

aspiring minds  know

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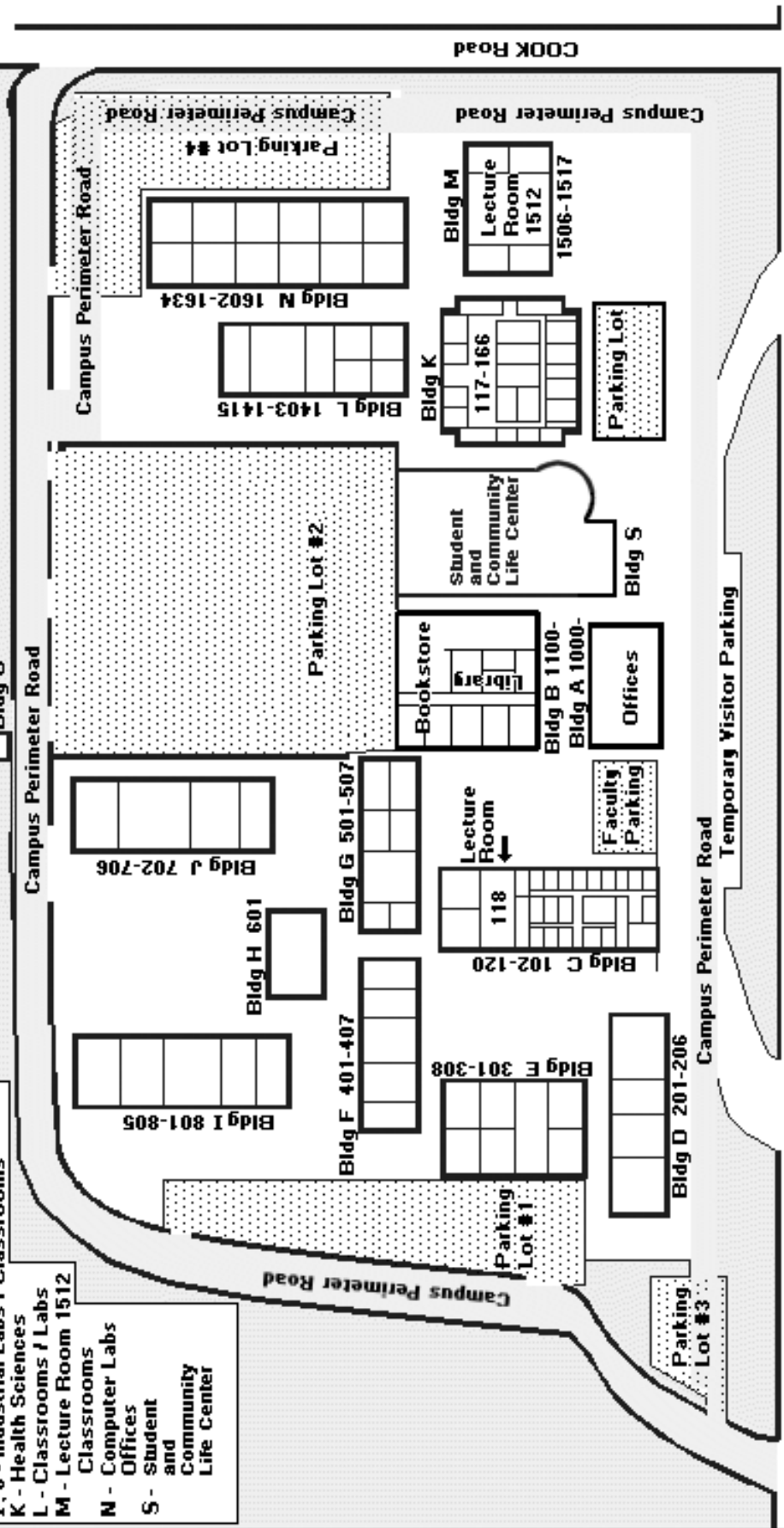
LEARNING NEVER ENDS.

 OCtech

Orangeburg-Calhoun  
Technical College



- A - Offices
- B - Library / Security
- C - Lecture Room 118 / Faculty Offices
- D, E, F, H - Classrooms
- G - Classrooms / Faculty Offices
- I, J - Industrial Labs / Classrooms
- K - Health Sciences
- L - Classrooms / Labs
- M - Lecture Room 1512
- N - Classrooms
- Computer Labs
- Offices
- S - Student and Community Life Center



← To I-26 (Exit 145)

U.S. Highway 601

**Nondiscrimination Policy**

Orangeburg-Calhoun Technical College is committed to a policy of equal opportunity and equal access in student services programs and student employment and in faculty and staff personnel administration without discrimination based on race, color, religion, sex, age, national origin, political affiliation, legally-identified disabilities, veteran, or marital status. Title IX and Section 504, Compliance Officer: Tyrone Russell, 3250 St. Matthews Road, Orangeburg, SC 29118-8299. Telephone: (803)535-1207.

Orangeburg-Calhoun Technical College's Continuing Education Division operates under the philosophy that learning is a life-long process. We believe that education should be enjoyable and a means of continuous growth. In keeping with this philosophy, we have developed a variety of non-credit educational opportunities for individuals to upgrade their existing skills, obtain new skills and explore new interests.

## For Industry:

OCtech's Continuing Education is the **LOCAL** source for training needs in Orangeburg and Calhoun Counties.

Our staff can conduct training for employees here on our campus or on-site. We offer many nationally recognized training and certification programs including The National Center for Construction and Education & Research (NCCER), the National Institute for Metalworking Skills (NIMS), and Achieve Global. We also design training programs for specific needs.

Whether it's Supervisory Management Skills training, Business Etiquette or NCCER Core Curriculum, OCtech's Continuing Education Division can provide the solutions you need!

## For Professional Growth:

Looking for a new career or ways to help yourself up the ladder? You should consider OCtech. Our Continuing Education Division offers many courses that can give you the skills you need to get that new job or help snag that promotion you want. **Most of this training can be completed in 90 days or less!**

We have classes in Computer skills, Health Sciences, Transportation, Leadership skills and much more. Many of these courses can also be taken on-line.

Look at where are you now. Look at where you want to be. Then look at OCtech's Continuing Education courses.

## For Individuals:

We all have interests. We may even have ones we aren't even aware of yet. That's why OCtech's Continuing Education Division offers a wide variety of Community Interest courses.

Be it golf, photography or sewing, everyone can find something of interest at OCtech. These courses are offered at convenient times and at affordable prices.

So think about turning off the TV one evening a week and give your brain a fun workout!

Call (803) 535-1236 for more information or visit [www.octech.edu](http://www.octech.edu)

## Registration Form



\_\_\_\_ - \_\_\_\_ - \_\_\_\_      \_\_\_\_\_  
Social Security Number      Name

\_\_\_\_\_  
PO or Street Address      City      Zip

\_\_\_\_\_  
Work Telephone      Home Telephone

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

\_\_\_\_\_  
M      F  
This information is required for our federal reporting.

Amount Due \$ \_\_\_\_\_

Check Enclosed \_\_\_\_\_ (payable to OCtech)

Purchase Order \_\_\_\_\_ Billing Authority \_\_\_\_\_

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

\_\_\_\_\_  
Course 1      Date

\_\_\_\_\_  
Course 1      Date

\_\_\_\_\_  
Course 1      Date

Mall to: Continuing Education Division  
Orangeburg-Calhoun Technical College  
3250 St. Matthews Rd.  
Orangeburg, SC 29118

or Fax to: (803) 535-1238

### General Information

Orangeburg-Calhoun Technical College's Continuing Education Division operates under the philosophy that learning is a life-long process. We believe that education should be enjoyable and a means of continuous growth. In keeping with this philosophy, we have developed a variety of non-credit educational opportunities for individuals to upgrade their existing skills, obtain new skills and explore new interests.

### Available Courses

Courses in industrial and business technology, licensing and certification, healthcare and human services, transportation (truck driving) training, and community & personal interest are offered. Many of our programs are now available through Distance Education and On-Line Learning.

### Contract & Customized Training Programs

Continuing Education also delivers contract training that is customized to fit an organization's needs and enables our instructors to bring real-world experience to the classroom. Our mission is to continuously offer the training necessary to keep our clients competitive in today's ever-changing marketplace and to do this at affordable prices. For additional information call (803) 535-1236 or 1-800-813-6519, ext. 1236. You may also visit our website - [www.octech.edu](http://www.octech.edu).

### Business / Industry / Education Partnerships

OCtech has had a long-standing relationship with South Carolina Electric & Gas (SCE&G). The company's Fossil / Hydro Training Center is located on the OCtech campus. This partnership has been further enhanced as SCE&G is now a National Center for Construction Education and Research (NCCER) Accredited Training Sponsor (ATS). SCE & G has sponsored OCtech as an NCCER Accredited Training and Education Facility (ATEF). SCE&G and OCtech are also participating in NCCER's National Craft Assessment and Certification Program with the company as an Accredited Assessment Center and the college as an Authorized Assessment Site.

### National Certification Training Programs

"Certification" from a national organization and / or skills training to a national industry standard is fast becoming a requirement to enter many occupations. To that end OCtech's Continuing Education Division now offers a series of training programs based on nationally recognized business and industry standards.

### The National Center for Construction Education & Research (NCCER)

NCCER is a group representing the construction and maintenance industry which has developed skill standards and a training curriculum for over 25 different industrial crafts. The Continuing Education Division now offers many of these training programs developed by NCCER. A national registry of students training records is maintained by NCCER. This database contains files of all who have successfully completed craft

training through an Accredited Training Sponsor or Accredited Training and Education Facility (ATEF). The National Registry assures portability of students training accomplishments by providing documentation via transcripts, certificates and wallet cards. The one-millionth transcript was recorded in May 2001.

### NCCER CORE Curriculum

The CORE Curriculum provides an introduction to construction and maintenance skills for all crafts. The CORE Curriculum consists of six (6) separate modules. Participants who successfully complete the CORE can have their names entered into the NCCER National Registry. The CORE prepares participants to enter Level 1 Craft Certification programs.

### National Institute for Metalworking Skills(NIMS)

NIMS is a group representing the metal-working industry, which has developed skill standards for occupations including metal-forming, machining, tool, die and mold-making, machine building and maintenance. Continuing Education now offers a series of vocational and technical courses or modules designed to provide entry-level job skills to individuals seeking to enter the manufacturing sector as machine tool operators. These courses / modules are based on the job skill standards developed by NIMS for Machining Level 1 program.

### Leadership, Supervisory and Workplace Skills

Leadership, Supervisory Development, and Customer Service Training are important segments of the Continuing Education Division's Workplace Skills program. Frontline Leadership™, The Service Difference™ and Working™ (Achieve Global) are three examples of the type of professional development programs available at OCtech.

The professional development of supervisors, managers and others in various leadership positions is a prime concern of many employers, but the personal and professional development of the manufacturing, construction and maintenance shop worker is often overlooked. The Continuing Education Division also offers a new series of courses targeted to the personal and professional development of these workers. These courses, often referred to as "soft skills" are designed to provide craft workers with the interpersonal skills needed in the workplace. The courses were developed by the National Center for Construction Education and Research (NCCER), and meet the standards for knowledge, skills and other abilities as defined by the National Institute for Metalworking Skills (NIMS). The courses include: Essentials Workplace Skills, Communication Skills, Resolving Workplace Issues, and Applied Communication Skills for Manufacturing, Construction and Maintenance Workers.

### Healthcare Skills Certification

The Continuing Education Division has received national approval from the Dietary Managers Association of America for its Dietary Manager's Program. Operating under a local

board of those in the food industry in Orangeburg and Calhoun Counties, the college has initiated coursework of 120 hours in the classroom and 150 hours of field experience for completion of the Dietary Managers Certification program. At the completion of the four courses and the clinical, students will be able to take the national certification test offered by the Dietary Managers Association. Such certification (CDM) allows the student to work together with registered dietitians to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks. Only about 12,000 dietary managers in the entire country have earned the CDM credential.

National Certification is also available for graduates of our EMT (Emergency Medical Technicians), Phlebotomy Technician, Pharmacy Technician, and Nursing Assistant graduates.

### Work Keys® Job Profiling and Skills Analysis

The Continuing Education Division offers Work Keys® Job Profiling Skills Analysis, Skills Assessments and Skills Training using the Key Train™ system to area business and industry. Work Keys® is a national program developed by ACT™ consisting of job profiling, workplace skills analysis, skills assessments, and targeted skills training. Job profiling allows employers to identify job tasks, the workplace skills and the skill levels needed to perform the tasks. Assessments identify potential or existing employee skill deficiencies and the training needed to improve employee skills can be provided. The results of a Work Keys® Job Profile and Skills Assessment provide employers with the information needed to upgrade the job skills of existing employees. The results may also be used as part of the hiring and promotion process. Call (803) 535-1236 for more information.

### Registration Information

Admission — There are no requirements to attend most non-credit Continuing Education courses for adults. You may not need a high school or GED for most courses; however, some experience may be necessary. Check course description for details. Some Healthcare courses require a high school diploma or GED or additional documentation.

There are 4 convenient ways to register: by mail, telephone, and fax or in person.

**BY MAIL** Continuing Education Division  
Orangeburg-Calhoun Technical College  
3250 St. Matthews Road  
Orangeburg, SC 29118

### BY TELEPHONE

Call (803) 535-1236 or 1-800-813-6519, ext. 1236 (within SC)

### BY FAX

Companies may FAX letters of authorization or purchase requisitions for registration to (803) 535-1238.

### IN PERSON

Come by the Continuing Education Office, located in the Student Services Building, Monday through Thursday 8:00am

to 7:00pm and on Fridays from 8:00am until 12:30pm.

### Fees

Fees for Continuing Education courses vary for course offerings. Books, tools and other course materials may involve a separate fee. Please check the individual course descriptions for course fees as well as any required books, tools and materials. All fees must be paid in advance to guarantee your placement in a class. Class attendance will not be permitted if the required fees have not been paid. Courses not meeting the minimum enrollment will be cancelled two weeks prior to the course start date.

### Cancellation / Refund Policy

If we are forced to cancel a class for any reason, a full refund will be given. Please allow time for processing. All refund checks will be mailed. Students may transfer registrations to a colleague or associate. Please contact the Continuing Education Office in advance. Instructors are contracted for our classes; therefore, two weeks prior to the class start date, a decision will be made regarding the status of a course. We do assess a cancellation fee of \$20 if you choose to withdraw from a class at any time. To receive a refund (less the \$20 cancellation fee), if you withdraw from class, you must notify the Continuing Education Office at least five (5) working days prior to the beginning of class. Cancellations made within five (5) working days prior to the class start date will result in total forfeiture of the total class fee.

### Senior Citizen Policy

Any legal resident of SC, age 60 and older, can attend some\* Continuing Education classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment and you may not be employed full-time (SC LAW 59-111-320). Please remember, popular classes fill up quickly; therefore, to guarantee your place in the class, you must register and pay. If you choose this option, refunds cannot be made, even though you are over 60. Seniors are required to purchase any books or materials used in the course.

### Space Available Basis

A class must meet its minimum enrollment, yet not its maximum, for the Senior Citizen Discount to apply. Those wishing to take advantage of this policy cannot register until the workday before a one-day seminar or the first day of class for a multi-day seminar course because it will not be known until then whether there is room for non-paying students. We encourage you to inquire when registering if you think you may qualify.

\*The Senior Citizen Policy does not apply to computer, licensing or certification courses and community and personal interest courses. Community & Personal Interest courses are funded by student registration fees and not by state tax dollars. There are no fee exemptions for seniors.

**Industrial & Business Technology****NCCER Core Curriculum**

NDS 627 20	Basic Safety (NCCER)	8/17-8/19	T W Th (3D)	6:00pm-10:00pm	\$139 *
NDS 630 20	Intro to Construction Math (NCCER)	8/24-8/26	T W Th (3D)	6:00pm-10:00pm	\$139 *
NDS 631 20	Introduction to Hand Tools (NCCER)	8/31-9/2	T Th (2D)	6:00pm-10:00pm	\$99 *
NDS 632 20	Introduction to Power Tools (NCCER)	9/9	Th (1D)	6:00pm-10:00pm	\$49 *
NDS 518 20	Introduction to Blueprints (NCCER)	9/14-9/16	T Th (2D)	6:00pm-10:00pm	\$99 *
NDS 633 20	Basic Rigging (NCCER)	9/21-9/23	T W Th (3D)	6:00pm-10:00pm	\$139 *
NCR 504 20	Basic Communication Skills (NCCER)	9/28-9/30	T W Th (3D)	6:00pm-10:00pm	\$139 *
NCR 505 20	Basic Employability Skills (NCCER)	10/5-10/7	T W Th (3D)	6:00pm-10:00pm	\$139 *

**NCCER Industrial Maintenance – Level One**

NDS 658 20	Maintenance-Electrical Safety (NCCER)	10/12-10/14	T W Th (3D)	6:00pm-10:00pm	\$139 *
NDS 659 20	Hand Bending (NCCER)	10/19-21	T Th (2D)	6:00pm-10:00pm	\$99 *
NDS 660 20	Fasteners and Anchors (NCCER)	10/26	T (1D)	6:00pm-9:00pm	\$69 *
NDS 525 20	Electrical Theory One	11/9-11/11	T Th (2D)	6:00pm-10:00pm	\$99 *
NDS 526 20	Electrical Theory Two	11/16-11/18	T Th (2D)	6:00pm-10:00pm	\$99 *

Other Industrial Maintenance courses will be offered in the spring 2005 semester

**Skills Assessments for Jobs – Find out if you have the knowledge employers are looking for****New! Plastic Injection Molding Assessments – 3 Levels**

OPD 673 20	Plastics Skills Assessment: Operator	9/13	M (1D)	6:00pm-8:30pm	\$39
OPD 674 20	Plastics Skills Assessment: Technician	9/20	M (1D)	6:00pm-8:30pm	\$39
OPD 675 20	Plastics Skills Assessment: Expert	9/27	M (1D)	6:00pm-8:30pm	\$39
OPD 673 21	Plastics Skills Assessment: Operator	10/11	M (1D)	6:00pm-8:30pm	\$39
OPD 674 21	Plastics Skills Assessment: Technician	10/18	M (1D)	6:00pm-8:30pm	\$39
OPD 675 21	Plastics Skills Assessment: Expert	10/25	M (1D)	6:00pm-8:30pm	\$39
OPD 673 22	Plastics Skills Assessment: Operator	11/15	M (1D)	6:00pm-8:30pm	\$39
OPD 674 22	Plastics Skills Assessment: Technician	11/22	M (1D)	6:00pm-8:30pm	\$39
OPD 675 22	Plastics Skills Assessment: Expert	11/29	M (1D)	6:00pm-8:30pm	\$39

**New! National Center for Construction Education & Research (NCCER) Skills Assessments**

NCR 501 20	Industrial Maintenance: Electrical	9/15	W (1D)	6:00pm-8:30pm	\$59
NCR 502 20	Industrial Maintenance: Mechanical	9/22	W (1D)	6:00pm-8:30pm	\$59
NCR 503 20	Industrial Electricity	9/29	W (1D)	6:00pm-8:30pm	\$59
NCR 501 21	Industrial Maintenance: Electrical	10/13	W (1D)	6:00pm-8:30pm	\$59
NCR 502 21	Industrial Maintenance: Mechanical	10/20	W (1D)	6:00pm-8:30pm	\$59
NCR 503 21	Industrial Electricity	10/27	W (1D)	6:00pm-8:30pm	\$59
NCR 501 22	Industrial Maintenance: Electrical	11/17	W (1D)	6:00pm-8:30pm	\$59
NCR 502 22	Industrial Maintenance: Mechanical	11/24	W (1D)	6:00pm-8:30pm	\$59
NCR 503 22	Industrial Electricity	12/1	W (1D)	6:00pm-8:30pm	\$59

**Leadership, Supervisor & Workplace Skills****Leadership - Supervisor Skills**

OPD 633 20	Your Role and the Basic Principles	8/18	W (1D)	6:00pm-10:00pm	\$159 *
OPD 634 20	Giving Constructive Feedback	8/25	W (1D)	6:00pm-10:00pm	\$159 *
OPD 635 20	Getting Good Information from Others	9/1	W (1D)	6:00pm-10:00pm	\$159 *
OPD 636 20	Getting Your Ideas Across	9/8	W (1D)	6:00pm-10:00pm	\$159 *
OPD 637 20	Dealing with Emotional Behavior	9/15	W (1D)	6:00pm-10:00pm	\$159 *
OPD 638 20	Recognizing Positive Results	9/22	W (1D)	6:00pm-10:00pm	\$159 *

**Licensing and Certification****New! Precision Metalforming Association Skills Certification**

NDS 699 20	Metalforming Skills Level One	10/26-12/16	T W Th (8W)	6:00pm-9:00pm	\$599 *
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**New! Small Engine Repair Certification - Professional**

TRN 504 20	Introduction to Small Engines	9/7-9/23	T W Th (9D)	6:00pm-9:00pm	\$239 *
TRN 505 20	Troubleshoot & Repair Small Engines	10/5-10/21	T W Th (9D)	6:00pm-9:00pm	\$239 *
TRN 506 20	Advanced Small Engine Repair	11/9-11/25	T W Th (9D)	6:00pm-9:00pm	\$239 *

**Achieve Global - The Service Difference™ – Customer Service Certification**

OPD 624 20	Reaching for Stellar Service	9/13	M (1D)	6:00pm-10:00pm	\$159 *
OPD 625 20	Connecting with the Customer	9/20	M (1D)	6:00pm-10:00pm	\$159 *
OPD 626 20	Guiding Customer Conversations	9/27	M (1D)	6:00pm-10:00pm	\$159 *
OPD 627 20	Healing the Customer Relationship	10/4	M (1D)	6:00pm-10:00pm	\$159 *
OPD 628 20	Serving a World of Customers	10/11	M (1D)	6:00pm-10:00pm	\$159 *
OPD 629 20	Meeting Unspoken Customer Needs	10/18	M (1D)	6:00pm-10:00pm	\$159 *
OPD 630 20	Resolving Customer Issues	10/25	M (1D)	6:00pm-10:00pm	\$159 *

**New! Coming in Spring 2005 – Certification programs from the American Management Association (AMA)****Law Enforcement and Security****New! Private Security Officer – Approved by SLED**

OPD 676 20	Private Security Officer	9/13-10/6	M W (4W)	6:00pm-9:00pm	\$389 *
OPD 677 20	Firearms Qualification-Security Officer	10/9	S (1D)	9:00am-4:00pm	\$99 *

**Transportation****Defensive Driving**

TRN 601 20	Defensive Driving	8/17-8/19	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 21	Defensive Driving	9/14-9/16	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 22	Defensive Driving	10/12-10/14	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 23	Defensive Driving	11/16-11/18	T Th (2D)	6:00pm-10:00pm	\$69 *
TRN 601 24	Defensive Driving	12/14-12/16	T Th (2D)	6:00pm-10:00pm	\$69 *

**Truck Driver Training**

Reservation Fee: \$200 – non refundable, payment due before start of class  
 Tuition: \$2,299 (in-state residents), \$3,299 (out-of-state residents)

**Day Classes**

Monday – Thursday 8:00am-5:00pm  
 Friday 8:00am-1:30pm

Five (5) weeks in length.

Two 15 minute breaks and 1-hour for lunch will be observed each day, holidays will be made up.

**Call 803-535-1364 for the next scheduled class date!**

**Night Classes**

Monday – Thursday 5:30pm-10:00pm  
 Ten (10) weeks in length.

Two 15-minute breaks will be observed each night, holidays will be made up

**Call 803-534-1364 for the next scheduled class date!**

**Weekend Classes**

Will schedule classes as needed.

**Computer****Computer Technology**

CMP 502 20 Introduction to the Personal Computer	8/5-8/12	Th (2W)	6:00pm-9:00pm	\$59
CMP 503 20 The PC for Senior Citizens	8/5-8/19	Th (3W)	9:00am-12:00pm	\$49
CMP 529 20 Using Email and Internet for Seniors	9/9-9/16	Th (2W)	9:00am-12:00pm	\$29
CMP 521 20 Computer Skills for the Workplace	9/7-9/23	T Th (3W)	6:00pm-9:00pm	\$119
CMP 515 20 Computer Operator Certification	9/27-12/3	M (12 W)	6:00pm-9:00pm	\$349
CMP 526 20 Microsoft Word Level 2	9/8-9/22	W (3W)	6:00pm-9:00pm	\$119
CMP 511 20 Intro to Excel	9/28-10/12	T (3W)	6:00pm-9:00pm	\$119*
CMP 531 20 Intermediate Excel 2000	10/26-11/16	T (3W)	6:00pm-9:00pm	\$119*
CMP 510 20 Intro to Access	10/6	W (1D)	9:00am-5:00pm	\$119
CMP 519 Intro to Project	10/20	W (1D)	9:00am-5:00pm	\$119-CMP 615
20 4.01: Web Authoring Level 1	9/29	W (1D)	9:00am-5:00pm	\$119
CMP 617 20 4.01: Web Authoring Level 2	10/27	W 1D)	9:00am-5:00pm	\$119
CMP 618 20 4.01: Web Authoring Level 3	11/17	W 1D)	9:00am-5:00pm	\$119
CMP 616 20 Effective Website Marketing and Promotion	10/12-13	TW (2D)	9:00am-4:30pm	\$299
CMM 570 20 How to Buy and Sell On E-Bay	10/7-10/14	Th (2W)	6:00pm-9:00pm	\$59

Tell us what courses you need and we can arrange them. Please call (803) 535-1236 for more information.

**Careers-Licensing and Certification****Real Estate Licensing & Certification**

OPD 574 20 First Year Sales: Pre license	9/27-11/17	MW (8W)	6:00pm-10:00pm	\$479
OPD 670 20 Post License (Final Sales)	10/25-10/29	M-F (1W)	8:30am-3:30pm	\$299

**Floral Design Certificate**

OPD 590 20 Floral Design I-Corsages, bouquets, arrangements	8/2-9/1	MW (5W)	6pm-8:30pm	\$175*
OPD 591 20 Floral Design II-Large Arrangements, centerpieces	9/7-10/7	TTH (5W)	6pm-8:30pm	\$175*
OPD 592 20 Floral Design III-Weddings & Funerals	Spring 05		6pm-8:30pm	\$175

**Healthcare****Healthcare, Human Services & Safety**

HHS 530 20 Nursing Assistant Certification	9/13-10/21	M-Th (6W)	9:00am-1:00pm	\$529*
HHS 530 21 Nursing Assistant Certification	9/13-10/21	M-Th (6W)	5:30pm-8:30pm	\$529*
HHS 526 20 Phlebotomy Technician Certification	9/13-11/8	M T (8W)	5:30pm-8:30pm	\$429*
HHS 517 20 First Responder	8/24-10/14	T Th (8W)	6:00pm-9:00pm	\$229*
CMM 599 21 Childcare and Babysitting Safety (CABS)	8/7	S (1D)	8:00pm-5:00pm	\$39
CMM 599 20 Childcare and Babysitting Safety (CABS)	10/2	S (1D)	8:00pm-5:00pm	\$39
HHS 512 20 CPR/First Aid, Infant & Child	9/11	S (1D)	9:00am-5:00pm	\$49*
HHS 515 20 Emergency Medical Tech (EMT)-Basic	8/9-12/13	M W (18W)	6:00pm-10:00pm	\$599*

**Medical Billing and Coding Certification**

HHS 586 20 Medical Terminology <a href="#">(online)</a>	9/8-10/20			\$139*
HHS 586 21 Medical Terminology <a href="#">(online)</a>	10/27-12/9			\$139*
HHS 525 20 Medical Terminology	11/9-12/21	T (7W)	5:30pm-9:30pm	\$169*
HHS 594 Medical Billing	9/7-10/26	T (8W)	5:30pm-8:30pm	\$189*

**Medical Transcription Certification**

HHS 565 20 Medical Transcription Basic	11/9-1/11	T (9W)	5:30pm-9:30pm	\$259*
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**First Steps Training**

HHS 543 20 Health and Safety	8/21	S (1D)	8:00am-1:00pm	\$15
HSS 504 20 Program Management	9/18	S (1D)	8:00am-1:00pm	\$15
HHS 503 20 Curriculum	10/2	S (1D)	8:00am-1:00pm	\$15
HSS 502 20 Growth and Development	10/16	S (1D)	8:00am-1:00pm	\$15
HHS 542 20 Nutrition	11/20	S (1D)	8:00am-1:00pm	\$15

**Community Interest**

CMM 507 20 Beginning Golf	8/2-8/19	MTh (3W)	5:30pm-7:30pm	\$69
CMM 529 20 Begin & Inter Cake Decorating	(call for dates)	T (6W)	6:30pm-9:30pm	\$119*
CMM 546 20 Catering Your Own Party	8/10-8/31	T (4W)	5:30pm-8:00pm	\$59
CMM 501 20 Calligraphy	9/21-10/12	T (4W)	7:00pm-9:00pm	\$49*
CMM 573 20 What's New/Perennials& Annuals	9/27	M (1D)	5:30pm-7:30pm	\$29
CMM 528 20 Debt Free Living	9/28	T (1D)	6:30pm-9:30pm	\$49
CMM 582 20 Aging Your Pots for the Garden	10/5	T (1D)	3:00pm-5:30pm	\$39
CMM 571 20 Making Christmas Wreaths	10/12-10/14	TTH (2D)	6pm-8:30pm	\$59*
CMM 586 20 Making English Garden Troughs	10/13-10/20	W (2W)	3:00pm-5:30pm	\$69*
CMM 601 20 Jewelry Making	10/19-11-9	T (3W)	4:00pm-6:00pm	\$59*
CMM 565 20 SAT Prep Class	9/25	S (1D)	8:30pm-12:30pm	\$129
CMM 565 21 SAT Prep Class	11/20	S (1D)	8:30pm-12:30pm	\$129
CMM 565 22 SAT Prep Class	1/15	S (1D)	8:30pm-12:30pm	\$129

**Distance Education & On-Line Learning****Education 2 Go Courses**

Dates: 8/18-9/24; 9/15-10/22; 10/20-11/26; 11/10-12/17; 12/8-1/14.

Please visit [www.octech.edu](http://www.octech.edu) for a complete list of courses or call 535-1236 for more information.

The Internet

Web Graphics & Multimedia

Basic Computer Literacy

Desktop Publishing & Imaging

Computer Programming & Database Management

Palm Pilot & Pocket PC

Computer Applications

Computer Troubleshooting & Networking

Certification Prep

Digital Photography & Digital Video

Languages

Writing & Publishing

Entertainment Industry Careers

Grant Writing & Nonprofit Management

Business Planning & Entrepreneurial Courses

Sales & Marketing

Accounting

Business Administration & Management

Test Prep

Personal & Career Development

Personal Finance & Wealth Building

Health Care, Nutrition, & Fitness

Family & Personal Enrichment

Child Care & Parenting

Art, History, Psychology, & Literature

Math, Philosophy, & Science

Law & Legal Careers

Courses for Teaching Professionals

**Medical Coding Specialist On-Line Learning - Approved for AHIMA Certification**

HHS 586 20	Medical Terminology	9/8-10/20 or 10/27-12/9	\$139*
HHS 575 20	Fundamentals of Anatomy and Physiology	9/10-10/22 or 10/29-12/13	\$165*
HHS 576 20	Pharmacology	11/1-12/8	\$165*
HHS 577 20	Human Diseases	11/1-12/8	\$139*
HHS 578 20	Health Care Delivery Systems and Medical Office Procedures	9/3-10/4	\$139*
HHS 579 20	Health Care Data Content and Structure	9/3-10/4	\$139*
HHS 580 20	ICD-9 CM Coding Part I	10/7-11/8	\$139*
HHS 581 20	ICD-9 CM Coding Part II	11/10-12/14	\$139*
HHS 582 20	CPT-4 Coding Part I	9/1-10/1	\$139*
HHS 583 20	CPT-4 Coding, Part II	10/6-11/8	\$139*
HHS 584 20	Reimbursement	10/14-11/18	\$125*
HHS 585 20	Medical Coding Internship	11/22-1/25	\$179*
HHS 596 20	Certified Coding Associate Review	9/13-10/29 or 11/8-12/13	\$99
HHS 598 20	Certified Coding Specialist Review	9/27-11/29	\$125

**Dental Office Receptionist-NEW!!**

HHS 599 20	Dental Terminology	9/1-10/1	\$125
HHS 600 20	Dental Billing	10/8-11/8	\$125
HHS 601 20	Dental Office Management	11/10-12/10	\$125
HHS 602 20	Blood Borne Pathogens	11/22-11/29	\$55
HHS 603 20	HIPPA for Dental Offices	11/22-11/29	\$35

Courses HHS 602 and 603 can be taken separately for Dental Offices that need this training.

**Primedia**

Primedia Workplace Learning Systems — Industrial Maintenance On-line courses

78 Internet modules and 34 evaluation labs – Tuition is \$995 per person

See full course information online at [www.octech.edu](http://www.octech.edu) - Continuing Education On-Line courses