookkeeping

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

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<td>ACNT 1001-510</td>
<td>Sept 9-16</td>
<td>8am-5pm  ABTC 103</td>
<td>$112</td>
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Transportation

Truck Driving Program – Transportation Operator/Professional Truck Driver
160 Hours, 16 CEUs
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 1013-104 Aug 28-Sept 22 M-F 7am-4pm CEAA $4,150
CVOP 1013-101 Sept 25-Oct 20 M-F 7am-4pm CEAA $4,150
CVOP 1013-102 Oct 23-Nov 17 M-F 7am-4pm CEAA $4,150
CVOP 1013-103 Nov 20-Dec 15 M-F 7am-4pm CEAA $4,150

Introduction to Computer Applications

(4-part series or can be taken individually)
Series Cost: $224

Basic Keyboarding 8 Hours, .8 CEUs
Skill development in keyboarding. Instructor: D. Rich
POFT 1010-510 Oct 7 5a 8am-5pm ABTC 102 $72

Word and PowerPoint 8 Hours, .8 CEUs
Learn to use Microsoft Word interface, commands, and features to create, enhance, customize, share and create complex documents, and publish them. In the second part, students will learn to deliver presentations. Instructor: D. Rich
ITSC 1022-514 Oct 21 5a 8am-5pm ABTC 102 $72

Outlook 8 Hours, .8 CEUs
Introduction to email and calendaring software as a desktop information management tool. Students will learn Microsoft Outlook, email, calendar and tasks. Instructor: D. Rich
ITSC 1030-510 Nov 4 5a 8am-5pm ABTC 102 $72

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 1022-515 Nov 18 5a 8am-5pm ABTC 102 $72

CPR for Healthcare Providers

4 Hours, .4CEUs
Instructor: Staff
EMSP 1019-510 Sep 30 5a 9am-1pm ABTC 101 $39
EMSP 1019-511 Oct 28 5a 9am-1pm ABTC 101 $39
EMSP 1019-512 Nov 18 5a 9am-1pm ABTC 101 $39

Cake Decorating I 8 Hours, .8 CEUs
Students will need to bring their own supplies/materials. Call (432) 523-3300 for details and supplies list. Instructor: C. Jones
ACA 1533-510 Oct 7 5a 8am-5pm CEAA $121 $64

Cake Decorating II 8 Hours, .8 CEUs
Students will need to bring their own supplies/materials. Call (432) 523-3300 for details and supplies list. Instructor: C. Jones
ACA 1533-511 Nov 4 5a 8am-5pm CEAA $121 $64
Phlebotomy Technician Program
210 Hours, 21 CEU’s
Prepares students as phlebotomists. After completion, students will take the American Society of Clinical Pathology (ASCP) National examination for Phlebotomy Technicians. Course fee excludes the requirement to take the exam. Students will rotate in labs to gain experience to complete clinical placement.

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 1023-540 Aug 22-Oct 24 TTh 6-9pm

Clinical – Phlebotomy/Phlebotomist
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 the clinical professional.

PLAB 1063-541 Oct 23-Dec 2

Certified Nurse Aide (CNA) Program
112 Hours, 10 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 1001-541 Aug 28-Oct 19 M-Th 9-11am

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 enabling students to apply specialized occupational theory, skills, and concepts. Direct instructor supervision. Students must complete 40 hours in a long-term care facility. Upon completion, student can sit final exam by Pearson Vue. It is his/her responsibility to register with Pearson Vue for their examination.

NURA 2005-542 Oct 10-25 M-Th 1-5pm

License to Carry 5 Hours plus Range Time
Training course required by the Texas Department of Public Safety. Covers gun laws, use of force, non-violent dispute resolution, handgun use, and safe and proper storage of handguns and ammunition. Includes handgun proficiency test and final exam.

CRPE 3106-01 Aug 12 Sa 9am-2pm SCB5 $100
CRPE 3106-02 Oct 21 Sa 9am-2pm SCB5 $100
CRPE 3106-03 Nov 18 Sa 9am-2pm SCB5 $100
CRPE 3106-04 Sep 16 Sa 9am-2pm SCB5 $100

Hunter Education Training Course
6 Hours plus Range Time
Training course required by the Texas Department of Parks and Wildlife which covers the core competencies of firearm and hunting safety, hunting ethics, and wildlife conservation. Course also includes a final exam and range time.

CRPE 3115-01 Aug 26 Sa 8am-5pm SCB5 $25
CRPE 3115-02 Sep 9 Sa 8am-5pm SCB5 $25

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

Session I
Returning Students
Registration: Aug 7-10
Returning Students Testing & Orientation: Aug 14-18
New Students
Registration: Aug 14-17
New Students Testing & Orientation: Aug 21-24
Classes: Aug 28-Oct 19

Session II
Registration and Testing: Oct 9-12
Orientation: Oct 16-20
Classes: Oct 23-Dec 14

Session III
Registration and Testing: Jan 3-5, 2018
Orientation: Jan 8-12, 2018
Classes: Jan 16-March 8, 2018

Session IV
Registration and Testing: Febr 26-Mar 1, 2018
Orientation: Mar 5-9, 2018
Classes: Mar 19-May 10, 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
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.

Every student takes both tests in order to determine the class level in which the student will be placed. There are six distinct levels of English instruction in this program, and once the student has mastered the requirements for their current level, they will advance to the next level. In order to register, students must visit or call the Transitional Learning Center and schedule an appointment for testing. Students interested in enrolling must register themselves.

In addition to the ESL program, 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 have a Social Security Card, please bring it with you to Oral Testing. 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.

First Registration
Registration Dates: Aug 1, 2, 3
Oral Testing: Aug 3, 7, and 8
Literacy Test: Aug 9 and 10
Classes: Aug 21-Dec 14

Second 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

Requisitos de registro y pruebas:
Una forma oficial 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 usted tiene una tarjeta de Seguro Social, por favor presentela el día de la prueba oral. 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.

Primera Registración
Fecha de Registración: agosto 1, 2, 3
Prueba Oral: agosto 3, 7, 8
Prueba de Escritura: agosto 9 y 10
Horario de clases: agosto 21-dic 14

Segunda Registración
Fecha de Registración: dic 11, 12, 13, 14
Prueba Oral: enero 8, 9, y 10, 2018
Prueba de Escritura: enero 11 y 15, 2018
Horario de clases: enero 22-abr 11, 2018
Train your workforce. Power your business.

Customized 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 create 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.

**OSH201 Hazardous Materials**
- 32 Hours, 3.2 CEU's
- Aug 28-31 M-Th 8am-5pm GWH 121

**OSH226 Permit Required Confined Space Entry**
- 31 Hours, 3.1 CEU's
- Sept 12-15 T-F 8am-5pm GWH 121

**OSH204 Machinery & Machine Guarding**
- 31 Hours, 3.1 CEU's
- Sept 19-22 T-F 8am-5pm GWH 121

**OSH225 Principles of Ergonomics**
- 23 Hours, 2.3 CEU's
- Oct 17-19 T-Th 8am-5pm GWH 121

**OSH784 Recordkeeping Rules Seminar**
- 4 Hours, .4 CEU's
- Oct 20 F 8am-12pm GWH 121

**OSH510 Occupational Safety & Health Standards for the Construction Industry**
- 31 Hours, 3.1 CEU's
- Nov 7-10 T-F 8am-5pm GWH 121

**OSH511 Occupational Safety & Health Standards for the General Industry**
- 31 Hours, 3.1 CEU's
- Nov 14-17 T-F 8am-5pm GWH 121

For information and registration, please go to teexsafety.org

OR CALL (800) 723-3811
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

For more information, call
(432) 335-6480 or
(432) 335-6482
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.
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 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
Electrical Lineman
PROGRAM

Cost: $4,800
(Includes all materials)
Class begins: September 4th
Payment Plans Available

IMAGINE
yourself
at ODDESSA COLLEGE
For registration call
(432) 335-6580

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