

SPRING 2021

OUR WWRK CONTINUES





























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Contact Information

CE Office: (432) 335-6580 Office: 2714 Robertson Ave. Gregory D. Williams Hall

Louis Gonzales
Associate Dean of Continuing Education

www.odessa.edu/community/ce



Scan the QR code to access
Continuing Education web pages



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 online 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.



All offerings in this schedule are subject to restrictions and/or guidelines issued by local, state and national government entities in response to the COVID-19 pandemic. Accordingly, please be aware that classes, courses and/or programs may be modified or postponed as Odessa College determines what is necessary to remain in compliance with such restrictions or guidelines.

Contact the Odessa College Continuing Education office for the most current updates on the status of classes and programs.

Odessa College Continuing Education (432) 335-6580











Continuing Education (CE) FAQs

Are there any special requirements to register for CE classes?

Some CE classes do have special requirements, and, therefore, you must register in person.

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 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.

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 class for most courses or until the class fills. Early registration is encouraged as some classes fill quickly. Classes may be cancelled if minimum enrollment is not met.

Extension Sites

Andrews
Andrews Business and
Technology Center
Kami Hyer, Director
kyer@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

Samuel Anchondo, Director sanchondo@odessa.edu 1000 S. Eddy

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

How do I pay for a class?

Payment is due upon registration. If a student wishes to set up as Payment Plan for their course, they have 24 hours after registering to do so or they will be un-enrolled and removed from the class. Students may pay in person by Cash, check. Credit/debit card, or by phone using a debit/ credit card. Students who enroll by email or fax will be called after enrollment to allow them to pay for the class in full or set up a payment plan with Student Accounts. Some tuition assistance is available through CE Scholarships and Workforce Solutions of the Permian Basin for those who qualify. Call 432-335-6580 for more information.

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).



REGISTRATION

Registration for Continuing Education is ongoing until the start of class.

Early registration, however, is recommended as classes do fill quickly.

Call (432) 335-6580

Refund Policy

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

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

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

Payment Plans

Payment plans are available for most programs. Students who wish to use this option will need to inform Continuing Education at enrollment. They will be instructed then on how to proceed with Student Accounts. An Enrollment Fee that will not exceed \$30 is required at that time. For more Information please contact Student Accounts at (432) 335-6407.

For more information, please contact the Student Accounts Office at (432) 335-6407

WALK-IN

Visit Continuing Education in Gregory D. Williams Hall 2714 Robertson Ave Odessa, TX

(432) 335-6580

Regular hours:

Monday through Thursday 8am to 5:30pm

Friday - 8am to 1pm

Senior Citizen Discount

If you are 65 years of age or older, you may qualify for a Senior Citizens Discount for Continuing Education Community classes. For more information call (432) 335-6580.

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 St. Pecos, TX (432) 335-6806 Monahans Center 806 S. Dwight Monahans, TX (432) 335-6390









FREE TRAINING SING SIN

Do you have a small business with 99 or less employees?

You may be eligible for free training through Odessa College.

Opportunities through Workforce Trainings:

- Customer Service
- Automotive
- Diesel Mechanics
- Crane Training
- Forklift Training
- · Lean Six Sigma

- Supervisor Development
- Total Production Maintenance
- Logistics of Inventory Control
- Standard Work & Cellular/ Flow Manufacturing
- Lean Manufacturing

Contact: Kristi Pruitt kpruitt@odessa.edu

(432) 335-6816

Scan the QR code to access more information about workforce training on the Website.



ODESSA ELECTRICAL LINEMAN COLLEGE CERTIFICATION



To register, call the Continuing Education Office at (432) 335-6575



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.

Our flexible class schedule allows for employees to complete training while maintaining a job.







JAN 11 - MAY 1

MON - WED

6PM - 10PM

SAT: 8AM - 4PM

OUR WORK CONTINUES





Classes: Monday-Thursday: 7:30am-5:30pm and Friday: 8am-1pm

According to American Trucking Association, over half a million drivers are needed each year for the next decade. With the growth of the Transportation Industry, there is a high demand for professional truck drivers.

Odessa College offers a five-week course of classroom instruction, basic street driving, and application of skills used in the operation of a tractor-trailer. Starting salaries for long-distance professional truck drivers can average \$45,000 per year.

Our classes, which consist of up to 200 hours, include classroom and behind-the-wheel instruction, as well as screening to help qualify our trained drivers for employment. Students who successfully complete the entire course will receive a certificate of completion and be qualified to secure an entry-level job as a Commercial Motor Vehicle driver.

Odessa College does not guarantee that the Texas Department of Public Safety will issue a license. Students will have up to 200 hours of training and will have the opportunity to talk with visiting recruiters for possible employment.

COST:

Applicants for the program must successfully complete a pre-employment screening (fee is included in tuition) which includes Department of Transportation physical, drug screen, moving violation report and CDL application. The total cost of this program is \$4,150.

REQUIREMENTS:

Applicants must have a high school diploma, GED, or pass an assessment test and must be 18 years of age or older.

For more information or an appointment with program recruiter William Church, call the OC Truck Driving Academy Office at (432) 335-6575.

Classes

Jan 11 - Feb 12

Feb 15 - Mar 26

Mar 29 - Apr 30

May 3 - June 4

June 7 - July 9





Sewell AUTOTECH CENTER

2425 E. 8th Street











The Barber Crossover Program is for licensed Cosmetologists only

It consists of 300 hours of barbering for students to become dual licensed. Students must bring a copy of their current Cosmetology license to the Department Chair of Cosmetology for admission into the program.

Program topics include men's hair-cutting, shaving, facials and the men's manicure and other TDLR-mandated curricula in order to pass the TDLR licensing exam for a Class A Barber.

Jan 11 - Mar 24 Mar 29 - May 27

Part-time Classes • M-Th • 5-9 pm

Cosmetology Bldg • Tuition: \$1,500

*Valid cosmetology license required



For more information, call Rachel Galindo (432) 335-6575















TEXAS A&M ENGINEERING





EXTENSION SERVICE

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.

Introduction to Incident [Accident] Investigation (OSHA #7505)

Jan 19 - Jan 20 T-W

Introduction to Safety and Health Management (OSHA #7500)

Jan 21 T

Recordkeeping Rule Seminar (OSHA #7845)

Jan 22 F

Trainer Course in Occupational Safety and Health Standards for General Industry (OSHA #501)

Feb 1 - Feb 4 M-Th

Respiratory Protection (OSHA #2225)

Feb 15 - Feb 18 M-Th

For pricing and to register, please call

(800) 723-3811

or visit

teexsafety.org

Electrical Standards (OSHA #3095)

Mar 22 - Mar 25 M-Th

OSHA Guide to Industrial Hygiene (OSHA #521)

Apr 19 - Apr 22 M-Th

Principles of Ergonomics (OSHA #2255)

May 10 - May 12 M-W

Machinery and Machine Guarding Standards (OSHA #2045)

May 24 - May 27 M-Th

Fall Protection (OSHA #3115)

July 6 - July 8 T-Th



Scan the QR code to access the Workforce Training website.

Safety and Rescue Training

Courses require a minimum of six candidates, who <u>must</u> be in good physical condition and have an aptitude for working at heights. Specific equipment will be needed for some courses. Courses are based on the written curriculum of Rescue Training International.









Industrial Rope Rescue Technician

This 50-hour course covers the two-rope rescue system, including fixed rope, top and bottom rope belay systems, redirecting anchors, pickoffs, mechanical advantage systems, ascending and descending past knots, mid-line transfers (aid climb rescues), Tripod and A-Frame Operations, patient packaging, troubleshooting on ropes and diagonal tension lines.

Confined Space Rescue Technician

A 60-hour course from Rescue Training International designed for those personnel who may enter a confined space for rescue operations. This course covers the planning, hazard mediation and execution of confined space rescues in horizontal and vertical vessels. Attendees also will receive training as a Rope Rescue – Operations Level Technician and Confined Space Authorized Entrant as mandated by OSHA regulations and the NFPA 1006, Chapter 7.2.

Confined Space Rescue – Horizontal Rescue Only

A one-day course covering the provisions of the NFPA 1006, Sections 7.2.9 through 7.2.11. This course satisfies the requirements for the Tier 2 System rating of Occidental Petroleum.

Vertical Rescue Technician – Level 1 (No Prerequisite)

A 20-hour Basic Level course for Fire Department personnel, the VRT1 course covers basic rappelling, ascending, rescue rigging and equipment needed in rescue operations.

Vertical Rescue Technician – Level 2 (Prerequisite VRT1)

A 20-hour Intermediate Level course for Fire Departments, the VRT2 course covers Access, Stabilize and quick Transport. Topics include double rope belays, mechanical advantage, ascending changeover, victim harnesses, advanced anchors, rescue baskets, patient packaging, load releasing hitches, slope evacuations, night skills and knot passing on line.

Vertical Rescue Technician – Level 3 (Prerequisite VRT 2)

A 20-hour Advanced Level course for Fire Departments, the VRT3 course covers Stabilize and Transport of the more substantial injured, haul systems, vertical rescue baskets, high line options, patient /rescuer on line and advanced scenarios.

Window Washer Technician Course – Basic (Prerequisite – None)

A 10-hour course from Rescue Training International for those who may provide cleaning and maintenance services while working at heights. This course only certifies the attendee for window wishing job assignments and covers self-rescue procedures only.

Working at Heights

A 50-hour course designed for those who may work at heights for painting, inspections, installations and other work assignments while on rope systems, and includes rescue techniques: Two Rope Systems, JSA / Risk Assessments, Ascending, Descending, Re-Belays, Deviations and Rope to Rope Transfers and Pickoffs of a Suspended Person. On the final day, skills evaluations are completed based on scenarios given by the Instructor.

Working at Heights Rescue the Rescuer (Prerequisite – Working at Heights)

Additional 30-hour course designed for rescuing a fellow rescuer through ropes systems that are constructed, such as Re-Belays, Rope-to-Rope Transfers and Deviations.

Community Basic Rappelling (Prerequisite: 18 or over, 130-310 pounds, good physical condition)

An eight-hour community oriented course for members of the general public to learn the basic elements of rappelling. Knots, equipment and rigging of rope systems are completed in the morning, then after lunch attendees spend the day rappelling off the campus Rappel Tower on multiple devices. No more than four attendees, and attendees must provide their own certified safety helmet and gloves.

Customized Training can be completed for companies or teams that have specific job assignments.

For more information, call Rachel Galindo (432) 335-6575

HVAC-R I & II





HVAC-RI

HVAC-R is a fast-growing industry with advances in technology and construction.

HVAC-R I prepares students for an entry-level position in the field by providing the theory as well as hands-on applications for service, construction, repair, and troubleshooting.

Students will sit for the EPA Section 608 exam, which is included in the cost of tuition.

Jan 11 - Mar 3 M&W 6pm - 10pm

HVAC-RII

HVAC-R II continues to prepare students for an entry-level position in the field by providing advanced theory and hands-on experience for service, construction, repair, and troubleshooting.

Mar 22 - May 12 M&W 6pm - 10pm

Coming Spring 2021

*Payment plans available through Student Services



For more information, call Rachel Galindo (432) 335-6575



Law Enforcement Academy Coming Spring 2021

Applications Available Now





- Possess High School Diploma, (or G.E.D.)
- . Be 21 before graduation from the Academy
- . Be a United States citizen
- Currently not be and never have been on court-ordered community supervision or probation for any criminal offense above a Class B Misdemeanor within the last 10 years
- Not be currently under indictment for any criminal offense
- · Never have been convicted of any family violence offense
- Not be prohibited by state or federal law from operating a motor vehicle
- Not be prohibited by state or federal law from possessing firearms or ammunition
- Never have been convicted of, pled guilty to, or received court-ordered probation, nor have received a deferred, adjudicated, or un-adjudicated sentence for any felony offense
- Not have been discharged from military service under less than honorable conditions





Law Enforcement Training Academy 201 W. University Blvd. • Odessa, Texas (432) 335-6314 • www.odessa.edu

ODESSA COLLEGE

Computer Technology, Professional Office Skills & Professional Development —COMING SPRING 2021—







Excel Level I

Tuition: \$150

Learn to create basic formulas, charts, and format spreadsheets. Navigate the Excel environment, enter and edit data, and work with functions and formulas.

Excel Level II

Tuition: \$150

Learn to format cells such as merging cells, wrap text, shading, and many other functions. Students will also study exporting and importing data from other Microsoft Office applications.

QuickBooks Level I

Tuition: \$150

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.

QuickBooks Level II

Tuition: \$150

Dive deeper into the advanced functions and applications of QuickBooks! Learn how to customize the look of templates and create reports and graphs; balance credit card accounts; work with assets, liability and equity accounts; track and pay sales tax; set up a payroll system; and pay government liability taxes. Also, learn QuickBooks in conjunction with the Internet to handle online banking transactions.

Microsoft Office Suite

Tuition: \$150 per course

Microsoft Office is one of the most popular and widely used software programs. Learn how to use Excel, Word, PowerPoint, Access, Outlook, OneNote, and Publisher. Take a single introductory class or bundle multiple classes into a course package.

Google Suite

Tuition: \$150 per course Familiarize yourself with all Google has to offer. Learn how to use Gmail, Calendar, Drive, Docs, Sheets, Slides, and Forms. Take a single introductory class or bundle multiple classes into a

course package.



Follow the Odessa College Continuing Education Facebook page for more information!













Customer Service Training



From receptionists to CEOs, every member of your team needs to have effective Customer Service skills.

This course is designed to utilize various learning techniques and simulations that will build confidence and skills to respond appropriately in almost any situation.

Skills such as active listening, clear communication and boundaries, positive language patterns, empathy in a workplace, and adaptability will be discussed and practiced during the class.

Class time: 9am-5pm

Classes

January 12	March 18
January 28	March 30
February 5	April 9
February 15	April 20
March 2	May 4

NOTE: Dates are subject to change. We can add dates or move dates based on demand.

For more information, contact us
Odessa College Continuing Education

(432) 335-6580





Texas Mutual Safety Institute

Texas Mutual Insurance Company has awarded a \$100,000 grant to Odessa College to fund workplace safety courses for employers, workers and the general public. Texas Mutual is the state's leading provider of workers' compensation insurance. They began this commitment to safety education at state colleges 20 years ago and has since awarded \$7.6 million in safety education grants.

Veriforce Safeland

Our PEC Safeland course is an employee training that covers workplace safety hazards. While it is not a comprehensive training course, it can provide basic safety training and awareness to employees.

8am - 5pm

Jan 11	Mar 15
Jan 25	Apr 12
Feb 8	Apr 19
Feb 22	May 10
Mar 1	May 24

Veriforce Safeland Refresher

This training course is designed for employees who have previously completed the Veriforce Safeland course. Employees will receive a refresher course on basic safety and workplace safety.

Medic First Aid/CPR

Trainees will receive comprehensive training on how to perform cardiopulmonary resuscitation and perform basic first aid practices. Trainees will learn how to use an automated external defibrillator and protect themselves and others from bloodborne pathogens. This is a hands-on training with activities and exercises designed to provide real-life experience.

1pm - 5pm

Jan 13	Mar 17
Jan 27	Apr 14
Feb 10	Apr 21
Feb 24	May 12
Mar 3	May 26

Veriforce H2S Clear

This program is for employees who may be exposed to any concentration of H2S. The training covers exposure limits, properties, characteristics of the gas, symptoms of exposure, monitoring, and the necessary respiratory protections.

8am - 12pm

Jan 13	Mar 17
Jan 27	Apr 14
Feb 10	Apr 21
Feb 24	May 12
Mar 3	May 26

H2S Certification (ANSI 2390)

This training is based on ANSI and Railroad Commission requirements for employees who may be exposed to any concentration of H2S. The training covers exposure limits, properties, characteristics of the gas, symptoms of exposure, monitoring, and the necessary respiratory protections. Meets all requirements for actual certification.

DOT Safety Training

7 hours - 9am - 4pm

Topics covered in this course are

- Emergency Response Guidebook
- · Hazardous Materials Awareness
- · Illness/Fatigue
- Drugs/Alcohol
- Safe Loading
- · Railroad Crossings
- Seatbelts
- Emergency Signals/Stopped Vehicles
- · Registration and Operation Authority
- · Inter-vs. Intrastate Registration and Authority
- · Hours of Service Drivers

Jan 14	Mar 16
Jan 29	Mar 26
Feb 9	Apr 13
Feb 18	Apr 23
Mar 5	May 7

Courses offered continuously and by request.

For more information or assistance with scheduling and registration contact Rachel Galindo at (432) 335-6575 or ragalindo@odessa.edu.

odessa.edu/community/ce



DOT COMPLIANCE TRAINING

Offered Free of Charge to the Community —THANKS TO— Texas Mutual Insurance

Saturday

January 9

January 23

February 6

February 20

March 6

March 20

April 10

April 24

May 8

May 22

7 hours - 9am to 4pm

Topics include:

- Illness/Fatigue
- Drugs/Alcohol
- Safe Loading
- Railroad Crossings
- Seatbelts
- Emergency Signals/ Stopped Vehicles
- Registration and Operating Authority
- Inter vs. Intrastate Registration and Authority
- A Brief Overview of Hazardous Materials
- Hours of Service Drivers

For more information, contact
Rachel Galindo (432) 335-6575

Health Careers





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 a few requirements that must be met at the time of registration. All Health Careers 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.

In response to COVID-19, the Health Careers Pre-Registration process has been moved to a Document Tracking Service called COMPLIO! The Bundle package includes the required Document Tracking, Background Check, and Drug Screen costs required for enrollment in a Continuing Education Health Careers courses. This pre-registration service will cost \$95 for Odessa residents and \$107 for students in Extension Sites. Checklists as well a COMPLIO Student User Guide indicating the required documentation is available on the Continuing Education Health Careers program website which can be accessed through the QR Code below. Please review COMPLIO's refund policy prior to purchase. Students will need to be compliant in the American DataBank Complio system to enroll in a Health Careers course.

Do I need to pass any tests before I register?

In addition to the above, students are required to provide a copy of their TSI results and should score 342 or higher. Equivalents to the TSI will be accepted. Some programs may need a GED to meet licensing requirements. This program requires students have completed a current hands-on CPR course, Basic Life Support (BLS) for Healthcare Providers (HCP) preferred.



Scan the QR code to access the Health Careers website.

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 obtaining compliance in the American DataBank Complio system. This pre-registration service will cost \$95 for Odessa residents and \$107 for students in Extension Sites. The Bundle package includes the required Document Tracking, Background Check, and Drug Screen costs required for enrollment in a Continuing Education Health Careers course.

Textbooks, eBooks, or digital course content, uniform(s), travel costs, TSI Reading test, CPR course, health insurance, immunizations, and professional equipment may be required outside of the cost of tuition. The Health Careers program specific website will indicate these requirements. Additionally, students will be notified at registration.

Required textbooks, eBooks, and digital course content are available at the Odessa College Campus Bookstore (432) 335-6654 and through online distributed learning content. Please refer to the textbook list on the Health Careers website for more information.

What happens after I finish the program?

Course completion does not guarantee state or national certification or 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. A digital Certificate of Completion will uploaded to the students COMPLIO account when the student has completed all Health Careers programs requirements.

How do I register?

The current process for registration is as follows:

- After becoming compliant in the COMPLIO system, the student will call CE at (432) 335-6580 to enroll.
- Register for the desired Health Careers PROGRAM
- Pay for the selected PROGRAM and Course Fees, or make payment arrangements. Some scholarships are available AND must be requested at registration. You will need to provide a copy of your W2 with the scholarship application.
- Once payment or payment arrangement has been established, you will receive course-related information from a Continuing Education Customer Service Representative.



Lifesaving skills of respiratory and cardiac emergencies involving all people.

Designed to be repeated multiple times to improve proficiency for healthcare providers and professional rescuers.





Odessa College is a designated American Heart Association (AHA) Training Center. The Basic Life Support for Health Care Providers (BLS HCP) course is specifically for healthcare providers and professional rescuers. The four-hour class will cover Cardio Pulmonary Resuscitation (CPR) and the Automated External Defibrillator (AED). Additionally, this course will provide students with life savings skills not only for adults but for children and infants.

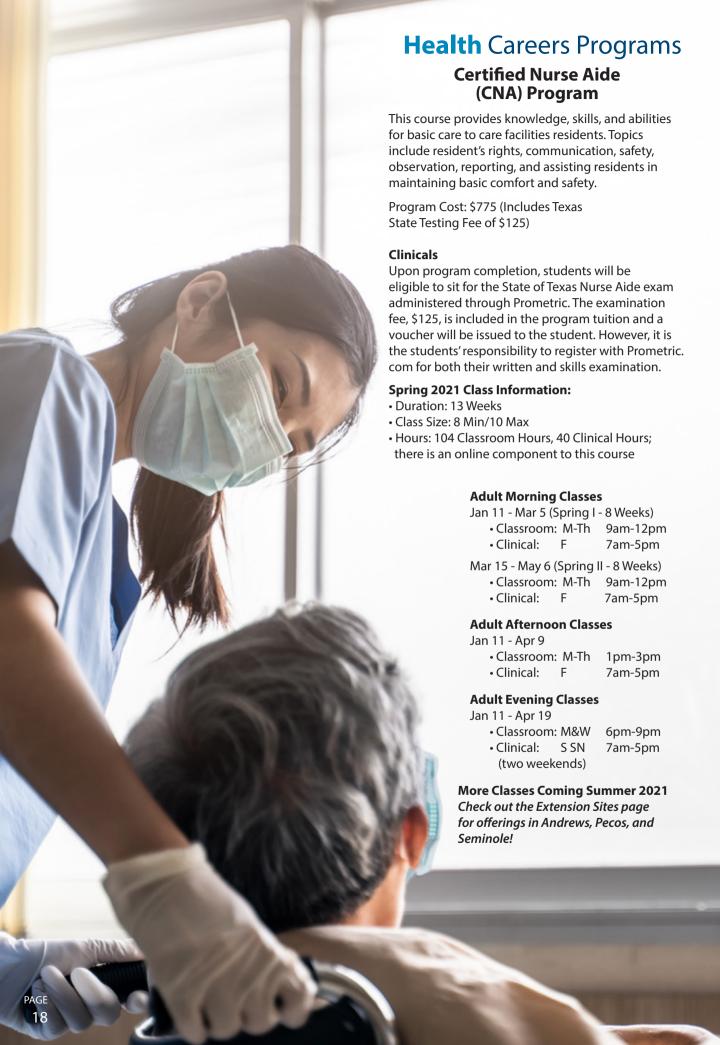
You must be at least 9 years old to take the course. A parent must be present in the building for all non-Odessa College students under the age of 16 years. The parent may not assist the student in the written or skills assessments. Children not enrolled in a class will not be admitted. The CPR class and exam are administered in English. Students may be able to bring a translator to the class with prior approval from the director.

Cost: \$60
Scan the OR Code to see available class dates

Coming Soon!

Advanced Cardiovascular Life Support (ACLS) and Pediatric Advanced Life Support (PALS) classes!

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





Phlebotomy



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. (Some work will be completed online.)

Duration: 13 Weeks

Class size: 10 Min/15 Max

 Cost: \$795 (\$120 AMT RPT Exam Fee Included)

 Hours: 108 Classroom and Skills Lab Hours with an online component to this course

AMT Accredited

Adult Evening Class

Jan 11 - May 6

· Classroom: T&Th 6pm-9pm

· No Clinical Externship

NEW SATURDAY PHLEBOTOMY CLASS! Adult Saturday Morning Class

Jan 16 - May 1

Classroom: Sat 8am-1pm

No Clinical Externship

More Classes Coming Summer 2021
Check out the Extension Sites page for offerings in Andrews and Pecos!

Medical Laboratory Assistant



A Medical Laboratory Assistant will perform various tasks to support the laboratory technical staff, including blood specimen collection, specimen procurement, specimen processing, lab testing, send outs and the maintenance of quality assurance records. The individual will work collaboratively with all patients in accordance with department.

The Lab Assistant will also be able to receive and process samples to identify suitability, prepare samples for testing using various types of laboratory equipment, perform waived and low complexity laboratory testing, prepare and maintain accurate laboratory records, label specimens accurately and distribute them to the appropriate department, perform quality control as directed by the Laboratory Manager, clean and maintain work area and all lab equipment and supplies. The student will receive a digital certificate of completion unless otherwise requested.

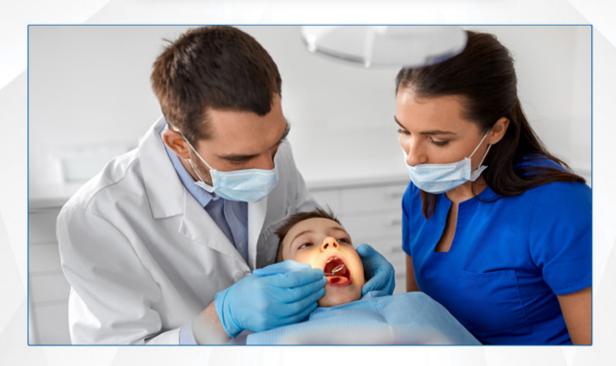
Students must currently be a phlebotomist, have phlebotomy experience, or have completed a Phlebotomy program prior to enrolling in this course.

- Adult Classes
 Jan 12 Aug 26
- Class size: 8 Min/10 Max
- Cost: \$4,500 (\$120 AMT CMLA Exam Fee Included)
- AMT Accredited
- Admission Requirement: Phlebotomist

- Duration: 9 Months
- Hours:

432 Classroom & Skills Lab Hours 120 Hours Practicum Externship 552 Total Hours Course has an online component

Dental Assisting



This program teaches the essential functions of dental assisting and develops a strong background in the care and restoration of the oral cavity and a working knowledge of all chairside and laboratory equipment and the care associated with it.

Adult Evening Class

Jan 11 - May 5

M&W • 6pm-9pm This course has an online component

No Clinical Externship

Jan 12- May 6

T&Th • 6pm-9pm This course has an online component

No Clinical Externship

Duration: 16 Weeks

• Class size: 10 Min/15 Max

• Cost: \$3,200 (\$120 AMT RPT

Exam Fee Included)

Hours: 108 Classroom

& Skills Lab Hours

AMT Accredited





This program will prepare students with the essential job skills needed to work as a medical assistant in an outpatient clinic. The student will learn to perform administrative and clinical duties. Medical assisting is one of the nation's fastest growing careers, according to the United States Bureau of Labor Statistics.

Clinical Medical Assisting Internship

A health-related, work-based learning experience that enables students to utilize the skills learned in the classroom in real-world applications.

Direct supervision is provided by the internship site. After successful completion of the internship, the student may sit for the national certification exam.

Adult Evening Classes

Jan 11 - Sept 15

M&W 1pm-5pm

With an online component to this course

Duration: 9 Months

622 Classroom & Skills Lab Hours 160 Hour Practicum - Clinical Externship 782 Total Hours

Class size: 8 Min/14 Max

Cost: \$3,882 (\$120 AMT RMA

Exam Fee Included)

AMT Accredited

More Classes on the Extension Sites page for offerings in Andrews and Pecos!

CONTINUING EDUCATION Massage Therapy



Become a massage therapist and provide a service that is on the rise. The benefits of a massage have positive psychological effects, helping to reduce the effects of stress and tension in the body. Work in a group or set up your own business.

Adult Evening Classes

Oct 19 - Jun 26

MTWTH 6pm-10pm

With an online component

to this course

Duration: 9 Months

Hours: 500 Classroom Hours,

50 Internship Hours

Class size: 8 Min/12 Max

Cost: \$4,000

NCBTMB Accredited

Clinical Internship:

Sat8am-5pm

Alternating groups every other weekend, participation in community events may be required

Classes starting again August 2021!

ANDREWS CENTER



Andrews Business and Technology Center (ABTC) HEALTH CAREERS PROGRAMS

201 NW Ave D, Andrews, TX (432) 523-3300

Andrews Certified Nurse Aide (CNA) Program

13 Weeks – Class Size: 8 Min/10 Max Cost: \$775 (Includes Texas State Testing Fee of \$125) 104 Classroom Hours, 40 Clinical Hours This course has an online component

Adult Evening Classes

Jan 11 - Apr 19 M&W 6pm-9pm Clinical: S SN 7am-5pm (two weekends)

Andrews Phlebotomy

13 Weeks – Class size: 10 Min/15 Max
Cost: \$795 (\$120 AMT RPT Exam Fee Included)
108 Classroom & Skills Lab Hours
This course has an online component

AMT Accredited

Adult Evening Class
Jan 12 - May 6 T&Th 6pm-9pm
No Clinical Externship

Andrews Medical Assisting 9 Months - Class size: 8 Min/14 Max

622 Classroom & Skills Lab Hours
160 - Hour Practicum
Clinical Externship
782 Total Hours
Cost: \$3,882 (\$120 AMT RMA Exam Fee Included)
AMT Accredited

Adult Afternoon Classes

Jan 11 - Sept 15 M&W 9am-1pm
This course has an online component
Clinical Externship: 160-hour Practicum

Andrews Pharmacy Technician

16 Weeks - Class size: 6 Min/14 Max
Cost: \$1440 (\$129 Pharmacy Technician
Certification Exam® (PTCE®) Fee Included)
192 Classroom & Skills Lab Hours
This course has an online component
PTCB Recognized

Adult Evening Class

Jan 12 - May 6 T&Th 6pm-9pm This course has an online component No Clinical Externship

ODESSA COLLEGE PECOS CENTER



Pecos Extension Center HEALTH CAREERS PROGRAMS

1000 S. Eddy, Pecos, TX (432) 445-5535

Pecos Certified Nurse Aide (CNA) Program

13 Weeks - Class Size: 8 Min/10 Max

Cost: \$775 (Includes Texas State Testing Fee of \$125)

104 Classroom Hours, 40 Clinical Hours
This course has an online component

Adult Evening Classes

Jan 11 - Apr 19 M&W 6pm-9pm

Clinical: S SN 7am-5pm (two weekends)

Pecos Phlebotomy

13 Weeks - Class size: 10 Min/15 Max

Cost: \$795 (\$120 AMT RPT Exam Fee Included)

108 Classroom & Skills Lab Hours

This course has an online component

AMT Accredited

Adult Evening Class

Jan 12 - May 6 T&Th 6pm-9pm

No Clinical Externship

Pecos Medical Assisting

9 Months - Class size: 8 Min/14 Max

622 Classroom & Skills Lab Hours:

160-Hour Practicum

Clinical Externship

782 Total Hours

Cost: \$3,882 (\$120 AMT RMA Exam Fee Included)

AMT Accredited

Adult Afternoon Classes

Jan 11 - Sept 15 M&W 9am-1pm This course has an online component

Clinical Externship: 160-hour Practicum

Pecos Pharmacy Technician

16 Weeks - Class size: 6 Min/14 Max

Cost: \$1440 (\$129 Pharmacy Technician

Certification Exam® (PTCE®) Fee Included)

192 Classroom & Skills Lab Hours

This course has an online component

PTCB Recognized

Adult Evening Class

Jan 12 - May 6 T&Th 6pm-9pm

This course has an online component

No Clinical Externship

SEMINOLE CENTER

Seminole Health Careers Programs 700 SW Ave. C, Seminole, TX

(432) 335.6580



Seminole Certified Nurse Aide (CNA) Program

Duration: 9 Weeks Class Size: 8 Min/10 Max

Cost: \$775 (Includes Texas State Testing Fee of \$125)

104 Classroom Hours, 40 Clinical Hours This course has an online component

Adult Afternoon Classes

Jan 11 - Mar 11 M-TH 4pm-6pm

Clinical: S SN 7am-5pm (two weekends)

Monahans Classes Coming Soon!



OUR WYRK CONTINUES

Emergency Medical Services EMS

Paramedic Certification Renewal/Refresher

Face to Face CE – 32 hrs Distributive CE – 16 hrs

Total: 48 Hrs

Tuesday or Thursday classes for 8 weeks. Student can pick which day is most convenient for them.

10 person cap per 8-week course

Hours can be used to help fulfill:

- National Registry Emergency Medical Technicians Paramedic Renewal
- Texas State Paramedic Certification Renewal
- 48-hour refresher course for NREMT certification testing.

Upcoming Class Dates:

Jan 12 - March 2 | Tuesday | 5pm-10pm | \$340 Jan 14 - April 4 | Thursday | 5pm-10pm | \$340

Module 1: Airway, Respiration, and Ventilation

Module 2: Cardiology Module 3: Trauma Module 4: Medical Module 5: Operations

Distributive Learning:

Juris Prudence
DNR – Documentation and Refusals
Medical Ethics
ICS Refresher
Active Shooter
Domestic Abuse – Mandatory Reporting
Restraints – Physical and Chemical



Learn from the comfort of home!

24-Hour Access
 6-Week Format

Affordable • Instructor-Led

Over 300 Online Courses Available!

ed2go.com/oc

For more information see our other ad in this schedule.





Teen Driver Education

Tuition: \$396

Learn with guidance from professional driving instructors as well as classroom instruction. Student must bring Social Security card and a current Verification of Enrollment (VOE) in order to register.

Driver Education Class Information:

- Classroom instruction: Monday through Thursday; 5pm-7pm or 7pm-9pm
- 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.

Classes

Jan. 11 - Feb. 8 M-Th 7pm-9pm GWH 129S Registration is currently open

Mar 15 - Apr 16 M-Th 7pm-9pm GWH 129S Registration opens: Jan. 25

Apr 26 - May 16 M-Th 7pm-9pm GWH 129S Registration opens March 29



Scan the QR code to access the Community Enrichment website.

Si acaba de terminar la prepa o si está listo para un trabajo con mejor salario, Odessa College puede hacer sus sueños realidad.

Ayuda financiera y becas gratuitas de primera clase están disponibles. Regístrese hoy! Llame (432) 335-6400 o visita www.odessa.edu





Adult Education and Literacy Pathways

Odessa College Transitional Learning Center





TxCHSE (Formerly GED)

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

Students can choose one of three pathways:

- Fast and Focused I: GED Preparation in 30 days
- Fast and Focused II: GED Preparation in 90 days (16, 17, 18 year-old students only)
- Fast and Focused III: GED Preparation in 16 weeks

Additionally, for students interested in enrollment in college courses, an additional pathway is available while also earning a GED. Also, students interested in gaining employment skills have the opportunity to enroll in a skills class that is offered through the AEL program. All AEL programs are offered free of charge to Adult Education and Literacy students who meet the requirements.

Distance Learning (Online) Classes

Distance Learning Online students must call (432) 335-6380 to receive their Registration packet by email.

Registration, Testing & Orientation:

Please call the office to receive upcoming enrollment times. Distance Learning Online students must call to receive their registration packet by mail.



For more information, contact The Transitional Learning Center

(432) 335-6380

201 W. University Blvd. Deaderick Hall, Room 106 or Wilkerson Hall, Room 142

AELinfo@odessa.edu

Requirements

You must be present ALL days of TESTING AND ORIENTATION.

Ages 19 and over

 Provide 2 forms of ID (One must be a government issued ID)

18 Year Olds

- Provide 2 forms of ID (One must be a government issued ID),
- Withdrawal form from last school attended
- Parent Permission

17 year olds

- Provide 2 forms of ID (One must be a government issued ID),
- Provide Birth Certificate
- Withdrawal form from last school attended
- Parent Permission
- Parent ID

16 year olds

- Provide Court Order (Must say "Attend GED/TxCHSE classes")
- Provide 2 forms of ID (One must be a government issued ID),
- Provide Birth Certificate
- Withdrawal form from last school attended,
- Parent Permission
- Parent ID

Join the Tuesday Chat with the Director every Tuesday from 12pm to 1pm via Zoom to recieve program updates and details about earning your GED.

Call the office to sign up.



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

The Transitional Learning Center ESL program is unique because students are assigned to a class with others who are at the same English-speaking ability level.

Students are placed into classes based on two tests administered prior to their enrollment.

The tests assess both English speaking/listening and reading/writing language skills.

Students take both tests in order to determine their classroom assignment.

There are six levels of English instruction in this program.

When students master their current level, they will advance to the next level.

To register, students must visit the Transitional Learning Center during registration and schedule an appointment for testing. The Transitional Learning Center offers integrated education and training programs (IET).

This programming allows
English Language Learners
to develop employable skills
while receiving English
language support.

Several programs have been selected for students to participate in.

All ESL classes are FREE to community members age 19 and up. Persons under the age of 19 must show proof of high school completion.

Official Photo ID and Social Security Card (if one has been issued to you) are required in order to register.

Students must plan to attend the first week of classes without missing any time and must attend classes for 60 hours or more to complete a progress test.

Classes are offered Monday through Thursday Morning Classes: 9 - 11:30am Evening Classes: 6:30 - 9pm ESL students may also choose to take any of the following ESL specialty classes:

- Family Literacy Academy
- Business and Industry Academy
- Leadership Academy
- IET Academy
- · ESL Citizenship
- ESL TOEFL
- ESL for Professionals
- Microsoft Office Suites Preparation

Join the Tuesday Chat with the ESL Coordinator every Tuesday from 6pm to 7pm via Zoom to receive program updates and details about enrolling in ESL courses. Call the office to sign up.

For more information, call

(432) 335-6380



El programa Transitional Learning Center de ESL (Centro de Aprendizaje Transicional de ESL) a Odessa College está diseñado para ayudar a personas adultas que quieren aprender inglés gratuitamente.

Este programa es único porque los estudiantes son asignados a clases con otras personas que comparten su mismo nivel de habilidad para hablar inglés.

Los estudiantes son asignados a clases según los resultados de dos exámenes que se administran antes de comenzar las clases.

Los exámenes evalúan el nivel de inglés en las áreas de hablar/escuchar y lectura/ escritura. Los estudiantes toman ambos exámenes para determinar en cuál salón de clase serán asignados. Hay seis niveles de instrucción de inglés en este programa.

Cuando los estudiantes dominan las destrezas de su actual nivel, logran la promoción al siguiente nivel.

Para inscribirse, los estudiantes deben visitar el Centro de Aprendizaje Transicional de ESL durante la fecha de inscripción y pedir una cita para presentar sus exámenes. El Centro de Aprendizaje Transicional ofrece educación integrada y programas de capacitación (IET).

Estos programas permiten que las personas que están aprendiendo inglés desarrollen capacidades que puedan utilizar en algún trabajo mientras reciben apoyo de lenguaje.

Existen varios programas de los cuales los estudiantes pueden elegir y participar.

Las clases se ofrecen de lunes a jueves

Sesión matutina: 9 a 11:30am • Sesión nocturna: 6:30 a 9pm

Todas las clases de inglés se ofrecen GRATUITAMENTE a personas de 19 años o mayores. Las personas menores de 19 años deben traer un comprobante de que terminaron o se graduaron de la preparatoria/high school.

Para inscribirse, las personas interesadas deben traer una identificación oficial con fotografía y tarjeta de Seguro Social.

Todos deben participar y asistir a clases la primera semana sin ninguna falta y deben asistir a clases por lo menos 60 horas para poder presentar exámenes de progreso.

Estas clases de especialidad de ESL también se ofrecen:

- · Academia de Álfabetización Familiar
- · Academia de Negocio e Industria
- · Academia de Liderazgo
- Academia IFT
- ESL- Ciudadanía
- ESL-TOEFL
- Inglés para Profesionistas
- Preparación en Microsoft Office Suites

Únase a la charla de los martes con el coordinador de ESL todos los martes a partir de las 6pm a las 7pm a través de Zoom para recibir actualizaciones del programa y detalles sobre inscribirse en cursos de ESL. Llame a la oficina para registrarse.

Para información por favor llame al

(432) 335-6380

OC Transitional Learning Center • 106 Deaderick Hall

Children's Center ODESSA COLLEGE





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

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



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







LOG ON TO ed2go.com/oc for CLASS SCHEDULES and REGISTRATION



Odessa College, in partnership with ed2go, offers affordable and convenient short courses online designed to help you build personal and professional skills.

Two ways to learn!

Our instructor-led courses start monthly and allow you to study and interact with a cohort over a six-week schedule.

For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

Some popular online Professional Skills and Personal Enrichment courses include:

- Basic Computer Skills Suite
- Medical Spanish Series
- Medical Terminology Series
- QuickBooks 2018 Series
- Speed Spanish Series
- Veterinary Assistant Series
- Accounting Fundamentals
- Administrative Assistant Fundamentals

Odessa College also offers self-paced certificate programs to help you start a new career or advance within your current occupation.

Each course is developed by a team of experts and comes with a dedicated student advisor to support you as you learn new skills and prepare for nationally recognized certifications.

Topics include business, health careers, IT, industry certifications, and more.

Some popular online Career Training and Certificate courses include:

- Medical Billing & Coding
- Help Desk Analyst Support Specialist
- Electrical Technician
- Professional Bookkeeping with OuickBooks
- Certified Medical Administrative Assistant
- Oil Refinery Operations
- Project Management with CPM/PMP
- Certified Clinical Medical Assistant
- HVAC-R Technician
- Pharmacy Technician
- Physical Therapy Aide
- Foundations of Plumbing

CONTINUING
EDUCATION

For more information, call Continuing Education (432) 335-6580

ODESSA COLLEGE CAMPUS MAP



ADM ADMINISTRATION BUILDING

BKS BOOKSTORE

CCH..... CENTURY COMMONS HOUSING

CEAA..... CONTINUING EDUC ANNEX A

COSM COSMETOLOGY

HSB HEALTH SCIENCES BUILDING

DA DEADERICK AUDITORIUM

DH DEADERICK HALL

ET..... ELECTRONICS TECHNOLOGY BUILDING

FA..... JACK RODGERS FINE ARTS CENTER

FTTC FIRE TECHNOLOGY TRAINING CENTER

GLTH..... GLOBE THEATER

GWH GREGORY D. WILLIAMS HALL

LRC MURRY H. FLY LEARNING RESOURCES CENTER

OCA..... ODESSA COLLEGIATE ACADEMY

OCTECHS . . ODESSA CAREER AND TECHNICAL EARLY
COLLEGE HIGH SCHOOL

PP..... PHYSICAL PLANT COMPLEX

RA RUDY ACOSTA STUDENT PAVILION

SBTC SOFTBALL & TENNIS CENTER

SCC SAULSBURY CAMPUS CENTER

SC SPORTS CENTER

SH SEDATE HALL

SPUR SPUR BUILDING

STC..... SAFETY TRAINING CENTER

TH TRAVIS HALL

WAR..... WAREHOUSE SHIPPING & RECEIVING

WH..... WILKERSON HALL

WSH..... WRANGLER STUDENT HOUSING

WOOD WOOD BUILDING OF MATH & SCIENCE