

# ***Location & Parking Information***

## ***OTC Locations***

|                                    |                                       |
|------------------------------------|---------------------------------------|
| Bookstore                          | 903 East Brower                       |
| Branson Educator Center            | 300 South Sixth Street, Branson       |
| Business and Industry Center       | 1139 East Central                     |
| Continuing Education Center        | 800 East Central                      |
| Early Childhood Development Center | 910 North Hampton                     |
| Graff Hall                         | 725 East Brower                       |
| Information Commons East           | 1001 East Brower                      |
| Information Commons West           | 1001 East Brower                      |
| Industry & Transportation Center   | 1111 East Brower (National & Central) |
| Lincoln Hall                       | 815 North Sherman                     |
| Technical Education Center         | 1020 East Brower                      |

## ***Area Locations***

|                               |   |
|-------------------------------|---|
| Central High School           | 423 East Central                                    |
| Chesterfield Family Center    | 2511 West Republic Road                             |
| Glendale High School          | 2727 South Ingram Mill Road - use north parking lot |
| Hillcrest High School         | 3319 North Grant - use south parking lot            |
| Kickapoo High School          | 3710 South Jefferson - use southeast parking lot    |
| Marshfield Junior High School | 660 N. Locust Street, Marshfield                    |
| Nixa High School              | 514 South Nicholas, Nixa                            |
| Oak Grove Community Center    | 1538 South Oak Grove                                |
| Ozark High School             | 1104 West Jackson, Ozark                            |
| Parkview High School          | 516 West Meadowmere - use north parking lot         |
| Republic High School          | 688 East Hines, Republic                            |
| Willard High School           | 200 North Miller Road, Willard                      |

## ***Area Public Schools***

### **Springfield Public Schools**

Superintendent: Dr. Jack Ernst  
Hillcrest Principal: Dr. Julie Leeth  
Parkview Principal: Judy Brunner  
Glendale Principal: Dr. Kelvin Pamperien  
Kickapoo Principal: Doug Bloch  
Central Principal: Everett Isaacs

### **Branson Public Schools**

Superintendent: Dr. Lee Orth  
OTC Contact: Devon Ellis

### **Marshfield Public Schools**

Superintendent: Michael Wutke  
Principal: Alan Thomas  
OTC Contact: Dana Thorp

### **Nixa Public Schools**

Superintendent: Dr. Stephen Kleinsmith  
Principal: Mark Overstreet  
OTC Contact: Sheri Stanton-Goetz

### **Ozark Public Schools**

Superintendent: Leo Snelling  
Principal: Mark Wheeler  
OTC Contact: Norman Schrivener

### **Republic Public Schools**

Superintendent: Dr. Howard Neeley  
Principal: Vicki Neal  
OTC Contact: Angela Lee

### **Willard Public Schools**

Superintendent: Dr. Dale Houck  
Principal: Mr. Doug Arnold  
OTC Contact: Nancy Hall

Cover: (Pictured left to right) Chefs Vic Pace, Tower Club; Lou Rice and Jacinda Curtis-Warren, OTC Culinary Institute; and James Clary, Clary's Market.

## ***OTC Board & Administration***

### **Board of Trustees**

Dolores Brooks, President  
Frank Farmer, Vice President  
Don Wessel, Secretary  
Jackie McKinsey, Treasurer  
Cliff Davis, Member  
Don Clinkenbeard, Member

### **General Administration**

Dr. Norman K. Myers, President  
Dr. Randy Humphrey, VP for Academic Affairs  
Ty Patterson, VP for Student Development  
Dr. Brian King, VP for Administration & Business  
Joe LaReau, VP for Information Technology  
Sue Moore, Dean for Industry & Extension Services

### **Continuing Education Center**

Dr. Michael Toler, Associate Dean  
Dana Thorp, Assistant Dean  
Rhona Stanek, Healthcare Coordinator  
Scott Turk, Computer Specialist  
Randy Brook, Administrative Assistant  
Freida Pekarek, Secretary  
DeAnn Clevenger, Secretary  
Ann White, Registration Technician

## **Certification & Licensure Programs**

A+ Hardware Certification  
Alzheimer's Seminar for Nursing Home Administrators  
American Society for Quality  
American Production & Inventory Control  
Certified Medication Technician  
Certified Nursing Assistant  
Certified Professional Secretary Review  
Clinical Supervisor Seminar  
CNA Instructor & Examiner Seminar  
EMT Refresher  
EPA Review & Certification  
Food Services Sanitation Certification  
Insulin Administration  
Intravenous Fluid Therapy  
Medical Claims Analyst Program  
Nurse Assistant Preceptor  
Paramedic Refresher  
Pharmacy Technician Preparation  
Phlebotomy Technician Preparation  
Real Estate Appraisal  
Real Estate Pre-License (Salesperson)  
Restorative Nurse Assistant  
Web Design Certificate

*For more information call 895-7180,  
or check the appropriate category listing.*

## ***Table of Contents***

|  |           |
|--|-----------|
| <b>Business &amp; Leadership Institute</b>       | <b>4</b>  |
| <b>Real Estate Pre-License</b>                   | <b>6</b>  |
| <b>Residential Appraisal</b>                     | <b>8</b>  |
| <b>Medical Claims Analyst</b>                    | <b>13</b> |
| <b>Computer Training Institute</b>               | <b>14</b> |
| <b>Online Courses</b>                            | <b>21</b> |
| <b>Crafts and Hobbies</b>                        | <b>22</b> |
| <b>Communication</b>                             | <b>26</b> |
| <b>Dance and Music</b>                           | <b>28</b> |
| <b>Home and Family</b>                           | <b>30</b> |
| <b>Foreign Language</b>                          | <b>33</b> |
| <b>Food Preparation</b>                          | <b>35</b> |
| <b>General Interest</b>                          | <b>37</b> |
| <b>Wellness</b>                                  | <b>39</b> |
| <b>Healthcare Education</b>                      | <b>40</b> |
| <b>Mathematics</b>                               | <b>43</b> |
| <b>Personal Finance</b>                          | <b>43</b> |
| <b>Professional Growth</b>                       | <b>44</b> |
| <b>G O L D Program</b>                           | <b>45</b> |
| <b>Manufacturing &amp; Maintenance Institute</b> | <b>46</b> |
| <b>Youth Community School</b>                    | <b>58</b> |
| <b>ACT Exploration</b>                           | <b>63</b> |
| <b>Early Childhood Education</b>                 | <b>63</b> |

## ***Instructor Features***

|                       |           |
|-----------------------|-----------|
| <b>Bob Inguagiato</b> | <b>9</b>  |
| <b>Shirley Bowers</b> | <b>59</b> |

## ***Student Features***

|                     |           |
|---------------------|-----------|
| <b>Betty Warren</b> | <b>17</b> |
| <b>Lynn Rose</b>    | <b>33</b> |
| <b>Gale Lilly</b>   | <b>44</b> |

## ***Gift Certificates***

*make great Christmas gifts  
and can be bought in any  
amount. Call 895-7180  
for more information.*

# OTC Continuing Education Registration Form

## Continuing Education

www.otc.edu

Name \_\_\_\_\_ S.S. # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Birthdate \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (cell) \_\_\_\_\_ E-Mail address \_\_\_\_\_

Method of payment:  Check enclosed payable to "OTC"  Discover  MC  Visa

Imprinted name on card \_\_\_\_\_

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

| Course # | Class Name | Date | Day | Class Time | Tuition |
|----------|------------|------|-----|------------|---------|
|          |            |      |     |            |         |
|          |            |      |     |            |         |
|          |            |      |     |            |         |
|          |            |      |     |            |         |

*Enroll now! You may register at any time before a class begins, if space is still available.*

*If you require special accommodations, please notify the office when registering.*

**Springfield Office Hours**  
**Monday-Thursday 8:00 AM - 7:00 PM**  
**Friday 8:00 AM - 4:30 PM**

**Branson Office Hours**  
**Monday - Friday**  
**8:00 AM - 3:00 PM**

*For your convenience you may register for classes by phone, fax, mail, or in person.*

- **Call to register with a credit card**  
 417-895-7180 (Springfield),  
 or 417-336-6239 (Branson ).
- **Mail** in your completed registration form with check or credit card information to:  
**OTC, Continuing Education, P. O. Box 5958,  
 Springfield, MO 65801.**
- **Fax** your completed registration form and credit card information to **417-895-7174** (Springfield) or **417-336-6278** (Branson).
- **Visit** us in person in Springfield at 800 East Central, or in Branson at 300 South Sixth Street.

**Confirmation Policy**

Once you are registered, *no confirmation will be sent to you.* You may call the office (**417-895-7180**) to confirm your registration or for more class information.

**Drop Refund Policy**

ï To drop a class, the student *must call* the Continuing Education office *two business days* before the beginning day of class. A class *cannot be dropped after* the class has started.

ï A class *must be dropped by the student* to receive a refund.

ï The refund will be for the amount paid (less the \$10 *drop fee* for *each* class).

ï The *drop fee* is \$10 for *each* class that is dropped.

**Class Cancellation Refund Policy**

ï When *a class is canceled by the Continuing Education office*, a *full refund* will be made (for the amount paid).

See page 64 for an additional registration form for your friends and colleagues.

**417-895-7180**

# Policies and Procedures

## Class Cancellation Calendar

|                  |   |
|------------------|---|
| <b>Jan 1</b>     | <b>New Years Holiday</b><br>(Offices closed/no classes)       |
| <b>Jan 20</b>    | <b>Martin Luther King Day</b><br>(Offices closed/no classes)  |
| <b>Feb 17</b>    | <b>Presidents Day</b> (Offices closed/no classes)             |
| <b>Mar 6</b>     | Kickapoo High School (no classes)                             |
| <b>Mar 24-28</b> | <b>Spring Break</b><br>(No classes in area High Schools only) |
| <b>Mar 28-30</b> | <b>OTC</b> (Offices closed/no classes)                        |
| <b>May 26</b>    | <b>Memorial Day</b> (Offices closed/no classes)               |

## **Class Size**

Each class sizes is limited to ensure quality instruction and maximum benefit to the student. Once a class has filled, students will be place on the wait list in the order their registration is received.

When a vacancy has been created, the students on the wait list will be notified by the Continuing Education office, and at that time the student may choose to register (with payment), or decline.

## **Eligibility to Attend Classes**

Anyone 16 years of age or older, and not enrolled as a full-time high school student, may enroll in classes designed for adults. High school students 16 years of age or older may enroll in some adult classes with written permission from their counselor or principal. Students **are not required** to live in any particular school district. For those special classes designed for youth, age is not a consideration for eligibility to enroll.

## **Disclaimer**

Every effort has been made to make this publication accurate as of the date of issue; however, all policies, procedures, tuition, fees, faculty, and curricula are subject to change at any time by appropriate action of the faculty and the college administration. This publication is not intended to be a contract, explicit or implied, and the college reserves the right to make changes in information contained herein.

## **Tutoring**

We offer a tutoring service for personal or business needs. If you have a special need, we will attempt to match your requirements with those of a skilled instructor. The tutoring fee is usually \$35.00 per hour of private instruction, but may vary depending upon the subject. If you have any questions, or a special request with which we can help, please call the Continuing Education office at 895-7105.

## **Equal Opportunities**

OTC is committed to a policy of nondiscrimination and equal opportunities in its admissions, education programs, activities and employment regardless of race, color, gender, national origin, religion, veteran status, marital status, age or disability.

## **Your Input**

If you are interested in a subject or activity you do not see available, we would like to hear from you. Please give us a call at 895-7180 with your suggestions or requests.

**Confirmation Policy** Once you are registered, *no confirmation will be sent to you.* You may call the office (417-895-7180) to confirm your registration or for more class information.

## **Inclement Weather**

Evening classes will not be held in any K-12 school if the school canceled classes that day. Evening classes held at any OTC facility (Business & Industry, Continuing Education Center, Graff Hall, Lincoln Hall, Information Commons East, Information Commons West, Industry & Transportation Center, or the Technical Education Center) will be canceled if OTC cancels day classes. ***Classes are canceled by the office of the President of the College.*** Listen to your local radio station for specific instruction.

## **Visitors to Class**

Please do not bring your children to classes. While they may not disturb you, they may be very distracting to others. We also ask that you do not bring guests to class unless you have permission from the administration office.

## **Student Policies and Procedures**

For more information about student policies and procedures, see the OTC handbook at the web site, [www.otc.edu](http://www.otc.edu), or pick up a copy at the Continuing Education office.

## **Attention Business and Industry**

We are pleased to work with businesses and other organizations to tailor courses or activities specifically for their members or employees. Please contact the Continuing Education office at 895-7105 if we may be assistance to you.

## **Drop Refund Policy**

- ï To drop a class, the student **must call** the Continuing Education office **two business days** before the beginning day of class. A class **cannot be dropped after** the class has started.
- ï A class **must be dropped by the student** to receive a refund.
- ï The refund will be for the amount paid (less the \$10 *drop fee* for **each** class).
- ï The *drop fee* is \$10 for **each** class that is dropped.

## **Class Cancellation Refund Policy**

- ï When **a class is canceled by the Continuing Education office**, a **full refund** will be made (for the amount paid).

## **VIP Program**

To qualify for the VIP Program the student:

- ï Must be sixty years of age or older
- ï Must live in the OTC district

that encompasses the following southwest Missouri school districts: Ash Grove, Clever, Everton, Fordland, Logan-Rogersville, Marshfield, Nixa, Ozark, Pleasant Hope, Republic, Springfield, Strafford, Walnut Grove and Willard.

***This program provides tuition-free courses on a space available basis; however all lab fees and/or miscellaneous fees, as well as books and supplies, must be paid by the student.***

A first-time application for the VIP program must be made in person at the Continuing Education office. **After the VIP application has been made**, the student may call the Continuing Education office the day before a class begins **to inquire about the availability for VIPs. If there is space available in the class, at that time the VIP will be registered. Some classes do not qualify for the VIP program. For information call 895-7180.**

# Business & Leadership Institute

## CEB-347-01 CPM & APP Review Modules 1 & 2

|                |               |                 |
|----------------|---------------|-----------------|
| Saturday       | 9:00AM-4:00PM | 6 Hours         |
| April 19       |               | OTC Main Campus |
| RONALD DOERING |               | \$130           |

Offered in cooperation with ISM-Missouri Ozarks, Inc., this review is designed to assist individuals interested in pursuing certification as an Accredited Purchasing Professional (APP) or as a Certified Purchasing Manager (CPM). APP certification students are responsible for acquiring a copy of the required APP Study Guide (APP0). **CPM certification students are responsible for acquiring a copy of the CPM Study Guide #7 (SG0). To order a study guide, call the Institute for Supply Management (formerly NAPM) Customer Service at 800-888-6276 extension 401.**

## CEB-348-01 CPM Review Modules 3 & 4

|                |               |                 |
|----------------|---------------|-----------------|
| Saturday       | 9:00AM-4:00PM | 6 Hours         |
| May 3          |               | OTC Main Campus |
| RONALD DOERING |               | \$130           |

Offered in cooperation with ISM-Missouri Ozarks, Inc., this review is designed to assist individuals interested in pursuing Certified Purchasing Manager (CPM). Those seeking CPM certification should attend modules 1, 2, 3 & 4. **CPM certification students are responsible for acquiring a copy of the required CPM Study Guide #7 (SG0). To order a study guide, call the Institute for Supply Management (formerly NAPM) Customer Service at 800-888-6276 extension 401.**

## CEB-318-01 How to Get People to Pay

|               |               |                          |
|---------------|---------------|--------------------------|
| Wednesday     | 9:00AM-3:30PM | 5.5 Hours                |
| June 4        |               | Information Commons East |
| GLENN SHEPARD |               | \$149                    |

Ever get tired of people using your money to their cash flow? It's tough getting people to pay on time. In this one day seminar for business owners, bookkeepers, accountants, and receivables managers, you'll learn more than 100 new ways to speed up slow payers, and get your money from customers who don't want to pay at all. This fast moving seminar includes sessions on bad checks, getting paid after customers file bankruptcy, finding people whose phones are disconnected, how to successfully sue debtors and make the system work for you. **This course does not qualify for the VIP program.**

## CEB-330-01 Managing Problem Employees

|               |               |                          |
|---------------|---------------|--------------------------|
| Tuesday       | 9:00AM-3:30PM | 5.5 Hours                |
| June 3        |               | Information Commons East |
| GLENN SHEPARD |               | \$149.00                 |

Inspiring or motivating a team can be rewarding, but managing people isn't always a cakewalk. In fact, the ridiculous problems people can create seem downright impossible to solve at times. This special program focuses on how to best address, resolve, and prevent a whole array of the most common and most challenging aspects of dealing with people. You'll also learn how to handle sensitive legal issues like sexual harassment, employee theft, alcohol and drug abuse, and how to legally fire people. **This course does not qualify for the VIP program.**

## CEB-425-01 Who Moved My Cheese?

|                 |             |                          |
|-----------------|-------------|--------------------------|
| Thursday        | 5:30-9:00PM | 3.5 Hours                |
| March 20        |             | Business & Industry Ctr. |
| BRENDA DESCAMPS |             | \$79                     |

## CEB-425-02 Who Moved My Cheese?

|                 |                |                          |
|-----------------|----------------|--------------------------|
| Tuesday         | 8:30AM-12:00PM | 3.5 Hours                |
| April 8         |                | Business & Industry Ctr. |
| BRENDA DESCAMPS |                | \$79                     |

Based on the #1 best selling book, this curriculum is designed to provide an entertaining and enjoyable way to experience more success with less stress in times of change-at work and in life. The iCheese Experience<sup>®</sup> has proved itself helpful in building relationships between clients and is a positive sales tool in gaining potential customers.

## CEB-470-01 Taking Charge of Your Business

|                        |               |                 |
|------------------------|---------------|-----------------|
| Friday                 | 9:00AM-4:00PM | 18 Hours        |
| February 7-February 21 |               | OTC Main Campus |
| CHARLES NEMER          |               | \$349.00        |

Your business product is your service and your knowledge. In today's economic environment, service firms are seeking better ways to differentiate themselves from their competition and thereby grow and improve their company. This seminar will teach you how to examine your operations, and identify immediate opportunities to streamline processes, reduce errors, and determine organizational goals. Continental breakfast and snacks included in tuition. **This class does not qualify for the VIP program.**

## CEB-395-01 The Great Game of Business Overview

|                 |               |                          |
|-----------------|---------------|--------------------------|
| Wednesday       | 8:00AM-3:00PM | 6 Hours                  |
| April 16        |               | Business & Industry Ctr. |
| BRENDA DESCAMPS |               | \$395                    |

The Great Game of Business provides a total management system that turns business into a game and puts all employees on the same team, playing to win. The Game is an excellent overview of The Great Game of Business and open book management. It provides valuable information on i game playing<sup>®</sup> to both the new player and the seasoned veteran. Attending this interactive workshop educates participants in the game playing process and, more importantly, motivates them to i wanna<sup>®</sup> play. As with any game, our chances of winning can be improved with thorough preparation. The Game will help you and your teams prepare to play and win at the game of business. **This course does not qualify for the VIP program.**

## CEB-001-01 Accounting Fundamentals

|                   |             |                 |
|-------------------|-------------|-----------------|
| Thursday          | 6:00-8:30PM | 37.5 Hours      |
| February 6-May 15 |             | OTC Main Campus |
| JUDITH CHAPLAIN   |             | \$174           |

## CEB-001-70 Accounting Fundamentals

|                  |             |            |
|------------------|-------------|------------|
| Tuesday          | 6:00-8:30PM | 37.5 Hours |
| January 28-May 6 |             | Branson    |
| STAFF            |             | \$174      |

This course is designed to acquaint the student with the introductory elements of accounting. Call the OTC bookstore for the required book.

### **CEB-403-01 Managing a Changing Workforce- Diversity in the Workplace**

Saturday 10:00AM-2:00PM 4 Hours  
February 8 OTC Main Campus  
KENNETH BIGGERS \$23

This seminar is designed to present the issues of diversity, culture, stereotyping, and how to prevent and recognize inappropriate workplace behavior. Discussion includes the costs associated with these issues for organizations and its employees.

### **CEB-378-01 CPS Review**

Saturday 9:00-11:00AM 16 Hours  
February 22-April 19 OTC Main Campus  
COLLEEN NEILL \$82

What is the CPS designation? The Certified Professional Secretary (CPS) designation is recognized as a standard of proficiency in the secretarial field and is a national designation sponsored by the International Association of Administrative Professionals. Why should *you* become a CPS? The CPS certification is nationally recognized as a professional achievement and a positive career aid for advancement. To have a professional certification means that you have gone the extra mile to exhibit knowledge, initiative and ambition in your chosen field. Employers recognize the certification as a standard of excellence in the profession. How do YOU become a CPS? Certification is obtained by passing a three part, one day examination. The SMSU Management Development Institute will offer this exam May 3, 2003. This review class will help you prepare for the exam. Tuition includes study materials.

### **CEB-414-01 Integrated Business Applications**

Monday/Wednesday 5:30-7:10PM 48 Hours  
January 13-May 10 Technical Ed. Ctr.  
ALICE BEASLEY \$140

A study of computerized applications such as word processing, database management, spreadsheets, graphics, and multimedia presentations. Emphasis is on business and education decision making using simple and integrated applications. Call the OTC bookstore for the required book. May be taken for credit BST 135. Instructor permission required.

### **CEB-343-01**

#### **Understanding Basic Accounting & Finance**

Monday 6:00-8:00PM 8 Hours  
March 3-March 24 OTC Main Campus  
JAMES SEITENZAHL \$41

This course will use real life examples to teach basic accounting and finance, i.e., balance checkbook, understand financial applications, credit and interest, how to compare financial products (credit cards, loans, etc), and how financial institutions work. Call the OTC bookstore for the required book.

### **CEB-472-01 Customer Service**

Monday 5:30-6:45PM 30 Hours  
January 13-May 10 Technical Ed. Ctr.  
PATRICIA BOYD \$90

Emphasis will be on developing customer support, practicing good work ethics in handling customer complaints and dealing with upset customers, accepting diversity in the workforce, demonstrating professionalism through better attitudes and teamwork involvement, and developing the social skills needed to sustain customer relationships. Internal-customer and external-customer communication skills will be taught through proper phone use and creating and distributing coherent and consistent messages with emphasis on working together to meet customers

## ***The Service Difference***

***You'll see an immediate positive and lasting difference in your efforts to:***

- 1) Improve customer loyalty and enhance customer satisfaction.
- 2) Differentiate yourself in a highly competitive market.
- 3) Manage customer experiences with efficiency and care.

### **CEB-454-01 Connecting with Customers**

Wednesday 8:00AM-12:00PM 4 Hours  
March 12 Business & Industry Ctr.  
DEBRA JOHNSTON \$79

### **CEB-454-70 Connecting with Customers**

Monday 8:00AM-12:00PM 4 Hours  
March 10 Branson  
DEBRA JOHNSTON \$79

This service module will prepare providers with knowledge to recognize when and how to establish that all important human connection with each customer, even in brief interactions. Tuition includes the workbook.

### **CEB-455-01 Healing the Customer Relationship**

Wednesday 1:00-5:00PM 4 Hours  
March 12 Business & Industry Ctr.  
DEBRA JOHNSTON \$79

### **CEB-455-70 Healing the Customer Relationship**

Monday 1:00-5:00PM 4 Hours  
March 10 Branson  
DEBRA JOHNSTON \$79

In this service module, participants will discuss the positive potential in negative customer experiences, and learn four guidelines of restoring a customer's trust and confidence. Tuition includes the workbook.

needs. Skills needed to negotiate conflicts will be taught through problem solving/critical thinking case studies and exercises, as well as planning and goal setting to build positive work environments and promote internal cooperation and communication. Call the OTC bookstore for the required textbook. May be taken for credit BST 155.

### **CEB-286-70 Front Desk Operations**

Monday 6:30-9:30PM 12 Hours  
February 24-March 17 Branson  
GERALD SHACKETTE \$59

This class is designed for hotel, motel, or lodge employees and covers guest relations, hospitality, phone etiquette, peer relationships, and overall management of all front desk duties. If you desire a more professional and welcoming presentation, send your staff to this workshop!

### **CEB-412-01 Marketing**

Tuesday 6:00-8:00PM 16 Hours  
April 1-May 20 OTC Main Campus  
LEWIS MILLER \$99

A guide on how to market yourself, your job, and your company. Covers the employee's responsibilities toward their own destiny as well as demonstrating the need to be loyal to the employer. Topics include product presentation, closing and customer feedback.

**CEB-058-01 Small Business Workshop**

|              |                          |         |
|--------------|--------------------------|---------|
| Tuesday      | 9:00AM-1:00PM            | 4 Hours |
| February 11  | Information Commons East |         |
| GARY MESSMER |                          | \$28    |

The Small Business Workshop is designed for new small business owners and anyone thinking of opening a small business. The workshop covers: starting a business, record keeping, business use of the home, depreciation and federal tax reporting requirements. A representative from the Social Security Administration will explain W-2 filing requirements. This workshop covers is<sup>i</sup> corporations in detail.

**CEB-059-01 Employment Tax Workshop**

|               |                 |         |
|---------------|-----------------|---------|
| Wednesday     | 9:00AM-1:00PM   | 4 Hours |
| May 14        | OTC Main Campus |         |
| LINDA MESSMER |                 | \$28    |

Provides a comprehensive employment tax workshop for small business employers in Missouri, cosponsored with the following state and federal agencies: Missouri Department of Revenue, Missouri Division of Employment Security, and the Social Security Administration.

**CEB-196-01 Basics of Starting a Business**

|                   |                 |           |
|-------------------|-----------------|-----------|
| Monday            | 6:30-9:00PM     | 7.5 Hours |
| March 10-March 24 | OTC Main Campus |           |
| BOB INGUAGIATO    |                 | \$60      |

**CEB-196-70 Basics of Starting a Business**

|                        |             |           |
|------------------------|-------------|-----------|
| Tuesday                | 6:30-9:00PM | 7.5 Hours |
| February 4-February 18 | Branson     |           |
| BERNIE PHIPPS          |             | \$60      |

Have you dreamed of starting your own business? Have you wondered if you have what it takes to be an entrepreneur? Find out first hand if you have the characteristics of an entrepreneur. Learn about the risks-plan for success. Get answers to your questions about starting a business. A workbook is included in the tuition.

**CEB-474-01 Conducting a Great Interview**

|                  |                 |           |
|------------------|-----------------|-----------|
| Thursday         | 6:00-8:30PM     | 7.5 Hours |
| March 20-April 3 | OTC Main Campus |           |
| BOB INGUAGIATO   |                 | \$39      |

Learn the fundamentals of interviewing prospective employees. This workshop will focus on the phases of an interview, how to review resumes and job applications, what questions to ask, and provide live practice in conducting an interview.

**CEB-108-01 How and When to Incorporate**

|                  |             |         |
|------------------|-------------|---------|
| Tuesday          | 6:00-9:00PM | 3 Hours |
| February 18      | Parkview    |         |
| ARTHUR HASELTINE |             | \$19    |

What are the advantages of a corporation over a partnership form of business, a sole proprietorship, or a limited liability company (LLD)? Discussion will include liability and tax considerations.

***Gift Certificates can be bought  
in any amount. Call 895-7180  
for more information.***

**CEB-305-01 Patent, Trademark and Copyright**

|              |             |         |
|--------------|-------------|---------|
| Wednesday    | 6:00-9:00PM | 3 Hours |
| February 5   | Glendale    |         |
| JONATHAN BAY |             | \$24    |

An overview designed to cover how and when to secure patent trademark and/or copyright rights for the new product or small business owner. Examples included. Learn how the Internet allows everyone to access the government's web sites for patent trademark and copyright research.

**CEB-327-01 Concepts of E-Commerce**

|               |                 |           |
|---------------|-----------------|-----------|
| Friday        | 7:30-9:00PM     | 4.5 Hours |
| May 23-June 6 | OTC Main Campus |           |
| RANDEL HANES  |                 | \$28      |

**CEB-327-70 Concepts of E-Commerce**

|              |              |           |
|--------------|--------------|-----------|
| Wednesday    | 12:30-2:00PM | 4.5 Hours |
| May 7-May 21 | Branson      |           |
| RANDEL HANES |              | \$28      |

This seminar will help business owners and webmasters to understand what the term e-Commerce really means. Issues about commercial artwork, forms and order collecting, web site navigation strategies and online services will be covered. Information from this seminar can be beneficial to those who have a web site, as well as those who are planning a web site for business.

## ***Real Estate Pre-License (Salesperson)***

**CEB-418-01 Real Estate Pre-License (Salesperson)**

|                          |                 |          |
|--------------------------|-----------------|----------|
| Monday/Tuesday/Wednesday | 5:30-9:30PM     | 60 Hours |
| February 3-March 10      | OTC Main Campus |          |
| DICK HEALEY              |                 | \$325    |

**CEB-418-02 Real Estate Pre-License (Salesperson)**

|                          |                 |          |
|--------------------------|-----------------|----------|
| Monday/Tuesday/Wednesday | 5:30-9:30PM     | 60 Hours |
| April 7-May 7            | OTC Main Campus |          |
| DICK HEALEY              |                 | \$325    |

This 60-hour real estate class is fully accredited by the Missouri Real Estate Commission and is designed to prepare the student to pass the National and State Examinations for the Missouri Real Estate Salesperson license. Topics include Missouri License Law, Rules and Regulations, Listing Property, Selling Property, Property Management, Settlement/Transfer of Ownership, Financing, Professional Responsibilities Fair Housing Practice. Students will need to bring a pocket calculator, highlighter, pencil, eraser and notebooks. Additional materials and hand-outs will be furnished. The textbook is included in the tuition. ***This class does not qualify for the VIP program.***

**CEB-423-70 So You Own a Piece of the Ozarks**

|                        |             |         |
|------------------------|-------------|---------|
| Thursday               | 6:00-8:00PM | 8 Hours |
| February 6-February 27 | Branson     |         |
| RANDY DIETZ            |             | \$41    |

Whether you own one or a thousand acres of Ozarks land, this class provides information on its management. Classes cover topics such as legal aspects, land limitations, food production, water, wildlife, and time management, and how to secure information and assistance. Several specialists will guest speak, including a Real Estate attorney and several natural resource specialists.

**CEB-250-01 Effective Leadership**

|                 |             |                 |
|-----------------|-------------|-----------------|
| Tuesday         | 6:00-9:00PM | 3 Hours         |
| February 18     |             | OTC Main Campus |
| BRENDA DESCAMPS |             | \$29            |

**CEB-250-02 Effective Leadership**

|                 |             |         |
|-----------------|-------------|---------|
| Monday          | 6:00-9:00PM | 3 Hours |
| March 10        |             | Nixa    |
| BRENDA DESCAMPS |             | \$29    |

**CEB-250-70 Effective Leadership**

|                   |             |         |
|-------------------|-------------|---------|
| Tuesday           | 6:00-8:00PM | 4 Hours |
| March 4 -March 11 |             | Branson |
| TERRY LABRIER     |             | \$35    |

Leadership skills-how would your employees rate you? A comprehensive course that addresses basic management skills for both new and experienced managers. This course outlines a common sense approach to developing and improving your leadership skills. Learn some valuable tools and ideas to implement in your work environment.

**CEB-014-01 Tools for Successful Supervision**

|                   |             |                 |
|-------------------|-------------|-----------------|
| Tuesday           | 7:00-9:00PM | 12 Hours        |
| March 11-April 15 |             | OTC Main Campus |
| BOB INGUAGIATO    |             | \$75            |

**CEB-014-70 Tools for Successful Supervision**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 6:00-8:00PM | 12 Hours |
| February 5-March 12 |             | Branson  |
| BERNIE PHIPPS       |             | \$75     |

For the first line supervisor, foreman, or those considering supervision. Included will be leadership, goal setting, communication, decision making, problem solving and safety. Employee training, motivation and evaluation are also discussed. Call the OTC bookstore for the required book.

**CEB-355-01****Beyond Basic Supervision to Dynamic Leadership**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 6:00-8:30PM | 15 Hours        |
| February 4-March 11 |             | OTC Main Campus |
| MAGGIE KRACKE       |             | \$84            |

Examine your own management/leadership style and learn techniques that will enable you to identify your existing skills and areas where you need enhancement or expansion. The reading, practices, and writing requirements are designed to assist you in developing needed skills and self-confidence as a leader for your organization. Call the OTC bookstore for the required book.

**CEB-125-01 Personnel Management**

|               |             |                 |
|---------------|-------------|-----------------|
| Tuesday       | 7:00-9:00PM | 12 Hours        |
| April 1-May 6 |             | OTC Main Campus |
| ANITA SMITH   |             | \$59            |

A refreshing new approach to people management and human resources. Emphasis is on employee supervision, recruitment selection, training and development, discipline and other supervisory techniques.

**CEB-309-01 Building Leadership Skills**

|                |                |                 |
|----------------|----------------|-----------------|
| Tuesday        | 9:00AM-12:00PM | 3 Hours         |
| April 29       |                | OTC Main Campus |
| BOB INGUAGIATO |                | \$49            |

This seminar is designed to help participants look at their own leadership style; to gain an awareness of how they come across to employees, and to acquire how-to leadership ideas that contribute to greater success in getting things done through people. Covers transition from worker to new leader, leadership styles, differences between bosses and leaders, and building technical and human resource skills.

**CEB-284-70 Results Oriented Leadership**

|                  |                |         |
|------------------|----------------|---------|
| Saturday         | 8:30AM-12:00PM | 7 Hours |
| February 1 & 8   |                | Branson |
| GERALD SHACKETTE |                | \$37    |

This class is designed for managers or supervisors, and will enable you to communicate more effectively, help employees develop good self-esteem, assist employees in developing (and achieving) goals. Learn how to coach as well as when and how to discipline. A two-part workshop that *will* make you a better boss!

**CEB-410-70 The Leadership Series**

|                  |             |         |
|------------------|-------------|---------|
| Tuesday          | 6:30-8:30PM | 8 Hours |
| April 1-April 22 |             | Branson |
| COLLEEN NEILL    |             | \$46    |

This series of workshops is designed to allow those in attendance the opportunity to increase their leadership skills. Class discussions and interactive group exercises will help to identify the areas of growth opportunity. Areas to be addressed are attitude, leadership and facilitation skills, communication, persistence, conflict-resolution, and coaching.

**CEB-475-01 Leadership Styles & Practices**

|                |             |                 |
|----------------|-------------|-----------------|
| Monday         | 6:00-8:00PM | 4 Hours         |
| April 14 & 21  |             | OTC Main Campus |
| BOB INGUAGIATO |             | \$29            |

Are you ready to identify your personal leadership style and develop key leadership skills? You will learn about the components of highly effective leadership styles and explore when each is appropriate.

**CEB-400-01 People Management 101**

|                |             |                 |
|----------------|-------------|-----------------|
| Wednesday      | 6:00-9:00PM | 6 Hours         |
| March 19 & 26  |             | OTC Main Campus |
| BOB INGUAGIATO |             | \$35            |

Learn about the six most important people management actions you will take as a supervisor/ manager, and the biggest people management mistake most people make. Learn about hiring and progressive discipline and termination.

**CEB-178-01 Business Communication Skills**

|                 |               |                          |
|-----------------|---------------|--------------------------|
| Tuesday         | 9:00AM-4:00PM | 6 Hours                  |
| March 4         |               | Business & Industry Ctr. |
| BRENDA DESCAMPS |               | \$32                     |

**CEB-178-70 Business Communication Skills**

|                  |             |         |
|------------------|-------------|---------|
| Tuesday          | 6:00-8:00PM | 8 Hours |
| March 18-April 8 |             | Branson |
| TERRY LABRIER    |             | \$41    |

Everyday business and social situations can be managed with less stress. Learn tips on special situations that require speaking and/or writing. *How to ...* and *What to say when...*. Develop confidence, poise, and a positive image. Be sure of your punctuation, pronunciation, and participation!

**CEB-324-01 Communication and Collaboration**

|                |                |                 |
|----------------|----------------|-----------------|
| Wednesday      | 9:00AM-12:00PM | 3 Hours         |
| April 23       |                | OTC Main Campus |
| BOB INGUAGIATO |                | \$49            |

In this seminar students will learn to play an effective role as a communicator who assumes total responsibility for every communication effort. Learn how to be a sensitive communicator who listens positively, perceives accurately and achieves results with greater ease to improve interaction skills.



## Residential Appraisal Certification

*This series of classes fulfill the 120 hours of instruction required for state certification. These classes have been approved by the Missouri Real Estate Appraiser Commission, and the Arkansas Licensing and Certification Board. These classes do not qualify for the VIP program. Call the OTC bookstore for the required books for these Appraisal classes.*

### CEB-297-01 Introduction to Real Estate Appraisal

|                       |                          |          |
|-----------------------|--------------------------|----------|
| Saturday & Sunday     | 8:00AM-4:00PM            | 30 Hours |
| February 1-February 9 | Information Commons East |          |
| RAY SHERMER           |                          | \$360    |

This Real Estate Appraisal course involves an introduction to modern real estate appraising. Real estate principles and markets are studied, as well as the nature of value.

### CEB-298-01 Direct Sales Comparison Approach

|                     |                          |          |
|---------------------|--------------------------|----------|
| Saturday & Sunday   | 8:00AM-4:00PM            | 30 Hours |
| February 22-March 2 | Information Commons East |          |
| RAY SHERMER         |                          | \$360    |

This approach, the primary one used in residential real estate appraisal, is fully explained including the data requirements and sources needed, and the methods of market adjustment. In addition, area, neighborhood and property analyses are described, three integral parts of any residential real estate appraisal.

### CEB-299-01 Cost & Income Approaches

|                   |                          |          |
|-------------------|--------------------------|----------|
| Saturday & Sunday | 8:00AM-4:00PM            | 30 Hours |
| March 8-March 16  | Information Commons East |          |
| RAY SHERMER       |                          | \$360    |

This course highlights the cost & income approaches. The Marshall and Swift Cost Manual will be studied as well as the gross rent multiplier approach to residential valuation. It also includes a field trip to appraise a single family residence.

### CEB-300-01 Statistical Analysis

|                   |                          |          |
|-------------------|--------------------------|----------|
| Saturday & Sunday | 8:00AM-4:00PM            | 15 Hours |
| April 5 & 6       | Information Commons East |          |
| RAY SHERMER       |                          | \$180    |

The concepts of statistical inference and prediction and measures of central tendency will be the subject of this course. Mean, median, mode, and standard deviation will also be explained.

### CEB-301-01 Uniform Standards

|                   |                          |          |
|-------------------|--------------------------|----------|
| Saturday & Sunday | 8:00AM-4:00PM            | 15 Hours |
| April 12 & 13     | Information Commons East |          |
| RAY SHERMER       |                          | \$180    |

This course will help the student understand the rules and regulations under which they must work. Professionalism and ethics are explained, and how they apply to this interesting field.

## General Appraisal Certification

*Both of these classes, iIncome Capitalizationi and iHow to Appraise Apartment Complexes, Shopping Centers, Residential and Subdivisionsi must be taken to meet the 60 hours required for the General Certification by the Missouri Real Estate Appraisers Commission. Call the OTC bookstore for the required book.*

### CEB-402-01 Income Capitalization

|                   |                          |          |
|-------------------|--------------------------|----------|
| Saturday & Sunday | 8:00AM-4:00PM            | 30 Hours |
| April 19-April 27 | Information Commons East |          |
| RAY SHERMER       |                          | \$300    |

This course introduces students to the Income Approach for commercial, apartment, retail and industrial properties. It completes 30 of the 60 required general certification hours.

### CEB-419-01 How to Appraise Apartment Complexes, Shopping Centers, Residential, and Subdivision

|                   |                          |          |
|-------------------|--------------------------|----------|
| Saturday & Sunday | 8:00AM-4:00PM            | 30 Hours |
| May 3-May 11      | Information Commons East |          |
| RAY SHERMER       |                          | \$300    |

This course helps the student become proficient in the primary areas of commercial, multi-family and industrial appraising. It completes 30 of the 60 required general certification hours.

### CEB-107-01 Wills, Trusts, and Estate Planning

|                  |             |         |
|------------------|-------------|---------|
| Tuesday          | 6:00-9:00PM | 3 Hours |
| February 11      | Parkview    |         |
| ARTHUR HASELTINE |             | \$19    |

When should one consider having a will or trust prepared? What can be done by a family to maximize or eliminate probate and the federal estate tax?

### CEB-331-01 Non-Probate Transfers

|                  |                 |         |
|------------------|-----------------|---------|
| Thursday         | 7:00-9:00PM     | 2 Hours |
| April 17         | OTC Main Campus |         |
| ARTHUR HASELTINE |                 | \$14    |

Would you like to learn what can be done to set up your estate in such a way to avoid the high costs and delays of probate? This class will cover beneficiary deeds, transfers on death, healthcare directives and durable powers of attorney.

### CEB-344-01 Time Planning Seminar

|             |                     |         |
|-------------|---------------------|---------|
| Thursday    | 9:00AM-4:00PM       | 6 Hours |
| February 13 | Continuing Ed. Ctr. |         |
| ANITA SMITH |                     | \$32    |

This class teaches goal setting, planning daily tasks to accomplish goals, improving communication, overcoming procrastination, prioritizing, delegating and more.

### CEB-111-01 Fixing Up an Old House for Profit

|                     |                     |          |
|---------------------|---------------------|----------|
| Monday              | 6:30-9:30PM         | 18 Hours |
| February 3-March 17 | Continuing Ed. Ctr. |          |
| RICHARD VIRNIG      |                     | \$91     |

Learn what to look for in buying a house to resell, and the techniques needed to refurbish them. Handouts provided to illustrate the process from prospecting, to buying, repairing, and selling residential property. *Supply fee (\$5) is to be paid to the instructor the first night of class.*

### CEB-411-01 Solving Communication Problems

Wednesday 1:00-4:00PM 3 Hours  
April 23 OTC Main Campus  
BOB INGUAGIATO \$49

This seminar is designed to help participants find workable solutions to current communication problems in the work environment and organization. It will cover development of a problem-solving model that may be applied to communication problems as they occur and how to develop a consistent and effective communication style.

### CEB-386-01

#### Understanding Your Communication Style

Tuesday 6:00-9:00PM 3 Hours  
February 25 OTC Main Campus  
TERRY NIGH \$29

Become more productive at work and more influential when dealing with other individuals. This is a very interactive, quick moving class with a great deal of student participation. *Workbook fee (\$20) is to be paid to the instructor the first night of class.*

### CEB-311-01 High Performance Teamwork

Tuesday 1:00-4:00PM 3 Hours  
April 29 OTC Main Campus  
BOB INGUAGIATO \$49

In this seminar students will learn to understand how the group process functions in a work environment. Students will gain in knowledge of basic human needs, that when acknowledged and satisfied, pull people together. How-to ideas that result in group synergy and a high performance team will also be presented.

## *Practical Application of Training is Your Bottom Line*



Leaders, managers and supervisors can and do make a substantial difference in the success of an organization, and in the lives of their employees, says Bob Inguagiato, a business and management consultant who uses interactive teaching methods to make his courses fun and pertinent to the participant's situation. I have a passion for designing workshops that are relevant and helpful. As an experienced entrepreneur, I understand that practical application of training is your bottom line.

### CEB-356-01 Team Building

Tuesday 6:00-8:30PM 15 Hours  
March 18-April 22 OTC Main Campus  
MAGGIE KRACKE \$84

Teams are groups of people who share a common purpose, depend on each other to accomplish their purpose, develop relationships with each other and outsiders, and eventually function effectively within the team. These teams can be intact work groups working for the same person, or can be from different functions or organizations. Call the OTC bookstore for the required book.

### CEB-364-01 Conflict Resolution Between Co-Workers

Tuesday 6:30-8:30PM 2 Hours  
February 11 Business & Industry Ctr.  
BRENDA DESCAMPS \$35

### CEB-364-70 Conflict Resolution Between Co-Workers

Tuesday 6:30-8:00PM 1.5 Hours  
February 25 Branson  
TERRY LABRIER \$25

This workshop is designed for professional men and women who want to learn how to resolve conflicts between co-workers. Topics include how to deal with a feud between two other people, styles of handling conflict, and elements of a healthy relationship.

### CEB-345-01 Developing a Dynamic Memory

Wednesday 6:00-9:00PM 6 Hours  
March 5 & 12 OTC Main Campus  
BRENDA DESCAMPS \$32

Learners will discover how to improve their short and long-term memory through a variety of techniques and strategies. This course covers how human memory works and includes in-class activities for optimizing memory strengths.

### CEB-374-01 Organizing for Success

Monday 6:00-8:30PM 5 Hours  
February 3 & 10 OTC Main Campus  
RUTH GLASCOE \$27

Are you stressed out because you can't seem to get organized? Are you always running behind? When you discover how to organize, you can say goodbye to clutter, chaos and frustration and say hello to becoming efficient, effective, and productive. Master space, time, paper, and priority management skills by learning time saving shortcuts for taking control, setting priorities, and getting organized.

### CEB-471-01 Joy Works for the Workplace

Monday 6:30-8:30PM 2 Hours  
March 3 OTC Main Campus  
SANDY HIGGINS \$14

This workshop offers a practical yet inspiring message on the decision individuals make to experience joy in their work and their daily lives. This course focuses on employee motivation, organization, stress management, goal setting, and team development. For more than a decade these dynamic presenters have been improving morale and productivity of key executives, employees, business professionals, and educators. This fun workshop is filled with tips and techniques, encouraging participants to take personal responsibility and create a more joyful working atmosphere.

# Peak Performance Leadership Certification

A Certification Program to enhance your ability to manage your most important assets, your employees, using the curriculum from a world leader in human performance, Achieve Global.

## CEB-387-01

### The Basic Principles for a Collaborative Workplace

Wednesday 8:30AM-12:00PM 3.5 Hours  
 January 29 Business & Industry Ctr.  
 PHILIP DAVIS \$79

## CEB-387-02

### The Basic Principles for a Collaborative Workplace

Monday 5:30-9:00PM 3.5 Hours  
 March 3 Business & Industry Ctr.  
 PHILIP DAVIS \$79

Learn behaviors that create strong relationships at every level of the organization.

## CEB-391-01

### Coaching: Bringing Out the Best in Others

Wednesday 8:30AM-12:00PM 3.5 Hours  
 February 19 Business & Industry Ctr.  
 DAVID FELIN \$79

## CEB-391-02

### Coaching: Bringing Out the Best in Others

Monday 5:30-9:00PM 3.5 Hours  
 March 24 Business & Industry Ctr.  
 DAVID FELIN \$79

Learn to maximize the performance of your employees to bring out the best in each one of them.

## CEB-389-01 Giving Recognition

Wednesday 8:30AM-12:00PM 3.5 Hours  
 March 19 Business & Industry Ctr.  
 DAVID FELIN \$79

## CEB-389-02 Giving Recognition

Monday 5:30PM-9:00PM 3.5 Hours  
 April 28 Business & Industry Ctr.  
 DAVID FELIN \$79

Learn to recognize all levels of accomplishments.

## CEB-390-01 Moving from Conflict to Collaboration

Wednesday 8:30AM-12:00PM 3.5 Hours  
 February 26 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

## CEB-390-02 Moving from Conflict to Collaboration

Monday 5:30-9:00PM 3.5 Hours  
 April 7 Information Commons West  
 BRENDA DESCAMPS \$79

Learn the skills to successfully deal with conflict.

## CEB-388-01

### Giving & Receiving Constructive Feedback

Wednesday 8:30AM-12:00PM 3.5 Hours  
 February 12 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

## CEB-388-02

### Giving & Receiving Constructive Feedback

Monday 5:30-9:00PM 3.5 Hours  
 March 17 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

Learn constructive approaches to giving honest feedback.

## CEB-393-01 Expressing Yourself: Presenting Your Thoughts & Ideas

Wednesday 8:30AM-12:00PM 3.5 Hours  
 March 5 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

## CEB-393-02 Expressing Yourself: Presenting Your Thoughts & Ideas

Monday 5:30-9:00PM 3.5 Hours  
 April 14 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

Learn techniques for planning, organizing, and delivering messages.

## CEB-394-01 Managing Your Priorities

Wednesday 8:30AM-12:00PM 3.5 Hours  
 March 12 Business & Industry Ctr.  
 RICHARD STARK \$79

## CEB-394-02 Managing Your Priorities

Monday 5:30-9:00PM 3.5 Hours  
 April 21 Business & Industry Ctr.  
 RICHARD STARK \$79

Learn better decision making techniques.

## CEB-396-01 Establishing Performance Expectations

Wednesday 8:30AM-12:00PM 3.5 Hours  
 February 5 Business & Industry Ctr.  
 RICHARD STARK \$79

## CEB-396-02 Establishing Performance Expectations

Monday 5:30-9:00PM 3.5 Hours  
 March 10 Business & Industry Ctr.  
 RICHARD STARK \$79

Learn how to focus employees on the right targets so they can implement strategies and make better decisions.

## CEB-428-01 Improving Your Leadership Skills

Tuesday 9:00AM-4:00PM 7 Hours  
 February 18 Business & Industry Ctr.  
 BRENDA DESCAMPS \$125

This course will explain the Myers-Briggs Type Indicator, a self-report questionnaire, designed to make Carl Jung's Theory of Psychological Type understandable and useful in everyday life.

## CEB-401-01 Influence & Leadership

Thursday 6:00-9:00PM 9 Hours  
 April 10-April 24 Lincoln Hall  
 BOB INGUAGIATO \$49

A leader's ability to influence others is key to productivity. This course is for anyone who depends on others for the successful completion of his or her own job. The focus is on how to convince someone to do something when just telling them to do it will not work.

**CEB-430-01 Giving Constructive Feedback**

Thursday 8:00AM-12:00PM 4 Hours  
 February 6 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

This unit builds skill in delivering objective, honest feedback in a coherent fashion that will make the feedback relevant and useful to employees.

**CEB-431-01 Establishing Performance Expectations**

Tuesday 8:00AM-12:00PM 4 Hours  
 February 11 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

This unit offers a method for focusing employees on the right targets so they can implement strategies, keep goals in view, and make better decisions.

**CEB-432-01 Getting Good Information**

Thursday 8:00AM-12:00PM 4 Hours  
 February 13 Business & Industry Ctr.  
 PHILIP DAVIS \$79

This unit discusses the value of good information in making better decisions, and covers how to gather in depth information efficiently.

**CEB-434-01 Recognizing Positive Results**

Wednesday 8:00AM-12:00PM 4 Hours  
 February 20 Business & Industry Ctr.  
 DEAL TONEY \$79

By incorporating the motivating element of personal appreciation for a job well done, this unit builds skills beyond those for giving basic feedback.

**CEB-435-01 Clarifying Team Roles & Responsibilities**

Tuesday 8:00AM-12:00PM 4 Hours  
 February 25 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

This unit demonstrates how to tap the expertise of all team members, thus gaining output from a collaborative effort. This process is appropriate for both ongoing and temporary work efforts.

**CEB-436-01 Getting Your Ideas Across**

Thursday 8:00AM-12:00PM 4 Hours  
 February 27 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit provides skills that are particularly helpful for explaining tough decisions or complicated, possibly unpopular, ideas.

**CEB-437-01 Dealing with Emotional Behavior**

Tuesday 8:00AM-12:00PM 4 Hours  
 March 4 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit focuses on ways to defuse non-constructive emotional behavior in work situations and how to refocus energies toward positive, productive solutions to issues.

**CEB-440-01****Conducting Information Exchange Meetings**

Thursday 8:00AM-12:00PM 4 Hours  
 March 13 Business & Industry Ctr.  
 PHILIP DAVIS \$79

This unit gives suggestions for moving meetings along quickly while fostering understanding and delivering positive post-meeting results.

**CEB-429-01 Frontline Leadership Basic Principles**

Tuesday 8:00AM-12:00PM 4 Hours  
 February 4 Business & Industry Ctr.  
 PHILIP DAVIS \$79

This course gives an overview of the expanding role of supervisors and managers, and examines why the need for their personal skill development has never been greater. It introduces the Frontline Leadership program and covers The Basic Principles of maintaining positive work relationships as the foundation for all skills in the program.

**CEB-433-01 Coaching for Optimal Performance**

Tuesday 8:00AM-12:00PM 4 Hours  
 February 18 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

This unit demonstrates how leaders can help employees to examine their own performance. It provides suggestions for generating employee commitment to improve results, and for working together with employees to plan and implement methods to achieve optimal performance. It also covers performance appraisal discussions.

**CEB-438-01 Developing Job Skills**

Thursday 8:00AM-12:00PM 4 Hours  
 March 6 Business & Industry Ctr.  
 MAGGIE KRACKE \$79

This unit demonstrates how to train employees in technical, mechanical, and/or interpersonal skills and how to help them grow personally and professionally.

**CEB-439-01 Taking Corrective Action**

Tuesday 8:00AM-12:00PM 4 Hours  
 March 11 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit gives tips for taking prompt action to correct unproductive behavior, and for replacing punitive measures with a high-priority action plan for getting back on track.

**CEB-442-01 Building a Constructive Relationship with Your Manager**

Thursday 8:00AM-12:00PM 4 Hours  
 March 20 Business & Industry Ctr.  
 PHILIP DAVIS \$79

This unit demonstrates how to build a relationship that enables both supervisors and their managers to achieve their goals. It helps to build skills for identifying and planning ways to work together more effectively.

**CEB-441-01 Resolving Team Conflicts**

Tuesday 8:00AM-12:00PM 4 Hours  
 March 18 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit demonstrates how to handle conflicts between individuals in group situations, and it gives tools for rebuilding relationships between team members.

**CEB-444-01 Confronting Issues with Your Manager and Peers**

Thursday 8:00AM-12:00PM 4 Hours  
 March 27 Business & Industry Ctr.  
 MAGGIE KRACKE \$79

This unit offers a win-win approach to conflict resolution by demonstrating how to clear the air before serious problems affect progress and results.

**CEB-443-01****Building a Collaborative Relationship with Your Peers**

Thursday 8:00AM-12:00PM 4 Hours  
 March 25 Business & Industry Ctr.  
 PHILIP DAVIS \$79

This unit demonstrates how to build a relationship that enable both supervisors and their managers to achieve their goals. It helps to build skills for identifying and planning ways to work together more effectively.

**CEB-445-01 Winning Support from Others**

Tuesday 8:00AM-12:00PM 4 Hours  
 April 1 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit demonstrates how to extend personal influence through good listening, mutual understanding and mutual benefits. It demonstrates how to build and maintain supportive relationships that produce results.

**CEB-447-01 Fostering Improvement through Innovation**

Tuesday 8:00AM-12:00PM 4 Hours  
 April 8 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit shows how to generate creativity and minimize risk by drawing out ideas for those closest to the work. Covers how to channel energy into creative approaches to important objectives.

**CEB-448-01 Problem Solving: The Basic Process**

Thursday 8:00AM-12:00PM 4 Hours  
 April 10 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit provides a four-step problem solving process that clarifies the critical path from symptoms to causes, solutions and action plans.

**CEB-449-01 Problem Solving: Tools & Techniques**

Tuesday 8:00AM-12:00PM 4 Hours  
 April 15 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit demonstrates twenty-four practical ways to simplify data analysis and stimulate creative solutions to problems in individual and team settings.

**CEB-450-01 Participating in Problem Solving Sessions**

Thursday 8:00AM-12:00PM 4 Hours  
 April 17 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit demonstrates how participants can contribute their ideas and encourage others to contribute, thus developing better solutions through cooperative action.

**CEB-451-01 Leading Problem Solving Sessions**

Tuesday 8:00AM-12:00PM 4 Hours  
 April 22 Business & Industry Ctr.  
 DEAL TONEY \$79

This unit demonstrates how team leaders can focus on the process and content of problem solving sessions, encourage balanced participation, and build creative, team-based solutions.

**CEB-452-01 Managing Change**

Thursday 8:00AM-12:00PM 4 Hours  
 April 3 Business & Industry Ctr.  
 BRENDA DESCAMPS \$79

This unit demonstrates how to help employees take on

responsibility for implementing successful change, and how to turn potentially threatening situations into opportunities to effect change.

**CEB-473-01 Voice Recognition**

Monday/Wednesday 7:30-8:20PM 30 Hours  
 January 13-May 10 Technical Ed. Ctr.  
 JEANNE KRUGER \$90

A study of voice recognition technology. Emphasis will be on using voice recognition software in creating, proofreading, and editing business documents. Call the OTC bookstore for the required textbook. May be taken for credit BST 201. Instructor permission required.

**CEB-192-01 Medical Front Office**

Thursday 6:00-8:00PM 16 Hours  
 March 13-May 8 Kickapoo  
 VALORIE VAN ALPHEN \$87

Designed to guide students through the duties and responsibilities of medical receptionists/clerical workers in a physician's office, clinic, or hospital setting. The medical environment, patient relations, and health insurance are just a few of the topics discussed. **Textbook required for first class.** Call the OTC bookstore for the required book.

**CEB-008-01 Introduction to Medical Transcription**

Wednesday 7:00-9:30PM 25 Hours  
 February 5-April 9 Technical Ed. Ctr.  
 LYNN BECKER \$133

Prerequisites: Medical terminology and typing. This beginning course introduces the student to the confidentiality rules, document formatting and medical terminology research. Transcription tapes will be used. **Students must supply their own headsets and bring a formatted disk to class.** Call the OTC bookstore for the required book.

**CEB-476-01****Legal Terminology, Procedures & Transcription**

Tuesday/Thursday 5:00-6:45PM 40 Hours  
 January 14-May 8 Technical Ed. Ctr.  
 BRIAN WILSON \$125

Intro to current legal office procedures, legal terminology, legal transcription, and legal ethics necessary in a law firm, as well as knowledge of various court structures. May be taken for credit BST-240. Call the OTC bookstore for the required textbook. Instructor permission required.

**CEB-128-01 Healthcare Reimbursement**

Tuesday 6:00-8:00PM 24 Hours  
 February 4-April 22 Information Commons East  
 LYNN BECKER \$118

This course provides the basics in Insurance Reimbursement. It will include ICD-9, CPT coding, HCFA claim forms and information on various types of insurance such as Medicare, Medicaid, etc. Call the OTC bookstore for the required textbook.

**CEB-010-01 Ten Key Computer Functions**

Monday 7:00-9:00PM 16 Hours  
 February 3-March 31 OTC Main Campus  
 DAVID WALKER \$92

Emphasis will be on using the 10 key pad on the computer keyboard for speed and accuracy. Proper use of the 10 key pad will speed data entry. Textbook required for first class meeting. Call the OTC bookstore for the required book.

**CEB-004-01 Basic Keyboarding**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Thursday            | 7:15-9:15PM | 24 Hours        |
| February 6-April 24 |             | OTC Main Campus |
| DARLENE DEFEO       |             | \$128           |

**CEB-004-02 Basic Keyboarding**

|                 |             |                 |
|-----------------|-------------|-----------------|
| Tuesday         | 6:00-8:00PM | 24 Hours        |
| March 4-May 20  |             | OTC Main Campus |
| JUDITH CHAPLAIN |             | \$128           |

This class is designed for beginners who need to learn the keyboard and the basics of word processing. This course provides drill and fundamental typing/keyboarding skills for students with little or no previous training. You will also learn how to use a mouse and work in the Windows environment. Learn keyboarding and word processing all in one class! Call the OTC bookstore for the required book.

**CEB-272-01 Fundamentals of Managed Health Care**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 7:00-9:00PM | 12 Hours        |
| February 4-March 11 |             | OTC Main Campus |
| MATTHEW FORBIS      |             | \$70            |

A course to introduce the health insurance business. Includes terminology of the industry, ethics, reinsurance and third party liability.

**CEB-273-01 Customer Service**

|                    |             |                 |
|--------------------|-------------|-----------------|
| Tuesday            | 6:00-9:00PM | 18 Hours        |
| March 18-April 22  |             | OTC Main Campus |
| VALORIE VAN ALPHEN |             | \$117           |

This course equips students with high impact skills and strategies that result in improvements in service. Specific competencies that are taught include stress management, time management, interviewing skills, telephone skills, as well as customer relations skills and strategies. Call the OTC bookstore for the required book.

**CEB-274-01 Insurance Communications**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Thursday            | 7:00-9:00PM | 20 Hours        |
| February 6-April 10 |             | OTC Main Campus |
| BEVERLY LANGE       |             | \$110           |

An oral and written communications course designed to instruct the student on the importance of clear and concise communication. Students will learn the basics of good writing skills, including the formatting of letters and correspondence using a computer, as well as clear oral communication. Call the OTC bookstore for the required book.

**CEB-275-01 Medical Coding I**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday/Thursday | 7:00-8:15PM | 40 Hours     |
| January 14-May 8 |             | Lincoln Hall |
| BETH CLIMER      |             | \$125        |

Application of principles of using the ICD-9-CM classification system. Emphasis is placed on coding symptoms, diseases, operations and procedures according to ICD-9-CM. Call the OTC bookstore for the required textbook. May be taken for credit HIT 120.

**CEB-276-01 Medical Coding II**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday/Thursday | 4:00-5:15PM | 40 Hours     |
| January 14-May 8 |             | Lincoln Hall |
| STAFF            |             | \$125        |

Applications of principles of using CPT and HCPCS coding systems in order to assign valid procedure codes. Also included is the study of coded data for the Prospective Payment system and accurate DRG assignment. Call the OTC bookstore for the required textbook. May be taken for credit HIT 220.

## Medical Claims Analyst Job Training Program

You can train to become a Medical Claims Analyst in this program. You must be 18 years old and have a GED or High School Diploma to enter the program. You may challenge and waive the Basic Keyboarding and Ten Key Computer Functions courses if you feel you already have the job skills covered in these courses. Program completers\* will receive a Certificate of Completion and are eligible for job placement assistance through OTC Placement Office for such jobs as medical billing, claims processor, admitting clerk, collections clerk, E. R. registration, medical front office, insurance clerk, reimbursement specialist, and hospital accounting clerk.

### Courses required to complete this training program include the following:

- CEB 004 Basic Keyboarding
- CEB 010 Ten Key Computer Functions
- CEB 102 Intro to Medical Terminology
- CEB 272 Managed Health Care
- CEB 273 Customer Service
- CEB 274 Insurance Communications
- CEB 275 Medical Coding I
- CEB 276 Medical Coding II
- CEB 277 Claims Adjudication

Select as many courses as your time permits, then register for the selected courses to prepare you for your new career as a Medical Claims Analyst.

*\*Once students have completed the required courses necessary for the Medical Claims Analyst Certificate they must call the Continuing Education office (895-7180) to request their certificate.*

**CEB-102-01 Introduction to Medical Terminology**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 6:00-8:00PM | 20 Hours |
| February 5-April 16 |             | Glendale |
| CATHERINE HENDERSON |             | \$95     |

**CEB-102-02 Introduction to Medical Terminology**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:00-8:00PM | 20 Hours |
| February 6-April 24 |             | Kickapoo |
| GYLA BOHANAN        |             | \$95     |

An introduction to vocabulary building and commonly used terms along with suffixes, word roots and prefixes. Learn how to remember medical terms along with correct pronunciation. Textbook and medical dictionary required for first class. Call the OTC bookstore for the required book.

**CEB-277-01 Claims Adjudication**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Thursday            | 6:30-9:00PM | 20 Hours        |
| February 6-March 27 |             | OTC Main Campus |
| LYNN BECKER         |             | \$175           |

This is a basic course on the laws that govern the filing of medical claims. Students will learn the guidelines used to investigate insurability, determine pre-existing conditions, and other items relevant to the health claims industry. The second portion of this class will be an opportunity for students to review the day-to-day activities required in the medical claims field, such as filing and sorting claims and monthly reports. Call the OTC bookstore for the required book.

# Computer Training Institute

## Free Computer Seminars

### CEC-334-01 What is Best for You?

Tuesday 6:00-7:30PM *free*  
January 14 Lincoln Hall

### CEC-334-70 What is Best for You?

Tuesday 6:00-7:30PM *free*  
January 21 Branson

Learn about the software courses we offer in this presentation, and ask your questions of our computer specialist too. *Although it's free, registration is required. Call 417-895-7180 (Springfield) or 417-336-6239 (Branson).*

## Free Hands-on Computer Seminars

This *free hands-on* computer seminar will give each student an opportunity to say hello to a computer, work on a computer, ask questions of our computer specialist (Scott Turk), and give you an opportunity to find out about other classes of interest. *It's free, but you must register, call 417-895-7180!*

### CEC-460-70 Say Hello to Your Computer

Wednesday 6:00-7:30PM *free*  
January 22 Branson

### CEC-460-01 Say Hello to Your Computer

Monday 9:00-10:30AM *free*  
January 27 Lincoln Hall

### CEC-460-02 Say Hello to Your Computer

Monday 6:00-7:30PM *free*  
January 27 Lincoln Hall

### CEC-460-03 Say Hello to Your Computer

Monday 9:00-10:30AM *free*  
February 24 Lincoln Hall

### CEC-460-04 Say Hello to Your Computer

Monday 6:00-7:30PM *free*  
February 24 Lincoln Hall

### CEC-460-05 Say Hello to Your Computer

Tuesday 9:00-10:30AM *free*  
March 18 Lincoln Hall

### CEC-460-06 Say Hello to Your Computer

Monday 6:00-7:30PM *free*  
March 10 Lincoln Hall

### CEC-460-07 Say Hello to Your Computer

Tuesday 9:00-10:30AM *free*  
April 1 Lincoln Hall

### CEC-460-08 Say Hello to Your Computer

Tuesday 6:00-7:30PM *free*  
April 8 Information Commons East

## Attention Business!

**Courses may be designed especially for your company and employees. Please call with your request, 895-7105.**

### CEC-200-01 Introduction to Computers

Monday 6:00-8:30PM 12.5 Hours  
February 3-March 10 Nixa  
ANNICE MCLEAN \$77

### CEC-200-02 Introduction to Computers

Tuesday 8:30AM-4:30PM 14 Hours  
February 4 & 11 Lincoln Hall  
CINDY MAYFIELD \$83

### CEC-200-03 Introduction to Computers

Monday 6:00-8:30PM 12.5 Hours  
February 10-March 17 Republic  
DONAL SLENTZ \$77

### CEC-200-04 Introduction to Computers

Thursday 6:00-8:30PM 12.5 Hours  
February 13-March 20 Kickapoo  
CAROL BRUNNER \$77

### CEC-200-05 Introduction to Computers

Thursday 6:00-8:30PM 12 Hours  
February 13-March 13 Ozark  
LESA CAMPBELL \$77

### CEC-200-06 Introduction to Computers

Thursday 6:00-8:30PM 12 Hours  
February 20-March 20 Central  
IVER JOHNSON \$77

### CEC-200-07 Introduction to Computers

Tuesday 8:30AM-4:30PM 14 Hours  
March 4 & 11 Lincoln Hall  
CINDY MAYFIELD \$83

### CEC-200-08 Introduction to Computers

Wednesday 6:00-8:30PM 12.5 Hours  
February 19-March 19 Glendale  
M.E. VEST \$77

### CEC-200-09 Introduction to Computers

Wednesday 8:30AM-4:30PM 14 Hours  
March 19 & 26 Lincoln Hall  
RICHARD STARK \$83

### CEC-200-10 Introduction to Computers

Wednesday 6:00-8:30PM 12.5 Hours  
March 12-April 9 Information Commons East  
IVER JOHNSON \$77

### CEC-200-11 Introduction to Computers

Monday 6:00-8:30PM 12.5 Hours  
April 21-May 19 Lincoln Hall  
STAFF \$77

### CEC-200-12 Introduction to Computers

Friday 8:30AM-4:30PM 14 Hours  
May 2 & May 9 Lincoln Hall  
TERRI MCKEEVER \$83

### CEC-200-70 Introduction to Computers

Tuesday 6:00-8:30PM 12.5 Hours  
February 4-March 4 Branson  
GABRIEL MILLER \$77

This class is designed for the beginner or first time computer user. It will emphasize hands-on exercises designed to make the beginner feel more comfortable with using a computer. Keyboarding, mouse skills, and basic computer concepts (software and hardware) will be demonstrated in this class. Call the OTC bookstore for the required book.

**CEC-240-01 Basic Computer Skills**

|                  |               |              |
|------------------|---------------|--------------|
| Friday           | 8:30AM-4:30PM | 14 Hours     |
| February 21 & 28 |               | Lincoln Hall |
| TERRI MCKEEVER   |               | \$83         |

**CEC-240-02 Basic Computer Skills**

|                      |             |            |
|----------------------|-------------|------------|
| Monday               | 6:00-8:30PM | 12.5 Hours |
| February 10-March 17 |             | Marshfield |
| DEAL TONEY           |             | \$77       |

**CEC-240-03 Basic Computer Skills**

|                |               |              |
|----------------|---------------|--------------|
| Wednesday      | 8:30AM-4:30PM | 14 Hours     |
| March 5 & 12   |               | Lincoln Hall |
| CINDY MAYFIELD |               | \$83         |

**CEC-240-04 Basic Computer Skills**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday          | 6:00-8:30PM | 12.5 Hours   |
| March 11-April 8 |             | Lincoln Hall |
| NANCY MORA       |             | \$77         |

**CEC-240-05 Basic Computer Skills**

|                |             |            |
|----------------|-------------|------------|
| Thursday       | 6:00-8:30PM | 12.5 Hours |
| April 10-May 8 |             | Graff Hall |
| CINDY MAYFIELD |             | \$77       |

**CEC-240-06 Basic Computer Skills**

|                 |             |            |
|-----------------|-------------|------------|
| Monday          | 6:00-9:10PM | 12.5 Hours |
| April 28-May 19 |             | Nixa       |
| ANNICE MCLEAN   |             | \$77       |

**CEC-240-07 Basic Computer Skills**

|                |               |              |
|----------------|---------------|--------------|
| Wednesday      | 8:30AM-4:30PM | 14 Hours     |
| April 16 & 23  |               | Lincoln Hall |
| TERRI MCKEEVER |               | \$83         |

**CEC-240-08 Basic Computer Skills**

|                  |               |              |
|------------------|---------------|--------------|
| Wednesday        | 8:30AM-4:30PM | 14 Hours     |
| April 30 & May 7 |               | Lincoln Hall |
| CINDY MAYFIELD   |               | \$83         |

**CEC-240-09 Basic Computer Skills**

|                  |             |            |
|------------------|-------------|------------|
| Wednesday        | 6:00-8:30PM | 12.5 Hours |
| April 2-April 30 |             | Glendale   |
| CINDY MAYFIELD   |             | \$77       |

**CEC-240-10 Basic Computer Skills**

|                   |             |            |
|-------------------|-------------|------------|
| Monday            | 6:00-8:30PM | 12.5 Hours |
| March 31-April 28 |             | Republic   |
| MARGE KASINGER    |             | \$77       |

**CEC-240-70 Basic Computer Skills**

|                   |             |            |
|-------------------|-------------|------------|
| Tuesday           | 6:00-8:30PM | 12.5 Hours |
| March 11-April 15 |             | Branson    |
| GABRIEL MILLER    |             | \$77       |

This hands-on class is designed as an introduction to many of the popular types of software titles on the market today. Applications that are used for word processing, spreadsheets, publishing, and browsing the Internet will be demonstrated. Call the OTC bookstore for the required book.

**CEC-288-01 Introduction to Microsoft Windows**

|                    |             |              |
|--------------------|-------------|--------------|
| Tuesday            | 6:00-8:30PM | 12.5 Hours   |
| February 4-March 4 |             | Lincoln Hall |
| STAFF              |             | \$77         |

**CEC-288-02 Introduction to Microsoft Windows**

|                 |               |              |
|-----------------|---------------|--------------|
| Friday          | 8:30AM-4:30PM | 14 Hours     |
| February 7 & 14 |               | Lincoln Hall |
| TERRI MCKEEVER  |               | \$83         |

**CEC-288-03 Introduction to Microsoft Windows**

|                    |                |                          |
|--------------------|----------------|--------------------------|
| Saturday           | 9:00AM-12:00PM | 12 Hours                 |
| February 8-March 8 |                | Information Commons East |
| NANCY MORA         |                | \$74                     |

**CEC-288-04 Introduction to Microsoft Windows**

|                |               |              |
|----------------|---------------|--------------|
| Monday         | 8:30AM-4:30PM | 14 Hours     |
| March 3 & 10   |               | Lincoln Hall |
| TERRI MCKEEVER |               | \$83         |

**CEC-288-05 Introduction to Microsoft Windows**

|                   |             |            |
|-------------------|-------------|------------|
| Monday            | 6:00-8:30PM | 12.5 Hours |
| March 17-April 21 |             | Nixa       |
| ANNICE MCLEAN     |             | \$77       |

**CEC-288-06 Introduction to Microsoft Windows**

|                |               |              |
|----------------|---------------|--------------|
| Thursday       | 8:30AM-4:30PM | 14 Hours     |
| March 6 & 13   |               | Lincoln Hall |
| CINDY MAYFIELD |               | \$83         |

**CEC-288-07 Introduction to Microsoft Windows**

|                   |             |              |
|-------------------|-------------|--------------|
| Monday            | 6:00-8:30PM | 12.5 Hours   |
| March 17-April 14 |             | Lincoln Hall |
| CINDY MAYFIELD    |             | \$77         |

**CEC-288-08 Introduction to Microsoft Windows**

|               |             |            |
|---------------|-------------|------------|
| Thursday      | 6:00-8:30PM | 12.5 Hours |
| April 3-May 1 |             | Kickapoo   |
| STAFF         |             | \$77       |

**CEC-288-09 Introduction to Microsoft Windows**

|               |             |            |
|---------------|-------------|------------|
| Thursday      | 6:00-8:30PM | 12.5 Hours |
| April 3-May 1 |             | Ozark      |
| SCOTT TURK    |             | \$77       |

**CEC-288-10 Introduction to Microsoft Windows**

|                |               |              |
|----------------|---------------|--------------|
| Friday         | 8:30AM-4:30PM | 14 Hours     |
| April 4 & 11   |               | Lincoln Hall |
| TERRI MCKEEVER |               | \$83         |

**CEC-288-11 Introduction to Microsoft Windows**

|                 |             |              |
|-----------------|-------------|--------------|
| Tuesday         | 6:00-8:30PM | 12.5 Hours   |
| April 15-May 13 |             | Lincoln Hall |
| IVER JOHNSON    |             | \$77         |

**CEC-288-12 Introduction to Microsoft Windows**

|                 |             |                          |
|-----------------|-------------|--------------------------|
| Thursday        | 6:00-8:30PM | 12.5 Hours               |
| April 10-May 15 |             | Information Commons East |
| M.E. VEST       |             | \$77                     |

**CEC-288-13 Introduction to Microsoft Windows**

|                |               |              |
|----------------|---------------|--------------|
| Tuesday        | 8:30AM-4:30PM | 14 Hours     |
| April 22 & 29  |               | Lincoln Hall |
| CINDY MAYFIELD |               | \$83         |

**CEC-288-70 Introduction to Microsoft Windows**

|                 |             |            |
|-----------------|-------------|------------|
| Tuesday         | 6:00-8:30PM | 12.5 Hours |
| April 22-May 20 |             | Branson    |
| GABRIEL MILLER  |             | \$77       |

This is an excellent class to learn how to get around your computer using these features: personalized settings, manage files, and install and manage your software programs. The concepts learned in this course will apply to all the versions of Microsoft Windows. Call the OTC bookstore for the required book.

**20% Discount!**

*1 person in 3 classes or 3 people in 1 class*

Take advantage of our new discount program. Sign up for any **3 or more computer classes at the same time** and receive a **20% discount** on each class.

- Must register for all 3 classes at the **same time**.
  - Payment **must** be made at the time of registration.
  - Minimum of 3 classes.
  - Applies **only** to computer classes.
  - Discount does not apply to Ed2Go online classes.
- No exceptions will be granted to the above policy!**



**CEC-431-01 Mouse & Computer Keyboard Skills**

Tuesday 6:00-8:00PM 4 Hours  
 February 4 & 11 Information Commons East  
 IVER JOHNSON \$40

Are you a new computer user, or just need practice? Learn the proper techniques for using your computer keyboard and mouse.

**CEC-257-01 Microsoft Word**

Thursday 8:30AM-4:30PM 14 Hours  
 February 6 & 13 Lincoln Hall  
 CINDY MAYFIELD \$90

**CEC-257-02 Microsoft Word**

Tuesday 6:00-8:30PM 12.5 Hours  
 February 11-March 11 Ozark  
 KENT WARD \$83

**CEC-257-03 Microsoft Word**

Tuesday 6:00-8:30PM 12.5 Hours  
 February 18-March 18 Republic  
 MARY MENY \$83

**CEC-257-04 Microsoft Word**

Wednesday 6:00-8:30PM 12.5 Hours  
 April 16-May 14 Information Commons East  
 M.E. VEST \$83

**CEC-257-05 Microsoft Word**

Monday 8:30AM-4:30PM 14 Hours  
 March 31-April 7 Lincoln Hall  
 IVER JOHNSON \$90

**CEC-257-06 Microsoft Word**

Monday 6:00-8:30PM 12.5 Hours  
 April 21-May 19 Information Commons East  
 IVER JOHNSON \$83

**CEC-257-70 Microsoft Word**

Thursday 6:00-8:30PM 12.5 Hours  
 February 6-March 6 Branson  
 GABRIEL MILLER \$83

**CEC-257-71 Microsoft Word**

Thursday 8:30AM-4:30PM 14 Hours  
 March 13 & 20 Branson  
 SCOTT TURK \$90

Learn to create letters, memos, flyers, and other documents. You will also learn document basics, printing, formatting techniques, enhancing documents, and many timesaving features. Call the OTC bookstore for the required book.

**CEC-283-01 Microsoft Word Level II**

Monday 8:30AM-4:30PM 14 Hours  
 April 14 & 21 Lincoln Hall  
 IVER JOHNSON \$90

**CEC-283-02 Microsoft Word Level II**

Tuesday 6:00-8:30PM 12.5 Hours  
 April 15-May 13 Information Commons East  
 M. E. VEST \$83

Learn to work with templates, tables, mail merge, graphic objects, and long documents. Previous Word experience or Beginning Word class is recommended. Call the OTC bookstore for the required book.

**CEC-399-01 Online Auctions (Buying & Selling)**

Friday 5:30-7:30PM 4 Hours  
 February 7 & 14 Technical Ed. Ctr.  
 TARA SWANIGAN \$40

Learn how to put item on Ebay, Yahoo, other online auction sites and make money. Covers the requirements and fees for selling, how to list items, and tips for getting results.

**Beginner Classes - South Springfield**

**CEC 200-13 Introduction to Computers \$60.00**  
 Feb 3 & 10 Monday 9:00AM-12:00PM

**CEC 200-14 Introduction to Computers \$60.00**  
 Feb 17 & 24 Monday 6:00-9:00PM

**CEC 394-03 Beginning Internet & E-Mail \$60.00**  
 Feb 17 & 24 Monday 9:00AM-12:00PM

**CEC 394-04 Beginning Internet & E-Mail \$60.00**  
 Feb 3 & 10 Monday 6:00-9:00PM

**CEC 288-14 Introduction to Microsoft Windows \$60.00**  
 March 3 & 10 Monday 9:00AM-12:00PM

**CEC 288-15 Introduction to Microsoft Windows \$60.00**  
 March 3 & 10 Monday 6:00-9:00PM

*No textbook required for any of these classes  
 \$5 discount for current YMCA members*

**Springfield Family YMCA - Jones Branch**

**Jack E. Hogan Computer Learning Center**  
**1901 East Republic Road**

Pre-registration required through the  
 OTC Continuing Education Center

**call 417-895-7180**

**CEC-394-01 Beginning Internet & E-mail**

Thursday 8:30AM-4:30PM 7 Hours  
 February 20 Lincoln Hall  
 SCOTT TURK \$55

**CEC-394-02 Beginning Internet & E-mail**

Wednesday 6:00-8:30PM 7.5 Hours  
 April 2-April 16 Glendale  
 MARY VEST \$58

**CEC-394-70 Beginning Internet & E-mail**

Thursday 6:00-9:00PM 6 Hours  
 March 13 & 20 Branson  
 GABRIEL MILLER \$50

Baffled by the Internet? Explore the possibilities! Learn the uploads and downloads concerning the World Wide Web. Have the opportunity to surf the web, find information, work with e-mail, and create a very simple web page.

**CEC-280-01 Searching the Internet**

Thursday 6:00-8:30PM 2.5 Hours  
 February 20 Information Commons East  
 ALLAN METZ \$37

**CEC-280-02 Searching the Internet**

Thursday 9:00-11:30AM 2.5 Hours  
 April 10 Lincoln Hall  
 RICHARD STARK \$37

A 2.5 hour workshop on searching the World Wide Web. The WWW has developed into one of the most popular and exciting aspects of the Internet with its hypertext links and graphics. Effective search techniques, search engines, metasearches are all covered. For the beginner or those who would like to know more about searching the web, for professional or personal use.

**CEC-258-01 Microsoft Excel**

Monday 8:30AM-4:30PM  
 February 3 & 10  
 CINDY MAYFIELD

14 Hours  
 Lincoln Hall  
 \$90

**CEC-258-02 Microsoft Excel**

Wednesday 6:00-8:30PM  
 February 5-March 5  
 IVER JOHNSON

12.5 Hours  
 Lincoln Hall  
 \$83

**CEC-258-03 Microsoft Excel**

Tuesday 6:00-8:30PM  
 February 11-March 11  
 CINDY MAYFIELD

12.5 Hours  
 Parkview  
 \$83

**CEC-258-04 Microsoft Excel**

Friday 8:30AM-4:30PM  
 March 7 & March 14  
 TERRI MCKEEVER

14 Hours  
 Lincoln Hall  
 \$90

**CEC-258-05 Microsoft Excel**

Tuesday 6:00-8:30PM  
 April 1-April 29  
 KENT WARD

12.5 Hours  
 Ozark  
 \$83

**CEC-258-06 Microsoft Excel**

Thursday 8:30AM-4:30PM  
 May 1 & 8  
 CINDY MAYFIELD

14 Hours  
 Lincoln Hall  
 \$90

**CEC-258-71 Microsoft Excel**

Friday 8:30AM-4:30PM  
 March 14 & 21  
 SCOTT TURK

14 Hours  
 Branson  
 \$90

**CEC-258-72 Microsoft Excel**

Thursday 6:00-8:30PM  
 April 10-May 8  
 GABRIEL MILLER

12 Hours  
 Branson  
 \$83

Learn the basics of Excel and how to create formulas, functions, printing, formatting, editing and creating charts & graphs. Call the OTC bookstore for the required book.

**CEC-309-01 MS Excel - Level II**

Thursday 8:30AM-4:30PM  
 May 15 & 22  
 SCOTT TURK

14 Hours  
 Lincoln Hall  
 \$90

**CEC-309-02 MS Excel - Level II**

Monday 6:00-8:30PM  
 March 17-April 14 Information Commons East  
 SCOTT TURK

12.5 Hours  
 \$83

**CEC-309-03 MS Excel - Level II**

Tuesday 8:30AM-4:30PM  
 April 8 & 15  
 SCOTT TURK

14 Hours  
 Lincoln Hall  
 \$90

Greater focus on charts, forms, shortcuts, data management, pivot tables, what-if analysis, and exchanging data with other programs to better enhance your work. Previous Microsoft Excel experience or Excel class is recommended. Call the OTC bookstore for the required book.

**CEC-402-01 101 Microsoft Excel Tips**

Tuesday 6:00-8:30PM  
 May 21 & 28 Information Commons East  
 SCOTT TURK

5 Hours  
 \$45

In Microsoft Excel there are hundreds of shortcuts and timesaving techniques available in this quick-pace class you will learn how to use these features to make your job easier and fun.

**CEC-325-01 QuickBooks Pro**

Wednesday 6:00-9:00PM  
 April 23-May 14  
 MILINDA TEETER

12 Hours  
 Lincoln Hall  
 \$140

**CEC-325-02 QuickBooks Pro**

Thursday/Friday 9:00AM-4:30PM  
 April 24 & 25  
 MILINDA TEETER

14 Hours  
 Lincoln Hall  
 \$171

Prerequisite: Basic computer skills. Learn the features to manage your small business in this two-day course, with the first day consisting of basic skills which include: creating a company data file, chart of accounts, lists of vendors, customers and items, as well as how to do a bank reconciliation, enter cash sales, enter and pay bills, receive payments, make deposits, generate reports and back-up data files. The second day will consist of more advanced skills such as invoicing, accounts receivables and payables, payroll, inventory, sales tax, customizing reports, job costing, and tailoring your file to your industry needs. Instruction for this course will be taught by a Certified Public Accountant (CPA). Textbook is optional. ***This class does not qualify for the VIP program.***

**CEC-371-01 QuickBooks Pro - Level II**

Friday 9:00AM-4:30PM  
 May 16  
 MILINDA TEETER

7 Hours  
 Lincoln Hall  
 \$105

Perquisite: QuickBooks Pro class or already have an existing company file in use. This course will go into iextra! customizing items, generating detailed reports, journal entries, payroll, inventory, and job costing, as well as tailoring your file to your industry needs by answering individual questions and problems. ***This class does not qualify for the VIP program.***

***New Skills Provide Opportunities***

Betty recently earned a Web Design Certificate thanks to the Continuing Education courses she took at OTC. Although she hasn't had a chance yet to use it in her job, she is excited to try out her new skills. "I'm really glad I did it," says the 22-year veteran of Northrop Grumman (formerly Litton). "It helps me to understand how the sites go together." The training will also offer Betty a chance to do some freelance work that might possibly turn into full-time work.

**CEC-328-01 Microsoft Publisher**

|               |               |              |
|---------------|---------------|--------------|
| Monday        | 8:30AM-4:30PM | 14 Hours     |
| March 17 & 24 |               | Lincoln Hall |
| DEAL TONEY    |               | \$90         |

**CEC-328-02 Microsoft Publisher**

|                      |             |                          |
|----------------------|-------------|--------------------------|
| Tuesday              | 6:00-8:30PM | 12.5 Hours               |
| February 18-March 18 |             | Information Commons East |
| IVER JOHNSON         |             | \$83                     |

Unleash the power of your computer and turn it into a publishing house. Covers the tools of desktop publishing to produce ads, flyers, booklets, brochures and newsletters. Call the OTC bookstore for the required book.

**CEC-298-01 Microsoft Access**

|                  |               |              |
|------------------|---------------|--------------|
| Tuesday          | 8:30AM-4:30PM | 14 Hours     |
| February 18 & 25 |               | Lincoln Hall |
| SCOTT TURK       |               | \$90         |

**CEC-298-02 Microsoft Access**

|                      |             |                          |
|----------------------|-------------|--------------------------|
| Thursday             | 6:00-8:30PM | 12.5 Hours               |
| February 27-March 27 |             | Information Commons East |
| SCOTT TURK           |             | \$83                     |

**CEC-298-03 Microsoft Access**

|            |               |              |
|------------|---------------|--------------|
| Tuesday    | 8:30AM-4:30PM | 14 Hours     |
| May 6 & 13 |               | Lincoln Hall |
| SCOTT TURK |               | \$90         |

Learn the basics of Microsoft Access. Learn how to enter and display database information, design and create a database, work with table structure, and create your own forms, queries and reports. Call the OTC bookstore for the required book.

**CEC-392-01 Microsoft Access Level II**

|               |               |              |
|---------------|---------------|--------------|
| Thursday      | 8:30AM-4:30PM | 14 Hours     |
| March 20 & 27 |               | Lincoln Hall |
| SCOTT TURK    |               | \$90         |

**CEC-392-02 Microsoft Access Level II**

|                  |             |            |
|------------------|-------------|------------|
| Tuesday          | 6:00-8:30PM | 12.5 Hours |
| April 1-April 29 |             | Graff Hall |
| SCOTT TURK       |             | \$83       |

Learn how to create tables, queries, forms and reports from the Access design view. Access relationships, web pages, macros, expressions and database theory will also be covered. Beginning Access class or previous MS Access experience is recommended. Call the OTC bookstore for the required book.

**CEC-357-01 Building the Perfect Computer for You**

|                    |             |                     |
|--------------------|-------------|---------------------|
| Thursday           | 6:00-9:00PM | 15 Hours            |
| February 6-March 6 |             | Continuing Ed. Ctr. |
| KENT WARD          |             | \$95                |

Learn how to build a perfect computer to fit your specific needs and save money as well. Decide exactly what you will need in your computer, learn where to purchase it, how much to pay, and how to put all the pieces together to make it work.

**CEC-346-01 Computer Upgrade & Repair**

|                   |             |                     |
|-------------------|-------------|---------------------|
| Thursday          | 6:00-9:00PM | 15 Hours            |
| March 13-April 10 |             | Continuing Ed. Ctr. |
| KENT WARD         |             | \$95                |

Learn basic computer terms, how to upgrade and do minor repairs on most computers.

**CEC-426-01 Intro to Small Office & Home Networks**

|                |             |                     |
|----------------|-------------|---------------------|
| Thursday       | 6:00-9:00PM | 12 Hours            |
| April 17-May 8 |             | Continuing Ed. Ctr. |
| KENT WARD      |             | \$80                |

Do you have multiple computers at home? Tired of carrying disks from one computer to another? Learn how to network and share computers, printers and files in a Windows environment. Call the OTC bookstore for the required book.

**CEC-300-01 Beginning PowerPoint**

|                 |             |                          |
|-----------------|-------------|--------------------------|
| Monday          | 6:00-9:00PM | 6 Hours                  |
| February 3 & 10 |             | Information Commons East |
| CINDY MAYFIELD  |             | \$50                     |

**CEC-300-02 Beginning PowerPoint**

|             |               |              |
|-------------|---------------|--------------|
| Wednesday   | 8:30AM-4:30PM | 7 Hours      |
| February 19 |               | Lincoln Hall |
| DEAL TONEY  |               | \$55         |

**CEC-300-03 Beginning PowerPoint**

|                |               |              |
|----------------|---------------|--------------|
| Wednesday      | 8:30AM-4:30PM | 7 Hours      |
| April 9        |               | Lincoln Hall |
| CINDY MAYFIELD |               | \$55         |

**CEC-300-70 Beginning PowerPoint**

|            |               |         |
|------------|---------------|---------|
| Friday     | 8:30AM-4:30PM | 7 Hours |
| April 18   |               | Branson |
| SCOTT TURK |               | \$55    |

Learn to use PowerPoint's innovative tools to create professional looking slide presentations quickly and easily. Call the OTC bookstore for the required book.

## **A+ Hardware Certification**

### ***Quick, Affordable & Effective Preparation***

A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry level (6 months experience) computer service technicians. A+ certification signifies that the certified individual possesses the knowledge and skills essential for a successful entry level computer technician, as defined by experts from companies across the industry. Tuition will cover the cost of a CD that will have hundreds of sample test questions. Prerequisite: previous experience or the Computer Upgrade & Repair class. Call the OTC bookstore for the required book. *This class does not qualify for the VIP program.*

**CEC-449-01 A+ Certification - Hardware**

|                     |                |                     |
|---------------------|----------------|---------------------|
| Monday              | 9:00AM-12:00PM | 18 Hours            |
| February 3-March 17 |                | Continuing Ed. Ctr. |
| HENRY HARTMANN      |                | \$232               |

**CEC-456-01 A+ Certification - Software**

|                 |                |                     |
|-----------------|----------------|---------------------|
| Monday          | 9:00AM-12:00PM | 27 Hours            |
| March 24-May 19 |                | Continuing Ed. Ctr. |
| HENRY HARTMANN  |                | \$295               |

**CEC-449-02 A+ Certification - Hardware**

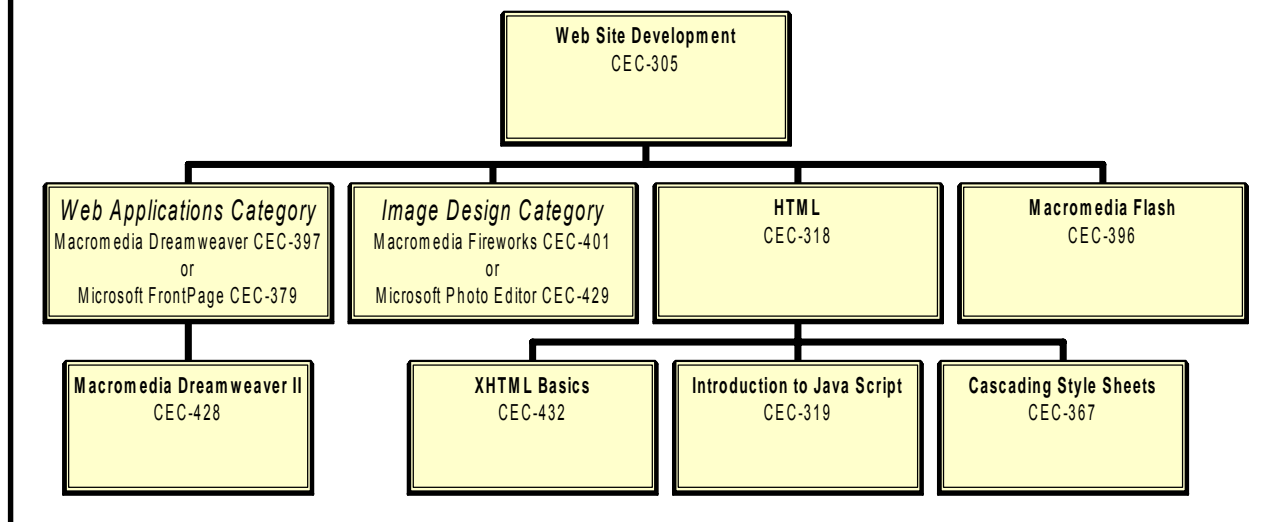
|                     |             |                     |
|---------------------|-------------|---------------------|
| Monday              | 6:00-9:00PM | 18 Hours            |
| February 3-March 17 |             | Continuing Ed. Ctr. |
| HENRY HARTMANN      |             | \$232               |

**CEC-456-02 A+ Certification - Software**

|                 |             |                     |
|-----------------|-------------|---------------------|
| Monday          | 6:00-9:00PM | 27 Hours            |
| March 24-May 19 |             | Continuing Ed. Ctr. |
| HENRY HARTMANN  |             | \$295               |

# **Web Design**

## *recommended sequence of classes*



### **CEC-318-01 HTML**

Saturday 12:30-3:30PM 12 Hours  
February 8-March 8 Technical Ed. Ctr.  
RANDEL HANES \$80

### **CEC-318-02 HTML**

Friday 1:00-4:00PM 12 Hours  
February 14-March 7 Technical Ed. Ctr.  
NANCY MORA \$80

### **CEC-318-70 HTML**

Wednesday 10:00AM-12:00PM 12 Hours  
March 12-April 23 Branson  
RANDEL HANES \$80

HTML is simple code to instruct programs like web browsers to display information. Students will use a text editor like NotePad or SimpleText to create web pages. No previous programming experience is required. Web page designers should know how to write HTML. Call the OTC bookstore for the required book.

### **CEC-429-01 Microsoft Photo Composer Editor**

Thursday 5:30-7:30PM 6 Hours  
May 22-June 5 Lincoln Hall  
RANDEL HANES \$50

The Image Composer is the image editing tool that is part of the FrontPage package. In this class, students will edit images and buttons for web documents. Techniques of blending elements from several images into one, use of the clip art library, and creating optimized GIF & JPEG files are part of this class.

### **CEC-379-01 Microsoft Front Page**

Thursday 6:00-7:30PM 9 Hours  
March 6-April 17 Lincoln Hall  
RANDEL HANES \$65

### **CEC-379-02 Microsoft Front Page**

Saturday 9:00-11:30PM 10 Hours  
February 22-March 15 Lincoln Hall  
ALAN PEAVEY \$70

To create and manage web sites, FrontPage is Microsoft's solution for creating a do-it-yourself web site quickly. This application can make a web site from scratch, or you can use the wizards which create a web site with links and documents that are ready for insertion in the content. This class will cover web site

creation, with and without the use of wizards. Call the OTC bookstore for the required book.

### **CEC-396-01 Macromedia Flash (MAC)**

Friday 6:00-7:30PM 6 Hours  
February 21-March 14 Lincoln Hall  
RANDEL HANES \$50

Flash is a powerful media making tool for web documents, and stand alone presentations. This class will focus on flash creations for general purposes. Students will animate texts, shapes, images, and insert sound into a flash movie.

### **CEC-452-01 Advanced Flash (MAC)**

Friday 7:30-9:00PM 6 Hours  
March 21-April 18 Lincoln Hall  
RANDEL HANES \$50

This class continues from the beginning class by adding interactivity to the Flash movie. We document control actions, shape changing, and making action to symbol will be the elements used in this class.

### **CEC-397-01 Macromedia Dreamweaver**

Thursday 7:30-9:00PM 6 Hours  
March 6-April 3 Lincoln Hall  
RANDEL HANES \$50

### **CEC-397-02 Macromedia Dreamweaver (MAC)**

Friday 6:00-7:30PM 6 Hours  
March 21-April 18 Lincoln Hall  
RANDEL HANES \$50

### **CEC-397-03 Macromedia Dreamweaver**

Saturday 9:00-10:30AM 6 Hours  
April 5-April 26 Lincoln Hall  
ALAN PEAVEY \$50

Dreamweaver is a professional application that is used to design and manage web sites. Creating a web page with Dreamweaver is similar to the way a word processor makes a newsletter. In this class, students will create a web site for a small business to learn how to organize a site, insert images on pages, make links and export files to the site's host. Call the OTC bookstore for the required book.

**CEC-428-01 Advanced Dreamweaver**

|                |             |              |
|----------------|-------------|--------------|
| Thursday       | 7:30-9:00PM | 6 Hours      |
| April 10-May 1 |             | Lincoln Hall |
| RANDEL HANES   |             | \$50         |

**CEC-428-02 Advanced Dreamweaver (MAC)**

|                 |             |              |
|-----------------|-------------|--------------|
| Friday          | 7:30-9:00PM | 6 Hours      |
| April 25-May 16 |             | Lincoln Hall |
| RANDEL HANES    |             | \$50         |

**CEC-428-03 Advanced Dreamweaver**

|              |              |              |
|--------------|--------------|--------------|
| Saturday     | 9:00-10:30AM | 6 Hours      |
| May 3-May 31 |              | Lincoln Hall |
| ALAN PEAVY   |              | \$50         |

Dreamweaver features (like Frameset pages) include setting up images for linking, rollovers and navigation bars, using behaviors of pre written scripts and other insertable objects, are among what will be practiced in this class. Some knowledge of JavaScript, HTML, CSS, and basic experience with Dreamweaver tools will be helpful for this class. Call the OTC bookstore for the textbook.

**CEC-367-01 CSS1**

|              |                |                    |
|--------------|----------------|--------------------|
| Saturday     | 9:00AM-12:00PM | 6 Hours            |
| March 1 & 8  |                | Technical Ed. Ctr. |
| RANDEL HANES |                | \$50               |

**CEC-367-70 CSS1**

|              |                 |         |
|--------------|-----------------|---------|
| Wednesday    | 10:00AM-12:00PM | 6 Hours |
| May 7-May 21 |                 | Branson |
| RANDEL HANES |                 | \$50    |

Cascading Style Sheets (CSS) is the web document formatting tool that uses HTML elements to set rules for the appearance of a web document or documents for a web site. Historically, web designers have ignored using CSS and lost the benefits of creating unique document management available with style sheets. A knowledge of HTML is a prerequisite for this course.

**CEC-319-01 Client-side JavaScript**

|                   |              |                    |
|-------------------|--------------|--------------------|
| Saturday          | 12:30-3:30PM | 18 Hours           |
| March 15-April 26 |              | Technical Ed. Ctr. |
| RANDEL HANES      |              | \$110              |

JavaScript is used to enhance a static web page by creating effects and interactivity on the document like image switching, collecting information from form elements, and setting up pop-up windows. This class will give you the basics of this scripting language. A working knowledge of HTML is a prerequisite for this class. A library of pre-made scripts will be available.

**CEC-305-01 Web Site Development**

|                        |                |                    |
|------------------------|----------------|--------------------|
| Saturday               | 9:00AM-12:00PM | 6 Hours            |
| February 8-February 22 |                | Technical Ed. Ctr. |
| RANDEL HANES           |                | \$35               |

**CEC-305-70 Web Site Development**

|                   |             |         |
|-------------------|-------------|---------|
| Wednesday         | 1:00-2:00PM | 6 Hours |
| March 12-April 23 |             | Branson |
| RANDEL HANES      |             | \$35    |

This is a crash course on how to create, organize and manage a web site. Web site structures and several application tools will be demonstrated by a Webmaster. Tryout versions of applications, browsers, and a start-up web site will be handed out.

**CEC-424-01 Adobe Acrobat 5**

|              |             |              |
|--------------|-------------|--------------|
| Thursday     | 6:00-9:00PM | 3 Hours      |
| January 30   |             | Lincoln Hall |
| RANDEL HANES |             | \$37         |

Acrobat creates portable documents from word processing files, web page files, image files, and scanned documents. Acrobat files are excellent for web use because the document keeps the original format, and can have linking abilities. This course covers

## Web Design Certificate

Earn a Web Design Certificate by completing the following seven Web courses:

- i **Web Site Development (CEC-305)**
- i **Web Applications Category (CEC-397 or CEC-379)**
- i **Image Design Category (CEC-401 or CEC-429)**
- i **HTML (CEC-318)**
- i **Cascading Style Sheets (CEC-367)**
- i **Introduction to Java Script (CEC-319)**
- i **Any other Web Course (Elective)**

*Once the student has completed the required courses for the certification they must call 895-7180 to request their certificate.*

the uses of this application to create documents for the web. If you want to use the web to cut printing costs, this is the class you should take.

**CEC-401-01 Macromedia Fireworks**

|                        |             |              |
|------------------------|-------------|--------------|
| Thursday               | 7:30-9:00PM | 6 Hours      |
| February 6-February 27 |             | Lincoln Hall |
| RANDEL HANES           |             | \$50         |

**CEC-401-02 Macromedia Fireworks (MAC)**

|                      |             |              |
|----------------------|-------------|--------------|
| Friday               | 7:30-9:00PM | 6 Hours      |
| February 21-March 14 |             | Lincoln Hall |
| RANDEL HANES         |             | \$50         |

**CEC-401-03 Macromedia Fireworks**

|                  |                 |              |
|------------------|-----------------|--------------|
| Saturday         | 10:40AM-12:10PM | 6 Hours      |
| April 5-April 26 |                 | Lincoln Hall |
| ALAN PEAVEY      |                 | \$50         |

Fireworks is a powerful image editing application best used for preparing images for web pages. This class will cover some techniques to alter, edit and prepare images for web pages. Students will draw shapes, resize images, crop objects, and do some brainstorming. The bitmap editing is an important part of web design if graphics are added to web pages. Call the OTC bookstore for the required book.

**CEC-450-01 Advanced Fireworks**

|                 |             |              |
|-----------------|-------------|--------------|
| Thursday        | 6:00-7:30PM | 6 Hours      |
| April 24-May 15 |             | Lincoln Hall |
| RANDEL HANES    |             | \$50         |

**CEC-450-02 Advanced Fireworks (MAC)**

|                 |             |              |
|-----------------|-------------|--------------|
| Friday          | 7:30-9:00PM | 6 Hours      |
| April 25-May 16 |             | Lincoln Hall |
| RANDEL HANES    |             | \$50         |

**CEC-450-03 Advanced Fireworks**

|              |                 |              |
|--------------|-----------------|--------------|
| Saturday     | 10:40AM-12:10PM | 6 Hours      |
| May 3-May 31 |                 | Lincoln Hall |
| ALAN PEAVEY  |                 | \$50         |

Fireworks has the ability to alter images, create HTML JavaScript to create hot spots, and pop-up effects for navigation bars, animation, etc. This class will cover many of the effects tools available in fireworks. Knowledge of HTML, JavaScript, and experience with the basic feature of Fireworks will be helpful. Call the OTC bookstore for the required book.

**CEC-453-01 VB Script Basics for the Web**

|                   |                |                    |
|-------------------|----------------|--------------------|
| Saturday          | 9:00AM-12:00PM | 18 Hours           |
| March 15-April 26 |                | Technical Ed. Ctr. |
| RANDEL HANES      |                | \$110              |

This class covers the basics of the Microsoft Internet Explorer object model environment and client-side Visual Basic scripting to create interactivity and web site enhancement in dynamic documents, browser data validation, and embeds of Active X controls. A library of pre-made scripts will be available. Knowledge of HTML is a prerequisite.

**CEC-454-01 Web Site Management with FTP**

|               |             |              |
|---------------|-------------|--------------|
| Friday        | 6:00-7:30PM | 3 Hours      |
| May 23-May 30 |             | Lincoln Hall |
| RANDEL HANES  |             | \$35         |

One of the fundamental entities of the Internet is the File Transfer Protocol (FTP). Applications are needed to regulate the access of computer files on computers that are part of a distant server system. A web site evolves and FTP is a necessary part of it. This class will explain and demonstrate FTP applications useful to manage web site files between the web site manager's computer and the web site hosting server. Source for free software will be provided.

**CEC-455-01 XHTML & CSS2**

|              |              |                    |
|--------------|--------------|--------------------|
| Saturday     | 12:30-3:30PM | 12 Hours           |
| May 3-May 24 |              | Technical Ed. Ctr. |
| RANDEL HANES |              | \$80               |

XHTML is a step toward the strict workings of the Extensible Markup Language (XML). CSS2 is the next level of Cascading Style Sheet - level 1. The syntax of both is illustrated in this course. Students will write and validate syntax of transitional and strict document types and learn formatting described in CSS2.

**CEC-337-01 Introduction to Visual Basic**

|                     |              |                    |
|---------------------|--------------|--------------------|
| Saturday            | 8:30-11:00AM | 12.5 Hours         |
| February 8-March 22 |              | Technical Ed. Ctr. |
| STAFF               |              | \$83               |

Visual Basic is a program designed to create programs to run on the Microsoft Windows operating system. This introductory class will show you how to create simple programs using a step-by-step method in easy to understand language. No previous programming experience necessary. A designing version of Visual Basic and an icon edition program will be handed out. Call the OTC bookstore for the required book.

**CEC-243-01 Adobe PageMaker**

|                    |             |            |
|--------------------|-------------|------------|
| Monday             | 6:00-9:00PM | 12 Hours   |
| February 3-March 3 |             | Graff Hall |
| RUTH HUNTER        |             | \$80       |

Adobe PageMaker software is the ideal page layout program for business, education, and small home-office professionals who want to create high quality publications, such as brochures and newsletters. Call the OTC bookstore for the required book.

**CEC-366-01 Digital Photos**

|                      |             |              |
|----------------------|-------------|--------------|
| Wednesday            | 6:30-8:30PM | 12 Hours     |
| February 12-April 16 |             | Lincoln Hall |
| JACE LAND            |             | \$74         |

This class will help you better understand how to use your digital camera to produce high quality images through the use of composition, lighting, and editing and printing. Photo manipulation with computer software will be covered. Bring your digital camera, owner's manual, storage media, and a small note pad to the first night of class.

## Online Courses

# [www.ed2go.com/otc](http://www.ed2go.com/otc)

Over 200 courses in many categories are available. Visit the web site above to see a complete listing of courses, the requirements, and demonstrations!

**You may start online courses on these dates:**

|               |           |
|---------------|-----------|
| ï January 15  | ï April 9 |
| ï February 12 | ï May 21  |
| ï March 12    | ï June 18 |

**Categories of online courses:**

- ï Computer
- ï Writing
- ï Internet
- ï Business
- ï Health Care
- ï Legal
- ï Graphic Design
- ï A+ Certification
- ï MCSE Certification

Call 417-895-7180 to register for online classes, as registration **must be done through the OTC Continuing Education office**. Payment is required at the time of registration. *These classes do not qualify for the VIP program nor for the 20% discount.*

## Luncheon Series

Enjoy lunch in the new Information Commons West, and learn about these informative subjects.

**Tuition includes lunch.**

**CEC-461-01 Harvesting the Web**

|              |                 |                          |
|--------------|-----------------|--------------------------|
| Wednesday    | 11:30AM-12:30PM | 1 Hour                   |
| February 12  |                 | Information Commons West |
| RANDAL HANES |                 | \$19                     |

**CEC-462-01 PC Security**

|              |                 |                          |
|--------------|-----------------|--------------------------|
| Wednesday    | 11:30AM-12:30PM | 1 Hour                   |
| February 26  |                 | Information Commons West |
| RANDAL HANES |                 | \$19                     |

**CEC-463-01 How Strangers Find You on the Web**

|              |                 |                          |
|--------------|-----------------|--------------------------|
| Wednesday    | 11:30AM-12:30PM | 1 Hour                   |
| March 5      |                 | Information Commons West |
| RANDAL HANES |                 | \$19                     |

## MACINTOSH

### **CEC-290-01 Introduction to Macintosh**

|              |             |              |
|--------------|-------------|--------------|
| Friday       | 6:00-9:00PM | 3 Hours      |
| February 7   |             | Lincoln Hall |
| RANDEL HANES |             | \$37         |

Learn the Macintosh desktop and how to copy files, move files, organize the desktop, install applications, choose printers, and delve into the Macintosh System Folder.

### **CEC-291-01 MAC Beginning Adobe Photoshop**

|                         |              |              |
|-------------------------|--------------|--------------|
| Friday                  | 8:30-11:30AM | 12 Hours     |
| February 7- February 28 |              | Lincoln Hall |
| HENRY HULETT            |              | \$80         |

### **CEC-291-02 MAC Beginning Adobe Photoshop-WEB**

|                |                |              |
|----------------|----------------|--------------|
| Saturday       | 9:00AM-12:00PM | 12 Hours     |
| April 12-May 3 |                | Lincoln Hall |
| HENRY HULETT   |                | \$80         |

Prerequisite: Introduction to MAC or previous MAC experience. Learn functions of tools, basic image and editing. Learn to draw paths for masking, cloning and image collaging. Call the OTC bookstore for the required book.

### **CEC-241-01 MAC Beginning Adobe Illustrator**

|                      |             |              |
|----------------------|-------------|--------------|
| Monday               | 6:00-9:00PM | 18 Hours     |
| February 10-March 24 |             | Lincoln Hall |
| GLENN ECKL           |             | \$110        |

Learn to use Adobe Illustrator, a powerful object oriented drawing program. The course will help develop skills that are useful in the production of computer images. Prerequisite: Introduction to Macintosh or previous Macintosh experience. Call the OTC bookstore for the required book.

### **CEC-282-01 MAC Adobe Illustrator Level II**

|                |             |              |
|----------------|-------------|--------------|
| Monday         | 6:00-9:00PM | 15 Hours     |
| April 7-May 12 |             | Lincoln Hall |
| GLENN ECKL     |             | \$95         |

Learn advanced use of type, importing and placing files, auto tracing, painting with brushes and patterns. Learn about filters, blends and gradient fills and prepare artwork for print. Beginning Adobe Illustrator or previous experience is recommended. Call the OTC bookstore for the required book.

### **CEC-242-01 MAC Introduction to QuarkXpress**

|                   |             |              |
|-------------------|-------------|--------------|
| Friday            | 1:00-4:00PM | 12 Hours     |
| March 21-April 18 |             | Lincoln Hall |
| NANCY MORA        |             | \$80         |

Learn to use QuarkXpress for desktop publishing. Learn to perform all layout and production tasks for any type of publication. Call the OTC bookstore for the required book.

### **CEC-281-01 MAC QuarkXpress Level II**

|                 |             |              |
|-----------------|-------------|--------------|
| Friday          | 1:00-4:00PM | 12 Hours     |
| April 25-May 16 |             | Lincoln Hall |
| NANCY MORA      |             | \$80         |

This class addresses the finer capabilities of the computer as a publishing tool. Covers the specifics of typesetting, color and outputting the final product. Prerequisite: Macintosh Beginning QuarkXpress previous experience. Call the OTC bookstore for the required book.

## *Crafts & Hobbies*

### **CECH-313-01 Beginning Photography**

|                    |              |          |
|--------------------|--------------|----------|
| Tuesday            | 8:00-10:00PM | 16 Hours |
| February 4-April 1 |              | Parkview |
| JAMES WILDER       |              | \$82     |

### **CECH-313-02 Beginning Photography**

|                      |             |          |
|----------------------|-------------|----------|
| Thursday             | 6:00-8:00PM | 16 Hours |
| February 20-April 17 |             | Ozark    |
| JOE BRAUBURGER       |             | \$82     |

### **CECH-313-03 Beginning Photography**

|                      |             |          |
|----------------------|-------------|----------|
| Monday               | 6:00-8:00PM | 16 Hours |
| February 24-April 21 |             | Nixa     |
| JOE BRAUBURGER       |             | \$82     |

### **CECH-313-04 Beginning Photography**

|                |             |                 |
|----------------|-------------|-----------------|
| Tuesday        | 6:00-8:00PM | 16 Hours        |
| April 8-May 27 |             | OTC Main Campus |
| JAMES WILDER   |             | \$82            |

### **CECH-313-70 Beginning Photography**

|                  |             |          |
|------------------|-------------|----------|
| Tuesday          | 6:00-8:00PM | 16 Hours |
| March 4-April 22 |             | Branson  |
| DEVON ELLIS      |             | \$82     |

For those who know little or nothing on the subject of photography, but want to learn how and why good photos can be taken. Camera operation, photo theory, and composition discussed. Bring camera, owner's manual and recent photos to first class meeting. Film and processing costs extra.

### **CECH-314-01 Intermediate Photography**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:00-8:00PM | 16 Hours |
| February 4-April 1 |             | Parkview |
| JAMES WILDER       |             | \$82     |

For the student who has some experience at photography, though not extensive. An opportunity to fine tune existing skills and knowledge. Topics covered include cameras, films, exposure, creative controls and portraits. The last 3 sessions will briefly touch on black and white film in the darkroom. Bring your camera, owner's manual and recent photos to the first night of class. Film and processing costs extra.

### **CECH-452-01 Black & White Darkroom Techniques**

|                    |              |          |
|--------------------|--------------|----------|
| Tuesday            | 8:00-10:00PM | 16 Hours |
| February 4-April 1 |              | Parkview |
| JAMES WILDER       |              | \$74     |

Students who have already completed Intermediate Photography, and now want to enhance their skills at developing black and white film, and making black and white prints may attend this class. *Students supply their own supply of chemicals and paper.*

### **CECH-436-01 Bead Jewelry Making**

|                 |                |                          |
|-----------------|----------------|--------------------------|
| Saturday        | 11:00AM-3:30PM | 4.5 Hours                |
| April 5         |                | Business & Industry Ctr. |
| CRYSTAL STEWART |                | \$26                     |

Have fun making your own custom jewelry. Learn how to make earrings, necklaces, bracelets, and key chains. Covers different kinds of beads, styles, and measuring. *Supply fee (\$23) is to be paid to the instructor the day of class.*

**CECH-328-01 Beginning Stained Glass**

|                  |             |                     |
|------------------|-------------|---------------------|
| Wednesday        | 7:00-9:00PM | 16 Hours            |
| March 5-April 23 |             | Continuing Ed. Ctr. |
| KAY O'NEIL       |             | \$77                |

Learn a valued skill from a creative stained glass artist at a reasonable investment price, and have fun too! Explanation, demonstration, and instruction from start to finish of stained glass projects and techniques. Total beginners welcome. Bring only your questions to the first class meeting. Materials and pattern suggestions will be available at class. Choose your project, and progress at your own pace, in a non-stress environment. Both cooper foil and lead styles will be present. **Supply fee is to be paid to the instructor the first night of class (\$75-\$150).**

**CECH-434-01 Silversmithing II**

|               |             |                     |
|---------------|-------------|---------------------|
| Tuesday       | 6:30-8:30PM | 20 Hours            |
| March 4-May 6 |             | Continuing Ed. Ctr. |
| PEGGY HANES   |             | \$95                |

Beginning Silversmithing or some experience in silversmithing required. Refine basic silversmithing and jewelry making skills to create jewelry or small sculpture in nonferrous metals, precious, and semiprecious stones. Learn forging, repousse, studio organization, safety, advanced techniques of soldering, and stone setting. Supply list available first night of class. **Cost of supplies \$50-\$100.**

**CECH-435-01 Glass Beadmaking**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday          | 6:30-9:00PM | 7.5 Hours    |
| March 4-March 18 |             | Lincoln Hall |
| LEE BLACK        |             | \$63         |

**CECH-435-02 Glass Beadmaking**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday          | 6:30-9:00PM | 7.5 Hours    |
| March 25-April 8 |             | Lincoln Hall |
| LEE BLACK        |             | \$63         |

**CECH-435-03 Glass Beadmaking**

|                   |             |              |
|-------------------|-------------|--------------|
| Tuesday           | 6:30-9:00PM | 7.5 Hours    |
| April 15-April 29 |             | Lincoln Hall |
| EUGENE BLACK      |             | \$63         |

Learn the basics of glass beadmaking(Lampworking). Students will learn how to wind simple round beads and form them into cylinders, bicones, disks, and other shapes. Discover how to apply surface decorations such as dots, stripes, and spiral trails. Then pinch, rake & poke your beads to make floral motifs and intricate feathered patterns. **Tool kit fee (\$125) is to be paid to the instructor the first night of class. Kit includes torch, tools and glass rods.**

**CECH-324-01 Woodworking Tools & Usage**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday          | 6:00-8:00PM | 16 Hours     |
| March 4-April 22 |             | Lincoln Hall |
| DAVID LOWRY      |             | \$77         |

**CECH-324-02 Woodworking Tools & Usage**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:00-8:00PM | 16 Hours |
| February 4-April 1 |             | Ozark    |
| STAFF              |             | \$77     |

This is a beginning class, which will teach woodworking basics including layout a design, tool use, maintenance and safety, and tool selection. **Students are responsible for purchasing materials.**

**CECH-408-01 Aspects of Watergardening**

|                        |             |          |
|------------------------|-------------|----------|
| Thursday               | 6:30-7:30PM | 4 Hours  |
| February 6-February 27 |             | Kickapoo |
| JERRY O'QUINN          |             | \$23     |

Introduction to watergardening. From construction to caring for and cultivation of your water feature. No supplies.

**CECH-444-01 Woodworking Tools & Usage II**

|                  |             |              |
|------------------|-------------|--------------|
| Tuesday/Thursday | 6:00-8:00PM | 48 Hours     |
| March 4-May 22   |             | Lincoln Hall |
| DAVID LOWRY      |             | \$225        |

This is an intermediate class. Students will be building toolboxes/cabinets using intermediate joinery techniques. Students are responsible for purchasing materials. Prerequisite: CECH 324 Woodworking Tools & Usage, equivalent course within past year, or related job experience.

**CECH-001-01 Beg Floral Design & Marketing**

|                   |              |                          |
|-------------------|--------------|--------------------------|
| Monday            | 7:00-10:00PM | 45 Hours                 |
| January 27-May 12 |              | 121 N. Second St., Ozark |
| STEPHANIE SMITH   |              | \$203                    |

**CECH-001-02 Beg Floral Design & Marketing**

|                  |             |                     |
|------------------|-------------|---------------------|
| Tuesday          | 6:30-9:30PM | 45 Hours            |
| January 28-May 6 |             | 1300A East Sunshine |
| DAVID BRICKER    |             | \$203               |

**CECH-001-70 Beg Floral Design & Marketing**

|                      |             |                          |
|----------------------|-------------|--------------------------|
| Monday/Wednesday     | 6:00-9:00PM | 45 Hours                 |
| February 24-April 16 |             | 314 W. Atlantic, Branson |
| SONJA iJANî FREEMAN  |             | \$203                    |

An introduction to the design techniques needed to create artistic floral arrangements, corsage making, dressing potted plants, selection and care of plants, cut flowers and dried arrangements. Artificial floral supplies are included in designing techniques. Work with in-class projects and construction of salable floral designs. Employment opportunities are investigated. **Estimated cost of supplies, \$20 weekly, to be paid to the instructor.**

**CECH-422-01 Intermediate Floral Design**

|                     |             |                         |
|---------------------|-------------|-------------------------|
| Tuesday             | 6:30-9:30PM | 24 Hours                |
| February 18-April 8 |             | 121 N. Second St, Ozark |
| BOBBIE WIXSON       |             | \$113                   |

**CECH-422-02 Intermediate Floral Design**

|                      |             |                     |
|----------------------|-------------|---------------------|
| Thursday             | 6:30-9:30PM | 24 Hours            |
| February 20-April 10 |             | 1300A East Sunshine |
| DAVID BRICKER        |             | \$113               |

Prerequisite: Beginning Floral Design. Learn how to work with fresh flowers with more advanced floral design techniques of flowers and styles including innovative new floral techniques for everyday, wedding, party and sympathy work. More intricate exposure to shop management, costing, etc. Many of these sessions will use fresh floral products which the students may take home. **Material costs will vary from class to class from \$20-\$40, to be paid to the instructor.**

**CECH-421-01 Free Style Floral Design & Marketing**

|                   |             |                     |
|-------------------|-------------|---------------------|
| Wednesday         | 6:30-9:30PM | 45 Hours            |
| January 29-May 14 |             | 1300A East Sunshine |
| DAVID BRICKER     |             | \$208               |

Prerequisite: Beginning Floral Design or equivalent work experience. Work with advanced in-class projects and construction of saleable floral designs. Employment opportunities are investigated. **Estimated cost of supplies \$20-\$30 weekly to be paid to the instructor.**

**CECH-316-01 Beg Silk Floral Design & Marketing**

|                      |             |           |
|----------------------|-------------|-----------|
| Monday               | 6:00-9:00PM | 24 Hours  |
| February 24-April 21 |             | Hillcrest |
| CARLA PRICE          |             | \$113     |

This class will teach you the basics in floral design. Students will purchase and bring their own flowers each week. For the first class bring a vase or container, 12 flowers of the same type, wire cutters.



**CECH-385-01 Adv Silk Floral Design & Marketing**

|                      |             |           |
|----------------------|-------------|-----------|
| Monday               | 6:00-9:00PM | 15 Hours  |
| February 24-March 31 |             | Hillcrest |
| CARLA PRICE          |             | \$73      |

A fun class to advance your understanding of silk and dried floral design beyond the basics. You will be using your imagination and unusual containers and flowers. Prerequisite: Beginning Silk Floral or previous experience. Supplies extra. Supply list given at first class. **Supply fee (\$12) to be paid to the instructor the first night of class.**

**CECH-405-01 Silk Wedding Floral Design/Marketing**

|                  |             |          |
|------------------|-------------|----------|
| Wednesday        | 6:00-9:00PM | 15 Hours |
| April 2-April 30 |             | Glendale |
| CARLA PRICE      |             | \$73     |

This class will teach you how to plan and create a simple or elaborate wedding design. Planning and designing will be done in class. Students will purchase and bring their own flowers to class each week. **Bring to first class 3 or 4 medium sized flowers, wire cutters, and floral tape.**

**CECH-423-01 Beginning Basketry**

|                     |             |                          |
|---------------------|-------------|--------------------------|
| Wednesday           | 6:30-8:30PM | 12 Hours                 |
| February 5-March 12 |             | Chesterfield Family Ctr. |
| PAULA STANKEVICH    |             | \$59                     |

**CECH-423-70 Beginning Basketry**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:00-9:00PM | 12 Hours |
| February 11-March 4 |             | Branson  |
| MARCI MINNICK-HEARD |             | \$59     |

Students will learn the basics of making baskets. Each student will complete 3 baskets during the class period. Students may bring a pocket knife if they have one, otherwise some will be provided. **Supply fee (\$30) is to be paid to the instructor the first night of class.**

**CECH-430-01 Intermediate Basketry**

|                     |             |                          |
|---------------------|-------------|--------------------------|
| Wednesday           | 6:00-9:00PM | 18 Hours                 |
| February 5-March 12 |             | Chesterfield Family Ctr. |
| MARCI MINNICK-HEARD |             | \$86                     |

**CECH-430-70 Intermediate Basketry**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:00-9:00PM | 18 Hours |
| March 18-April 22   |             | Branson  |
| MARCI MINNICK-HEARD |             | \$86     |

Students will choose 2-3 baskets they are interested in making. Each student may work independently on a different basket. **Supply fee is to be paid to the instructor the first night of class and will be \$30-\$55 depending on baskets made.**

**CECH-407-01 Batik**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 6:00-8:00PM | 12 Hours |
| February 5-March 12 |             | Glendale |
| TRACY BRUTON        |             | \$59     |

Fabric (cotton or silk) dying (with cold water dye) using hot wax as a resist. This is a fascinating process still used by the Malaysians and Indonesians to decorate fabric. **Supply fee (\$10) to be paid to the instructor the first night of class.** Students are to bring a piece of 100% white cotton fabric (16"x18") to class and wear an old paint shirt.

**CECH-364-01 Beginning Airbrush**

|                  |                |                                |
|------------------|----------------|--------------------------------|
| Saturday         | 10:00AM-2:00PM | 16 Hours                       |
| April 5-April 26 |                | Industry & Transportation Ctr. |
| STEVE MCGUIRE    |                | \$80                           |

Learn basic airbrush operation, easy method. Explore various masking techniques. Learn to draw with airbrush freehand style. No experience necessary. Student will need a double action airbrush and materials. Air supply is furnished. **For supply list call 882-8673.**

**CECH-301-01 Basic Beginners Oil Painting**

|                      |             |          |
|----------------------|-------------|----------|
| Wednesday            | 6:00-9:00PM | 18 Hours |
| February 12-March 19 |             | Glendale |
| RIKI LIPE            |             | \$86     |

Wonder what would happen if...you became an oil painter? Your world would explode with lights, color and shapes. During the basic beginner class you will have individual attention and encouragement to create your very own jewel-toned canvas. The first night of class you will begin seeing with the eyes of an artist. **Call 887-0837 to have the supply list sent to you.**

**CECH-302-01 Beginning Decorative Painting**

|                   |             |          |
|-------------------|-------------|----------|
| Thursday          | 6:00-9:00PM | 18 Hours |
| March 13-April 24 |             | Kickapoo |
| MITZI BIBENS      |             | \$86     |

You will learn these basic skills in decorative painting: brush strokes, terms, surface preparations, etc. You will do several projects, including candle holders, floor mat and other items to learn and practice your new skills. **Supply list and surface fee information will be sent to the student after registration.**

**CECH-416-01 Decorative Painting II**

|                 |             |          |
|-----------------|-------------|----------|
| Thursday        | 6:00-9:00PM | 12 Hours |
| April 24-May 15 |             | Kickapoo |
| MITZI BIBENS    |             | \$59     |

You will do a couple of fun projects to build on your skills & Knowledge from Decorative Painting I Supply list and extra surface fee information will be sent to the student after registration.

**CECH-305-01 Beginning Drawing**

|                |             |          |
|----------------|-------------|----------|
| Thursday       | 7:00-9:00PM | 16 Hours |
| March 13-May 8 |             | Kickapoo |
| KARLA TRAMMELL |             | \$79     |

**CECH-305-02 Beginning Drawing**

|                |             |          |
|----------------|-------------|----------|
| Tuesday        | 6:30-8:30PM | 12 Hours |
| April 1-May 6  |             | Ozark    |
| GERALDINE KOLB |             | \$61     |

**CECH-305-03 Beginning Drawing**

|                    |             |          |
|--------------------|-------------|----------|
| Thursday           | 6:00-8:00PM | 16 Hours |
| February 6-April 3 |             | Central  |
| ANN MARIE HUGHES   |             | \$79     |

**CECH-305-70 Beginning Drawing**

|                      |             |          |
|----------------------|-------------|----------|
| Monday               | 6:30-8:30PM | 16 Hours |
| February 24-April 14 |             | Branson  |
| STAFF                |             | \$79     |

Develop an artist's eye. Learn the fundamentals of drawing and sketching and how to capture with pencil what your eye sees. Still life, buildings and landscape. **Supply cost approx. \$15. Branson only:** Bring spiral sketch book to first night of class.

**Gift Certificates can be bought  
in any amount. Call 895-7180  
for more information.**

**CECH-383-01 Drawing II**

|                  |             |          |
|------------------|-------------|----------|
| Thursday         | 6:00-8:00PM | 10 Hours |
| April 10-May 8   |             | Central  |
| ANN MARIE HUGHES |             | \$52     |

This class will reinforce the fundamentals of drawing techniques while emphasizing drawing with conviction and expression. Students will be encouraged to advance in their skills with pencil, charcoal, conte crayon, and ink. Drawing will be done by observation of still life objects and other realia, with some studies from photographs. Students will be encouraged to keep a sketchbook outside of class and to bring it to class weekly. *Recommended supplies will be discussed at the first class meeting and will cost approx. \$25.*

**CECH-363-01 Cartooning**

|                  |             |          |
|------------------|-------------|----------|
| Thursday         | 7:00-9:00PM | 12 Hours |
| March 6-April 10 |             | Central  |
| JARED COOPER     |             | \$59     |

Introduction to cartooning techniques. Slide lectures, cartooning demonstrations, and in-class studio projects. Students will produce a series of finished cartoons that will be published in a small press comic book. *Supply fee (\$5) to be paid to the instructor the first night of class.* Additional art supplies may be necessary.

**CECH-326-01 Watercolor**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:00-9:00PM | 24 Hours |
| February 4-April 1 |             | Parkview |
| KARLA TRAMMELL     |             | \$113    |

**CECH-326-02 Watercolor**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:00-9:00PM | 18 Hours |
| February 4-March 11 |             | Nixa     |
| JULIE BANDY         |             | \$86     |

**CECH-326-03 Watercolor**

|               |             |          |
|---------------|-------------|----------|
| Thursday      | 6:00-9:00PM | 18 Hours |
| April 3-May 8 |             | Central  |
| THU NGUYEN    |             | \$86     |

A class for all levels. Beginning students will learn basic color mixing and techniques, while becoming familiar with the watercolor medium. Intermediate or advanced students will work at their own pace to develop skills. All students should already have basic drawing skills.

**CECH-375-01 Introduction to Acrylic Painting**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:00-8:00PM | 12 Hours |
| February 6-March 13 |             | Central  |
| SUSAN BROWN         |             | \$59     |

**CECH-375-70 Introduction to Acrylic Painting**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 5:30-7:30PM | 12 Hours |
| February 6-March 13 |             | Branson  |
| STAFF               |             | \$59     |

Enjoy working with a forgiving medium that dries quickly and washes up with soap and water! Easy to transport and no turpentine fumes. Learn techniques including mixing colors and using mediums and glazes. Bring canvas pads or boards, various brushes, and basic acrylic colors, palette and matte medium to the first class. Additional materials will be suggested at class.

**CECH-327-01 Introduction to Basic Calligraphy**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:30-8:30PM | 12 Hours |
| February 4-March 11 |             | Parkview |
| ROSALYN CUNNINGHAM  |             | \$59     |

Introduction to the beautiful art of handwriting through the Italic style. Bring these supplies to class: pencil, copy or typing paper and ruler. *Supply fee (\$10) to be paid to the instructor the first night of class.*

**CECH-427-01 Calligraphy II**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:30-8:30PM | 12 Hours |
| April 1-May 6      |             | Parkview |
| ROSALYN CUNNINGHAM |             | \$59     |

Advanced calligraphy for students who have completed calligraphy I or its equivalent. In this class we will work on additional lettering styles.

**CECH-437-01 Learn to Scrapbook**

|                       |             |                          |
|-----------------------|-------------|--------------------------|
| Monday                | 6:00-8:00PM | 4 Hours                  |
| February 24 & March 3 |             | Chesterfield Family Ctr. |
| CYNTHIA ZINK          |             | \$23                     |

**CECH-437-02 Learn to Scrapbook**

|               |             |                          |
|---------------|-------------|--------------------------|
| Monday        | 6:00-8:00PM | 4 Hours                  |
| March 10 & 17 |             | Chesterfield Family Ctr. |
| CYNTHIA ZINK  |             | \$23                     |

Learn to preserve your memories in a creative display. Create beautiful scrapbooks, using layout techniques, journaling, creative letters, stickers, die cuts, and your memorable photos. Two pages will be made in class. Students need to bring 8-10 photos or memorabilia of one or two events, and a pair of scissors. *Supply fee (\$10) is to be paid to the instructor the first night of class.*

**CECH-442-01 Old Books: Value Identification**

|                |             |          |
|----------------|-------------|----------|
| Wednesday      | 6:00-9:00PM | 3 Hours  |
| February 19    |             | Glendale |
| SHERLU WALPOLE |             | \$19     |

Take the first step towards learning what makes a book valuable. Condition is generally far more important than age. Know the best ways to care for the volumes you treasure.

**CECH-322-01 Beginning Pottery**

|                |             |          |
|----------------|-------------|----------|
| Thursday       | 6:45-8:45PM | 16 Hours |
| March 13-May 8 |             | Kickapoo |
| BRYAN KEELAND  |             | \$77     |

**CECH-322-02 Beginning Pottery**

|                  |             |          |
|------------------|-------------|----------|
| Wednesday        | 6:45-8:45PM | 16 Hours |
| March 12-May 7   |             | Glendale |
| JOSHUA GILLESPIE |             | \$77     |

Beginners will learn the fundamentals of wheel thrown pottery, from the wedging of the clay to the making of specific shapes and the various methods of texturing and glaze application. *Supply fee (\$18) to be paid to instructor at the first class meeting.*

**CECH-323-01 Sculpture**

|                        |             |          |
|------------------------|-------------|----------|
| Thursday               | 6:00-9:00PM | 12 Hours |
| February 6-February 27 |             | Kickapoo |
| MICHAEL WILLIS         |             | \$59     |

Exploring possibilities of 3 dimensional forms of art. Also various materials for art. *Supply fee (\$25) is to be paid to the instructor the first night of class.*

**CECH-351-01 Beginning Knitting**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:30-8:30PM | 12 Hours |
| February 18-April 1 |             | Parkview |
| SHARON BANCROFT     |             | \$59     |

A fun class designed for those desiring to learn the basic of knitting. It will cover terms, tools, yarns, and sources. Techniques include casting on, basic knit and purl stitches, maintaining gauge and tension, and adapting patterns. Application of various methods will enable students to acquire a working knowledge of the knitting process.

**CECH-353-01 Beginning Crochet**

|                 |             |          |
|-----------------|-------------|----------|
| Tuesday         | 5:30-7:30PM | 12 Hours |
| April 8-May 13  |             | Parkview |
| SHARON BANCROFT |             | \$59     |

An interesting and fun class designed to learn the fundamentals of beginning crochet. It will cover tools, terms, thread and techniques, maintaining gauge and how to follow a pattern. Students will do at least two projects and acquire working knowledge for future projects.

**CECH-400-01 Rubber Stamping Basics**

|                        |             |          |
|------------------------|-------------|----------|
| Thursday               | 6:00-9:00PM | 12 Hours |
| February 6-February 27 |             | Kickapoo |
| CORBI BESHEARS         |             | \$59     |

This is a hands-on class with several finished projects to take home. Learn to care for your stamps and how to use a variety of inks and adhesives. Mask, heat and dry emboss. Learn to use wonder tape for flock, liquid applique, beads and more. These techniques will work for stamping or scrapbooking. **Supply fee (\$20) to be paid to the instructor the first night of class.**

**CECH-401-01 Intermediate Rubber Stamping**

|                   |             |          |
|-------------------|-------------|----------|
| Thursday          | 6:00-9:00PM | 12 Hours |
| March 13-April 10 |             | Kickapoo |
| CORBI BESHEARS    |             | \$59     |

A hands-on class with many finished projects to take home. Combine stamping with punches and templates for cards or scrapbooks. Learn fabulous background techniques with brayers, resist stamping and rainbow sponges. Experiment with a variety

of lettering and textures. Learn creative techniques for making cards with hidden messages, pop-outs and many surprises to wow the recipient. **Supply (\$20) to be paid to the instructor the first night of class.**

**CECH-402-01 Advanced Rubber Stamping**

|                |             |          |
|----------------|-------------|----------|
| Thursday       | 6:00-9:00PM | 12 Hours |
| April 17-May 8 |             | Kickapoo |
| CORBI BESHEARS |             | \$59     |

A hands on class that incorporates rubber stamping in a variety of advanced techniques. Make mini photo books, decorated paper dolls for cards or scrapbooking, creative jewelry and ornaments. We'll design shadow box cards, explosion cards and more. You'll take home a variety of projects that go beyond the routine to use for cards or scrapbooks. **Supply fee (\$20) to be paid to the instructor the first night of class.**

**CECH-315-01 Clowning Around**

|                  |                |                 |
|------------------|----------------|-----------------|
| Saturday         | 9:00AM-12:00PM | 9 Hours         |
| March 1-March 15 |                | OTC Main Campus |
| LEX PEARSON      |                | \$46            |

**CECH-315-70 Clowning Around**

|                  |                |         |
|------------------|----------------|---------|
| Saturday         | 9:00AM-12:00PM | 9 Hours |
| April 5-April 19 |                | Branson |
| LEX PEARSON      |                | \$46    |

A brief overview and history of clowning. Basic clowning techniques demonstrated including application of makeup, skirts, costumes, balloon animals, magic tricks, and juggling. **Cost of supplies approximately \$30.**

## Communication

**CECO-310-01 The Art of Storytelling**

|               |             |         |
|---------------|-------------|---------|
| Thursday      | 6:00-9:00PM | 6 Hours |
| April 3 & 10  |             | Central |
| NANCY SHELTON |             | \$32    |

Learn the basics of the oral tradition and enjoy story telling to students, young children, peers and professional audiences. You will learn many story telling games that will help itell your story while learning fundamental skills. Participants will be able to choose their own story to tell and expound upon during this fund, interesting and lively workshop. Resources and other storytelling opportunities will be provided.

**CECO-283-01 Writing Books for Children**

|                  |             |          |
|------------------|-------------|----------|
| Tuesday          | 6:00-8:00PM | 16 Hours |
| March 4-April 22 |             | Parkview |
| VICKI COX        |             | \$110    |

This sampler course provides opportunities to write poetry, magazine articles, short stories, and books for the young. Students will also learn how to query an editor and package a submission.

**CECO-197-01 Creative Writing I**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 7:00-8:30PM | 18 Hours        |
| February 4-April 22 |             | OTC Main Campus |
| VERA JANE GOODIN    |             | \$91            |

Have the urge to write and don't quite know how to go about it all? Come and learn some of the basics in a caring, supportive environment. Experience the fun of expressing yourself through your writing.

**CECO-203-01 Become a Great Writer**

|                |             |          |
|----------------|-------------|----------|
| Thursday       | 6:30-8:30PM | 16 Hours |
| March 13-May 8 |             | Kickapoo |
| RON DAVIS      |             | \$77     |

No parlor tricks, no complicated hoop jumping and no required textbook! Sign up, show up and be surprised at how quickly you will become a much better writer. We'll cover plenty of ground from e-mail to full-blown feature stories. Lively class discussions included at no extra charge.

**CECO-185-01 Write That First Novel I**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 6:30-9:30PM | 24 Hours        |
| February 4-March 25 |             | OTC Main Campus |
| NEIL ADAMS          |             | \$113           |

Would you like to try your hand at novel writing? You can finish this class with a novel-in-progress and, along the way, become acquainted with some of the time honored principles of effective storytelling. We'll have class discussions of professional models, as well as class discussions (workshops) of students' works-in-progress. Plotting, dialogue, characterization, planning... learn about these techniques of writing fiction, or sharpen the skills you already have. Call the OTC bookstore for the book.

**CECO-191-01 Write That First Novel II**

|               |             |                 |
|---------------|-------------|-----------------|
| Tuesday       | 6:30-9:30PM | 18 Hours        |
| April 1-May 6 |             | OTC Main Campus |
| NEIL ADAMS    |             | \$89            |

Continuation of Write that Novel I (CECO 285)

**CECO-233-01 Creative Writing II**

|                  |             |           |
|------------------|-------------|-----------|
| Monday           | 6:00-8:00PM | 24 Hours  |
| February 3-May 5 |             | Hillcrest |
| VERA JANE GOODIN |             | \$118     |

Delve deeper into your writing ability in this continuation of Creative Writing I. Complete a short writing project (or work on a longer one) and submit it to a publisher. Take the challenge! This class is for anyone who has taken a writing course before.

**CECO-291-01 Writing and Publishing Your Book, Fiction or Non-Fiction**

|                      |             |          |
|----------------------|-------------|----------|
| Thursday             | 6:00-9:00PM | 18 Hours |
| February 13-April 20 |             | Central  |
| ALLAN YOUNG          |             | \$91     |

How to write your book, and six ways to get it published. This course covers selecting a topic or basic plot, making outlines, organizing and balancing your materials, identifying your market, and getting published. Dealing with literary agents, editors, and publishers. Writing, editing, proofing, publishing, and critiquing will be covered. Subject matters will include fiction in all genres as well as non-fiction. This class includes writing query letters, and submissions in hard copy, and online. Bring pencil and paper, plus book ideas.

**CECO-296-01 Short Story Writing**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 6:00-9:00PM | 18 Hours        |
| February 4-March 11 |             | OTC Main Campus |
| ALLAN YOUNG         |             | \$91            |

Writing a minimum 2,000 word short story suitable for publication. Designed for both the novice and experienced writer, this class deals with all aspects of short story writing from the concept of the idea for the story to the publication of the final draft. By course completion students will have written three drafts of a short story suitable for publication.

**CECO-300-01 Getting Published in Periodicals**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 6:00-9:00PM | 18 Hours |
| February 5-March 12 |             | Glendale |
| ALLAN YOUNG         |             | \$91     |

Showing freelance writers what to write, for whom to write it, how to present it to publishers, how to submit it, how and when to follow up, and the profitability of freelance writing.....for amateurs and professionals.

**CECO-193-01 Getting a Grip on Grammar**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:00-8:00PM | 16 Hours |
| February 4-March 1 |             | Parkview |
| JOANN JIRIK        |             | \$77     |

**CECO-193-02 Getting a Grip on Grammar**

|                  |             |          |
|------------------|-------------|----------|
| Wednesday        | 6:00-8:00PM | 16 Hours |
| March 5-April 30 |             | Glendale |
| SHERLU WALPOLE   |             | \$77     |

21st Century commerce depends more than ever on making your meaning clear. Refine your grammar usage, both written and spoken. Straighten out your word order and smooth your punctuation. Know how to pronounce those words. Identify split infinitives. Stop dangling participles. Remember it is if before iEi. Call the OTC bookstore for the required book.

**CECO-294-01 Family Sign Language**

|                  |             |                 |
|------------------|-------------|-----------------|
| Monday           | 6:00-8:00PM | 16 Hours        |
| March 3-April 21 |             | OTC Main Campus |
| MATT RITTER      |             | \$77            |

Designed for family members to attend together. Tuition for each parent is \$77 and their children may attend free of charge. Covers the manual alphabet, basic signs, home signs, and total communication for hearing impaired and hearing people to coexist. Call the OTC bookstore for the required book.

**CECO-237-01 Beginning Sign Language**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 7:00-9:00PM | 16 Hours |
| February 6-April 10 |             | Kickapoo |
| MATT RITTER         |             | \$77     |

**CECO-237-02 Beginning Sign Language**

|                    |             |          |
|--------------------|-------------|----------|
| Wednesday          | 5:30-7:30PM | 16 Hours |
| February 5-April 2 |             | Ozark    |
| TABITHA HAYNES     |             | \$77     |

**CECO-237-70 Beginning Sign Language**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:00-8:00PM | 16 Hours |
| February 4-March 25 |             | Branson  |
| STAFF               |             | \$77     |

Learn basic communication skills that will enable conversation with the deaf community. Lots of practice in topics of daily conversation. Call the OTC bookstore for the required book.

**CECO-238-01 Intermediate Sign Language**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:00-8:00PM | 20 Hours |
| February 4-April 15 |             | Parkview |
| MATT RITTER         |             | \$95     |

You will continue to build on skills learned in Beginning Sign Language using the same textbook.

**CECO-258-01 American Sign Language**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 6:30-8:30PM | 20 Hours        |
| February 4-April 15 |             | OTC Main Campus |
| REBECCA AVILA       |             | \$95            |

This class will focus on beginning ASL. Learn the manual, alphabet, basic sign hand shapes, grammar and syntax. Call the OTC bookstore for the required book.

**CECO-279-01 American Sign Language II**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Thursday            | 6:00-8:00PM | 20 Hours        |
| February 6-April 17 |             | OTC Main Campus |
| TESSI MUSKRAT       |             | \$95            |

For those who have successfully completed an American Sign Language I class. Class will pursue further linguistic models of proper use of American Sign Language. Deaf consumers from our region will visit the class to share their experiences and their language. Call the OTC bookstore for the required book.

**CECO-308-01 Heritage & Culture of the Deaf**

|                   |             |                 |
|-------------------|-------------|-----------------|
| Monday            | 5:30-8:30PM | 45 Hours        |
| February 3-May 12 |             | OTC Main Campus |
| JOSEPHINE FRITTS  |             | \$208           |

Learn about the Deaf world through their heritage, traditions, language and identity. Call the OTC bookstore for the book.

**CECO-275-01 Mystery/Suspense Workshop**

|                  |             |                 |
|------------------|-------------|-----------------|
| Saturday         | 1:00-4:00PM | 3 Hours         |
| February 22      |             | OTC Main Campus |
| VERA JANE GOODIN |             | \$19            |

In this hands-on workshop, have fun while you uncover the bones of your plot and flesh out your characters. You will also dig into topics such as point of view and setting as we explore the ihowdoitsî of iw hodunitsî.

**CECO-293-01 Public Speaking with Confidence**

|                      |             |                 |
|----------------------|-------------|-----------------|
| Monday               | 6:00-9:00PM | 12 Hours        |
| February 24-March 17 |             | OTC Main Campus |
| ALLAN YOUNG          |             | \$59            |

Never be uncomfortable speaking before a group again. This course teaches you the four things that are required of a public speaker, the three parts of speech, five way to prepare your speech, fifteen ways to make your speech sparkle, and ten ways to use your personality traits to advantage. Bring speech ideas, pencil and paper and a desire to speak confidently before a group.

# Dance & Music

**CED-366-01 Instant Piano for Hopelessly Busy People**  
 Tuesday 6:00-9:30PM 3.5 Hours  
 March 25 Information Commons West  
 DAVID HAYNES \$49

If you yearn to experience the joy of playing piano, but you don't want years of weekly lessons, this short course is for you. In just one enjoyable evening, you can learn enough secrets of the trade to make piano playing a part of your life, learning chords, not notes. You'll learn all the chords needed to play any pop song, any style, any key. And you'll get a healthy dose of insider secrets. This is an absolutely beginning class in chord piano techniques, and if you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. If not, send a self-addressed stamped envelope for a free pamphlet to Music Masters, 432 Arabian Dr, Tunnell Hill, GA 30755. Then register with confidence. **Materials fee (\$25) for workbook and practice CD is to be paid to the instructor in class. This class is for adults. This class does not qualify for the VIP program.**

**CED-378-01 Beginning Guitar**  
 Thursday 7:50-8:50PM 8 Hours  
 February 6-April 10 Kickapoo  
 CLINT HARRISON \$46

**CED-378-02 Beginning Guitar**  
 Wednesday 6:00-7:00PM 6 Hours  
 February 5-March 12 OTC Main Campus  
 RICK HAEGG \$42

**CED-378-03 Beginning Guitar**  
 Thursday 6:30-7:30PM 8 Hours  
 February 6-March 27 Republic  
 RICK HAEGG \$46

**CED-378-70 Beginning Guitar**  
 Wednesday 7:30-8:30PM 8 Hours  
 February 5-March 26 Branson  
 JR ROLLINS \$60

Learn to accompany yourself or others on the guitar while also learning some fundamentals of music and practice techniques. Acoustic guitar recommended. **Supply fee (\$7- \$8) is to be paid to the instructor the first night of class.**

**CED-379-01 Intermediate Guitar**  
 Wednesday 6:00-7:00PM 6 Hours  
 April 2-May 7 OTC Main Campus  
 RICK HAEGG \$42

**CED-379-02 Intermediate Guitar**  
 Thursday 7:35-8:35PM 8 Hours  
 February 6-March 27 Republic  
 RICK HAEGG \$46

Learn chord theory and how it applies to the guitar. Study lead guitar and improvisational styles. Learn what a key is. **Bring your acoustic or electric guitar to class.**

**CED-417-01 Guitar Theory I**  
 Wednesday 7:00-8:00PM 6 Hours  
 April 2-May 7 OTC Main Campus  
 RICK HAEGG \$46

Participants need to have knowledge of standard chords on the guitar. This course will introduce participants to basic music theory

as it applies to the guitar. Instruction will include chord progression, scales, and part writing. Materials provided by instructor. **Supply fee (\$15) to be paid to the instructor the first night of class.**

**CED-418-01 Rock, Rhythm & Blues**  
 Wednesday 7:00-8:00PM 8 Hours  
 February 5-March 26 OTC Main Campus  
 RICK HAEGG \$59

Learn the guitar music and playing styles for Rock, Rhythm & Blues from the 60s & 70s. We will study the songs of great artists such as the Beatles, Temptations, rolling Stones and more. Knowledge of standard chords a must; bar chords a plus.

**CED-409-70 Bluegrass Pickiní**  
 Wednesday 8:30-9:30PM 8 Hours  
 February 5-March 26 Branson  
 JR ROLLINS \$60

Bluegrass and old time fiddlin' and singing. Fiddle, guitar, mandolin, banjo, and bass. Advanced pickin' and fiddlin' technique, playing rhythm and accompaniment for vocal and instrumental solo. A performing group for students who can play. Bring your instrument to the first class.

**CED-408-01 Beginning Violin**  
 Tuesday 7:00-8:20PM 8 Hours  
 February 4-March 11 Parkview  
 CHERYL FRANKS \$46

Learn the basics of classical violin and gain knowledge of the fundamentals of music and practice techniques. **Bring violin to first class.** Call the OTC bookstore for the required book.

**CED-413-01 Violin Level II**  
 Tuesday 7:00-8:30PM 12 Hours  
 March 18-May 13 Parkview  
 CHERYL FRANKS \$59

Prerequisite: Beginning Violin. In-depth on rhythms, folk music, fiddle music, and Ozarks music. Introduction to Jazz. **Bring violin to first class.** Call the OTC bookstore for the required book.

**CED-410-70 Beginning Strings**  
 Monday 7:30-8:30PM 8 Hours  
 February 3-March 31 Branson  
 JR ROLLINS \$60

An introduction into the basic techniques of string playing in a string orchestra, violin, viola, cello and double bass. Note reading, time counting, first position fingering, ear training and bowing technique. **Supply fee (\$7) is to be paid to the instructor the first night of class.** Bring your instrument to the first class.

**CED-399-01 Music Theory I**  
 Monday 6:00-7:00PM 8 Hours  
 February 3-April 7 Hillcrest  
 KATRINA MITCHELL \$41

Designed for the beginning student, you will learn names of notes, note values, time signatures, key signatures, rhythms, intervals, accidentals, scales, ear training, types of chords, tempo markings, and piano keyboard. Basic beginning skills for playing the piano or other musical instruments will be developed. **Supply fee (\$3) to be paid to the instructor the first night of class.**

**CED-394-01 Voice**

|                    |             |           |
|--------------------|-------------|-----------|
| Monday             | 7:00-9:00PM | 16 Hours  |
| February 3-April 7 |             | Hillcrest |
| KATRINA MITCHELL   |             | \$77      |

Voice class is for the person who always wanted to learn how to sing or sing better in the shower, at family gatherings or parties, for church or just for fun. We will learn how to breath, practice, vocalize and read music, and of course the basic principles of vocal technique. We will dedicate one hour for lecture/examples, and one hour for lab. Call the OTC bookstore for the book.

**CED-395-01 Advanced Voice**

|                  |             |           |
|------------------|-------------|-----------|
| Monday           | 7:00-9:00PM | 10 Hours  |
| April 14-May 12  |             | Hillcrest |
| KATRINA MITCHELL |             | \$50      |

This course is for the person who has had Voice Class I and wants to advance in vocal training. We will be working on proper attitudes for singing, overcoming fear & self-consciousness, technique for musicianship, health & physique, self-guidance, further practice guidance, ethical conduct, singing career, further advanced work on posture, breath control, tone, diction, Legato & Sostenuto, agility and flexibility, extending range, extending dynamics, intonation recitative, and exercises for further vocal development. Same book used as for Voice class.

**CED-415-01 Beginning Flute**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Wednesday           | 7:00-8:00PM | 8 Hours         |
| February 5-March 26 |             | OTC Main Campus |
| SHANNON MORROW      |             | \$46            |

This class will cover the fundamentals of reading music, basic scales, and how to teach yourself from student books. It is a broad overview of techniques and different styles of playing the flute. Call the OTC bookstore for the required book.

**CED-406-01 Drumset & Percussion Performance**

|                 |             |           |
|-----------------|-------------|-----------|
| Monday          | 6:00-7:00PM | 8 Hours   |
| March 10-May 19 |             | Hillcrest |
| ERIC ROSSEAU    |             | \$55      |

This course will apply snare drum rudiments, clave, and many types of beats from swing, reggae, to rock. Exercising the above on modern drum set and percussion. **Book fee (\$7) is to be paid to the instructor the first night of class.**

**CED-407-01 Adv Percussion Techniques and Syncopation**

|                 |             |           |
|-----------------|-------------|-----------|
| Monday          | 7:10-8:10PM | 8 Hours   |
| March 10-May 19 |             | Hillcrest |
| ERIC ROSSEAU    |             | \$55      |

This course will involve an in-depth study of four-way limb independence. Also the principles of reading and writing drum and percussion parts will be explored. **Book fee (\$20) is to be paid to the instructor the first night of class.**

**CED-414-01 Percussion for Fun**

|                    |             |           |
|--------------------|-------------|-----------|
| Monday             | 7:10-8:10PM | 4 Hours   |
| February 3-March 3 |             | Hillcrest |
| ERIC ROSSEAU       |             | \$30      |

Explore rhythms on hand and finger drums from around the world. Emphasizes having fun while learning basic techniques that apply to percussion. Focuses on accompanying others.

**CED-384-01 Line Dance**

|                 |             |                          |
|-----------------|-------------|--------------------------|
| Tuesday         | 7:00-8:00PM | 8 Hours                  |
| March 25-May 13 |             | Oak Grove Community Ctr. |
| DWIGHT GOLD     |             | \$48                     |

Learn country-western line dancing routines including tush-push, cowgirl schuffle, electric slide, and reggae cowboy.

**CED-354-01 Country & Western Dance**

|                     |             |                          |
|---------------------|-------------|--------------------------|
| Tuesday             | 7:00-9:15PM | 16 Hours                 |
| February 4-March 18 |             | Oak Grove Community Ctr. |
| DWIGHT GOLD         |             | \$77                     |

Students will learn the basic country-western dance steps for the two-step, triple two-step, waltz, 10-step, and cotton-eyed Joe, and basic turns associated with these dances.

**CED-390-01 Country & Western II**

|                 |             |                          |
|-----------------|-------------|--------------------------|
| Tuesday         | 8:00-9:00PM | 8 Hours                  |
| March 25-May 13 |             | Oak Grove Community Ctr. |
| DWIGHT GOLD     |             | \$48                     |

For couples who have had beginning country and western dance class. Learn couples line dance, advanced two-step turns, country waltz, East Coast swing, and triple two-step.

**CED-411-01 Do You Want to Dance?**

|              |             |                          |
|--------------|-------------|--------------------------|
| Monday       | 7:00-9:00PM | 2 Hours                  |
| January 27   |             | Information Commons West |
| STEVEN SMITH |             | <i>free</i>              |

Join us for a FREE, fun evening of ballroom dancing featuring fox trot, waltz, and swing steps with Steve Smith. You may want to continue your dance lessons by enrolling in the OTC ballroom dance class. In cooperation with the Springfield Park Board and the Chesterfield Family Center. **Call 417-895-7180 to enroll for this night of FREE dance lessons.**

**CED-356-01 Beginning Ballroom Dance with Swing**

|                     |             |                          |
|---------------------|-------------|--------------------------|
| Monday              | 7:00-8:30PM | 12 Hours                 |
| February 3-March 31 |             | Information Commons West |
| STEVEN SMITH        |             | \$59                     |

Learn the basic steps and several variations of each of the following dances; Swing/jitterbug, waltz and foxtrot. Emphasis on style, position, etiquette, and being able to dance in a social situation.

**CED-385-01 Intermediate Ballroom Dance**

|                |             |                          |
|----------------|-------------|--------------------------|
| Monday         | 7:00-9:00PM | 12 Hours                 |
| April 7-May 12 |             | Information Commons West |
| STEVEN SMITH   |             | \$59                     |

Continuation of Beginning Ballroom Dance.

## Home Buying & Ownership

**CEF-523-01 Homebuying Basics**

|               |             |          |
|---------------|-------------|----------|
| Thursday      | 6:00-9:00PM | 3 Hours  |
| March 13      |             | Kickapoo |
| BRENDA MORRIS |             | \$19     |

**CEF-523-02 Homebuying Basics**

|               |                |                 |
|---------------|----------------|-----------------|
| Saturday      | 9:00AM-12:00PM | 3 Hours         |
| March 8       |                | OTC Main Campus |
| BRENDA MORRIS |                | \$19            |

Learn how to qualify for a home, low down payment financing, buyer's rights, and where to start the homebuying process.

**CEF-509-01 Home Ownership & You**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 6:00-9:00PM | 6 Hours         |
| March 19 & 26 |             | OTC Main Campus |
| RANDAL FRIGA  |             | \$36            |

**CEF-509-02 Home Ownership & You**

|              |             |                 |
|--------------|-------------|-----------------|
| Wednesday    | 6:00-9:00PM | 6 Hours         |
| April 2 & 9  |             | OTC Main Campus |
| RANDAL FRIGA |             | \$36            |

Includes personal finances, responsibilities of home ownership, home maintenance and repair techniques.

# Home & Family

## CEF-517-01 Decorating on a Dollar

Monday 6:30-8:30PM 4 Hours  
 April 7-April 14 Hillcrest  
 LEE WEEKS \$23

If you want to redecorate a room or a house with a new, bold, or chic look, but don't have the cash, here are some good news! Decorating on a Dollar will motivate you and show you how to use all those bargain items from garage sales and dollar stores to help create the look you want!

## CEF-543-01 Feng Shui

Monday 7:00-9:00PM 8 Hours  
 February 3-March 3 Continuing Ed. Ctr.  
 JEANIE COMPAS \$45

Work with your home as a tool to create a healthy, wealthy and happy life! Learn to apply the fundamental principles of the Chinese philosophy of art placement to your home's interior design. Discover the language of space, and the story it tells.

## CEF-552-01 Feng Shui Level II

Monday 7:00-9:00PM 8 Hours  
 March 10-March 31 Continuing Ed. Ctr.  
 JEANIE COMPAS \$45

Learn to use the Bagua (the template of Feng Shui) and explore the five elements, to determine if the life force energy is either life supporting or depleting. Recognize Feng Shui challenge areas in your home, and learn how to cure them to transform your home into a personal paradise.

## CEF-554-01 The Healthy Home

Wednesday 7:00-9:00PM 8 Hours  
 February 5-February 26 Glendale  
 JEANIE COMPAS \$45

This class gives you important basic information on what to look for in interior design and routine maintenance that are warning signs your home may be becoming hazardous to your health. A must for anyone who has multiple chemical sensitivities, chronic headaches, allergies, any health concerns, and for healthcare professionals. Learn easy steps to create a home that is healthy, happy, and environmentally safe for your family, and pets. A home of peace and serenity that is life supporting and enhancing.

## CEF-573-01 Tool Time for Women

Wednesday 6:30-8:30PM 12 Hours  
 February 19-March 26 Continuing Ed. Ctr.  
 RICHARD VIRNIG \$64

Ladies, fear those power tools no more! Join a veteran home remodeler and learn how to use those tools around your house, from hand tools to power tools. Demonstrations and hands-on practice will give you the confidence to take care of those 'someday' projects in your home. This workshop will include specific plumbing, electrical, building, repair, and more. A field trip to a do-it-yourself store will be included as well. **Supply fee (\$5) is to be paid to the instructor the first night of class.** This supply fee will include a kit to take home, including one too, and a box of necessary gadgets for your home projects.

## CEF-572-01 Intro to AutoCAD for Interior Designers

Saturday 9:00AM-12:00PM 18 Hours  
 January 25-March 8 Industry & Transportation Ctr.  
 JACKLYN WEIDENSEE \$101

This class is a basic introduction to AutoCAD 2002 for Interior Designers who desire a better understanding of Computer Aided Design.

## CEF-057-01 Beginning Interior Design & Marketing

Thursday 6:30-8:30PM 24 Hours  
 February 6-May 8 Kickapoo  
 JACKLYN WEIDENSEE \$113

## CEF-057-70 Beginning Interior Design & Marketing

Tuesday 6:30-8:30PM 24 Hours  
 February 4-April 22 Branson  
 STAFF \$113

Explore the art of making a house into a home. The basics of interior design will be discussed. Emphasis will be on decorating styles, furniture styles, color, window treatments, flooring, and accessorizing. Tentative field trip. Marketing aspects discussed. Call the OTC bookstore for the required book.

## CEF-487-01 Intro to Interior Design & Marketing

Wednesday 6:30-8:30PM 12 Hours  
 February 5-March 12 Glendale  
 PATRICIA HEYDLAUFF \$64

## CEF-487-02 Intro to Interior Design & Marketing

Wednesday 6:30-8:30PM 12 Hours  
 February 5-March 12 OTC Main Campus  
 CHERYL PARKE \$64

Learn how to do floor plans as well as apply color, texture, pattern, furniture and accessories to your overall plan. Business and marketing aspects included.

## CEF-570-01

### Saving Time & Money on Household Projects

Saturday 9:00-11:00AM 2 Hours  
 February 22 OTC Main Campus  
 SHERRY WIETELMAN \$14

This course is designed for people seeking to improve their household management skills. You will learn pantry management, menu-planning, money saving techniques and much more! Join us for this fun and informative workshop that will make your household run smoother.

## CEF-571-01 Household Budgeting

Tuesday 6:30-8:30 PM 2 Hours  
 March 11 OTC Main Campus  
 SHERRY WIETELMAN \$14

This course is designed for people seeking to improve their household finances and learn new methods of managing a budget. This course will present new and interesting ideas and processes that will make your home finances stretch farther. In addition, debt reduction techniques will be reviewed.

## *Home Maintenance Series*

### **CEF-478-01 Home Electrical & Plumbing**

Monday 6:30-8:30PM 12 Hours  
 March 24-April 28 Continuing Ed. Ctr.  
 RICHARD VIRNIG \$74

Learn how houses are wired and plumbed. Practice how to install or replace wall plugs, light fixtures and switches, and circuit breakers. Learn how to repair and/or replace leaky faucets, shut off valves and p-traps. Tools and materials provided for hands-on learning on demonstration outlets and fixtures in the classroom. Toilet and hot water heater repair also demonstrated. **Supply fee (\$15) is to be paid to the instructor the first night of class.**

### **CEF-527-01 Ceramic Floor Tile Setting**

Thursday 6:30-9:30PM 6 Hours  
 February 27 & March 6 Continuing Ed. Ctr.  
 RICHARD VIRNIG \$35

Learn how to crack, set and grout ceramic tile on floors. Discussion and demonstration of tools and materials needed for installing tile over existing floors as well as new floors. Tools and materials provided for hands-on learning to install 12 x 12 floor tile on a section of the floor of the classroom. **Supply fee (\$10) is to be paid to the instructor the first night of class.**

### **CEF-524-01 Ceramic Wall Tile Setting**

Thursday 6:30-9:30PM 6 Hours  
 March 13 & 20 Continuing Ed. Ctr.  
 RICHARD VIRNIG \$35

Learn how to crack, set and grout ceramic tile on counter tops and walls. Discussion and demonstration of tools and materials needed for installing tile on new/old counters and in shower, back splash, and plain wall areas. Tools and materials provided for hands-on learning to install 4 x 4 and 6 x 6 tile on a variety of counter and wall areas in the classroom. **Supply fee (\$10) is to be paid to the instructor the first night of class.**

### **CEF-526-01 Drywall Repair**

Thursday 6:30-9:30PM 6 Hours  
 March 27 & April 3 Continuing Ed. Ctr.  
 RICHARD VIRNIG \$35

Learn how to fix these common drywall (sheetrock) problems; nail-pop, seam cracks, and holes. Tools and materials provided for hands-on learning to install, finish and texture drywall on a demonstration wall in the classroom. **Supply fee (\$10) is to be paid to the instructor the first night of class.**

### **CEF-488-01 Wallpapering**

Thursday 6:30-9:30PM 6 Hours  
 April 10 & 17 Continuing Ed. Ctr.  
 RICHARD VIRNIG \$35

Learn how to estimate, prepare surfaces, and hang pre-pasted vinyl wallpaper and borders. Tools and materials provided for hands-on installation of wallpaper and borders on sample boards and on a demonstration wall in the classroom. **Supply fee (\$5) is to be paid to the instructor the first night of class.**

### **CEF-544-01 Home Loans - Shopping for the Best Loan**

Thursday 6:30-8:30PM 6 Hours  
 February 6-February 20 Kickapoo  
 STAFF \$32

Take the mystery out of the homes loan process. This course outlines the basic rules and guidelines for most common home loans. Includes VA loans and Bond Money loans.

### **CEF-569-01 PermaCulture**

Thursday 7:00-8:30PM 4.5 Hours  
 February 13-February 27 Central  
 RICHARD HERMAN \$26

The philosophy behind PermaCulture is to work with, rather than against, nature. This class is designed for those who want to learn new methods of applying nature's most useful patterns to land use. Concepts will be taught relating to yield, water and how to design the landscape for its most effective production. Instructed by a PermaCulture consultant who has traveled worldwide, utilizing and teaching these very methods. Those interested in conservation, gardening and landscaping will enhance their flowers, gardens and yards.

### **CEF-060-01 Landscaping**

Monday 7:00-8:30PM 12 Hours  
 February 3-March 31 Industry & Transportation Ctr.  
 GAROLD HENSON \$59

### **CEF-060-02 Landscaping**

Tuesday 6:30-8:30PM 12 Hours  
 February 4-March 11 Ozark  
 LAWRENCE MILEY \$59

Covers plant selection, arrangement, planting and maintenance, as well as basic horticultural needs throughout the landscape. Includes tree and shrub pruning, lawn care, sprinkler systems, garden lighting, landscape construction in harmony with the environment.

### **CEF-559-01 Organic Gardening**

Wednesday 7:00-9:00PM 10 Hours  
 February 5-March 5 Industry & Transportation Ctr.  
 RANDY DIETZ \$53

### **CEF-559-70 Organic Gardening**

Thursday 6:00-8:00PM 10 Hours  
 March 6-April 3 Branson  
 RANDY DIETZ \$53

Organic gardening covers all aspects of producing food and animal crops without the use of synthetic amendments, feeds, pesticides, etc. This class will cover fundamental principles of soils, plant growth, nutrients, and pest control geared specifically for the Ozark's grower utilizing local resources.

### **CEF-553-01 Gardening for Fun & Profit**

Monday 6:30-8:30PM 6 Hours  
 March 3-March 17 Republic  
 CARL HUFFMAN \$32

Plant selection, propagation, arrangement, soil preparation and planting procedure for a garden of fun. Business aspects included.

### **CEF-555-01 Gardening for Show**

Tuesday 6:30-8:30PM 6 Hours  
 March 4-March 18 Republic  
 CARL HUFFMAN \$32

This class covers growing plants for special occasions and prize winning shows. Includes plant selection, planting schedules and soil preparation.

### **CEF-556-01 Landscaping for Enjoyment**

Tuesday 6:30-8:30PM 6 Hours  
 April 1-April 15 Republic  
 CARL HUFFMAN \$32

This class covers the way to establish and/or add to home landscapes. Business aspects included.



## *Faux Painting Series*

### **CEF-560-01 Sponging**

Wednesday 7:00-9:00PM 2 Hours  
 February 5 1815 East Seminole  
 SHARON CATES \$30

One of the quickest and cheapest ways to decorate and coordinate a room is sponging. It hides wall flaws. This class is not about how to sponge but how not to make the common mistakes of the novice. Many people have said, "I wish I would have had this class before I did my project." This class is about how to correct those first projects or to stay out of trouble on the current one. The subtle art of "iscumblei" had been taught in art schools and our objective is to elevate your walls to fine art. This class is a prerequisite for the marbleizing class. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-561-01 Glazing**

Wednesday 7:00-9:00PM 2 Hours  
 February 12 1815 East Seminole  
 SHARON CATES \$30

A wonderful way of adding depth to ones wall with a minimum of labor and materials. We will cover formulas for mixing glazes, applying glazes, and how to create different effects with mark-making that include rag rollings, ragging, combing, stippling and color washing. *This class is a prerequisite for marbleizing. Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-562-01 Marbleizing**

Wednesday 7:00-9:00PM 2 Hours  
 February 19 1815 East Seminole  
 SHARON CATES \$30

An art form in its own right. We will show you techniques for easy marblei as well as how to reproduce the real thing from a sample. This is an advanced technique and requires the sponging and glazing classes as prerequisites. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-563-01 Choosing Colors**

Wednesday 7:00-9:00PM 2 Hours  
 February 26 1815 East Seminole  
 SHARON CATES \$30

Choosing the right colors for a faux finish project is the most important component. Basic understanding of how colors are mixed and how they interact is helpful. The best way to

guarantee a successful color scheme is to prepare color samples. We will be playing in the paint and come up with solutions you would not have considered. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-564-01 Venetian Plaster**

Wednesday 7:00-9:00PM 2 Hours  
 March 5 1815 East Seminole  
 SHARON CATES \$30

An old world look with new and state of the art materials to achieve that end. This is a marble dust paste that after applied and color washed looks like it has been there for centuries. There are different ways to apply the product to achieve varied results all of which are much more durable than Pompeii. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-565-01 Metallic**

Wednesday 7:00-9:00PM 2 Hours  
 March 12 1815 East Seminole  
 SHARON CATES \$30

A great look for today. We are able to work with many metallic finishes that are nontoxic latex that include gold, silver, pewter, bronze, verdigris and rust. This would also include outdoor statuary as well as indoor pieces. We will do glazes to give you the metallic shimmer for walls that will create elegance without being garish. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-566-01 Farm Finish**

Wednesday 7:00-9:00PM 2 Hours  
 March 19 1815 East Seminole  
 SHARON CATES \$30

A furniture finishing technique that will give you the country French look of casual elegance by the calculated distressing we demonstrate. We urge you to bring in a piece that didn't sell at your last garage sale and make it into something you will treasure. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-567-01 Wood Graining**

Wednesday 7:00-9:00PM 2 Hours  
 March 26 1815 East Seminole  
 SHARON CATES \$30

Imitates natural wood. With the popularity of metal doors, there is a need to make them blend with the surrounding woodwork. There are many tools available to help you get great results without having great talent. *Supply fee (\$20) is to be paid to the instructor the night of class.*

### **CEF-528-01 Landscape & Garden Workshop**

Saturday 9:00AM-12:00PM 3 Hours  
 February 1 Industry & Transportation Ctr.  
 GAROLD HENSON \$21

Landscape, flower and vegetable garden problem solving. Covers landscape design, plant selection and arrangement, and basic horticultural requirements.

### **CEF-536-01 Growing & Using Herbs**

Monday 6:00-9:00PM 3 Hours  
 February 10 Hillcrest  
 JANICE WAGNER \$21

Learn about herb lore, companion planting, and utilizing herbs in your flower beds. Recipes and plant cutting provided. *Supply fee (\$3) is to be paid to the instructor the night of class.*

### **CEF-539-01 Perennials Workshop**

Thursday 6:00-9:00PM 3 Hours  
 February 6 Kickapoo  
 STAFF \$21

### **CEF-539-70 Perennials Workshop**

Thursday 6:00-9:00PM 3 Hours  
 February 13 Branson  
 STAFF \$21

Introduction to selecting the right perennials for the right place. Discussion will include techniques, spread and season of growth.

### **CEF-533-01 Intermediate Landscaping**

Monday 7:00-8:30PM 9 Hours  
 April 7-May 12 Industry & Transportation Ctr.  
 GAROLD HENSON \$46

Emphasis on landscape design. Covers base plan, wish list, landscape plan & planting design, to the final landscape plan.

# Foreign Language

## CEFL-518-01 The Business Person's Spanish

Wednesday 6:30-8:00PM 9 Hours  
 February 5-March 12 OTC Main Campus  
 ZOILA SPEER \$46

The purpose of this course is to help students organize and express themselves in Spanish in the manner used in business letters using proper techniques on how to answer the phone in a professional manner. The requirements are that the students have advanced knowledge of the Spanish language, before taking this course, because we will be working with paragraph formation, and sentence structure and verbs.

## CEFL-500-01 Introduction to Spanish

Wednesday 6:00-7:30PM 15 Hours  
 February 5-April 16 Glendale  
 YOLANDA LORGE \$83

## CEFL-500-02 Introduction to Spanish

Tuesday 6:00-8:00PM 16 Hours  
 February 4-April 1 Marshfield  
 CAROLYN LOVEN \$82

## CEFL-500-03 Introduction to Spanish

Monday 6:00-7:30PM 15 Hours  
 February 3-April 14 Republic  
 CHRISTINE VERGARA \$83

A feeling of Spanish by listening and talking. There will be a brief text. An explanation of the basic structures will be given and then lots of practice in topics of daily conversation.

## CEFL-501-01 Spanish II

Thursday 6:30-8:00PM 15 Hours  
 February 6-April 17 Nixa  
 JOANN KISSELL \$83

## CEFL-501-02 Spanish II

Wednesday 7:40-9:10PM 15 Hours  
 February 5-April 16 Glendale  
 YOLANDA LORGE \$83

## CEFL-501-03 Spanish II

Tuesday 6:30-8:30PM 12 Hours  
 February 4-March 11 Parkview  
 ZOILA SPEER \$59

A continuation of Introduction to Spanish. Discussion includes daily life conversations, specific topics, readings to encourage discussion, and the practice of structures learned. (Self evaluation available).

## CEFL-502-01 Survival Spanish

Tuesday 6:30-9:00PM 20 Hours  
 March 18-May 13 Parkview  
 ZOILA SPEER \$95

The purpose of this course is to familiarize you with the basics of the Spanish language and the vowel sounds used, so that you can correctly pronounce the words when you see them in written form. We have dictation, listening, pronouncing, in order to give you more practice. There will also be assignments which will help reinforce what you learn in class time. At the end of this course you can put a sentence together in a few words to express a complete idea.

## CEFL-513-01 Spanish for Health Professionals

Monday 7:00-8:30PM 15 Hours  
 February 3-April 21 OTC Main Campus  
 YOLANDA LORGE \$73

Understand the concerns of your Hispanic patients, and explain diagnosis, treatment and prognosis to them. Become fluent in Spanish medical terminology. Includes an introduction into basic Spanish pronunciation, common phrases and grammar with emphasis on understanding spoken language. Call the OTC bookstore for the required book.

## CEFL-503-01 Conversational Spanish

Thursday 6:30-8:30PM 20 Hours  
 February 6-April 24 Kickapoo  
 ZOILA SPEER \$95

The purpose of conversational Spanish is to help students who have some knowledge of the Spanish language and who need practice in conversation, and in using their knowledge to put their ideas together. It is suggested that people who have taken at least 2 courses of Spanish and who need to practice the language will benefit from this course. We will practice in conversation form, dictation and exercises in communicating your thoughts and we will review the verb forms.

### *Classes Offer Solution to Business Expansion*



il had some design background in other fields that I wanted to use," says Lynn Rose, owner of a wedding design business. After completion of Continuing Education floral design classes at OTC, Lynn was able to expand into a full service wedding design business. iNow that I can do the floral designing as well, I can better serve my clients. That means more business for me and better service for them.î

**CEFL-502-70 Survival Spanish**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:30-8:30PM | 20 Hours |
| February 6-April 10 |             | Branson  |
| AMY WATTS           |             | \$95     |

The purpose of this course is to familiarize you with the basics of the Spanish language and the vowel sounds used, so that you can correctly pronounce the words when you see them in written form. We have dictation, listening, pronouncing, in order to give you more practice. There will also be assignments which will help reinforce what you learn in class time. At the end of this course you can put a sentence together in a few words to express a complete idea.

**CEFL-508-01 Italian for Travelers**

|                    |             |          |
|--------------------|-------------|----------|
| Wednesday          | 6:00-8:00PM | 16 Hours |
| February 5-April 2 |             | Glendale |
| JANE BECKETT       |             | \$77     |

Introduction to conversational Italian with a focus on travel. Students will be exposed to Italian culture, art history, and the excitement of discovering adventures in Italy! No prior knowledge of Italian is needed.

**CEFL-510-01 Beginning German**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:00-8:00PM | 16 Hours |
| February 6-April 10 |             | Kickapoo |
| JOANN JIRIK         |             | \$80     |

Students will learn pronunciation, vocabulary, and cultural influences of the German language. Students can make their own notebook, which will include German trivia, customs, and vocabulary. Several books or films dealing with German life will be discussed. This course assumes no prior knowledge of the German language.

**CEFL-511-01 Advanced German**

|                |             |          |
|----------------|-------------|----------|
| Thursday       | 6:00-8:00PM | 8 Hours  |
| April 17-May 8 |             | Kickapoo |
| JOANN JIRIK    |             | \$41     |

Class resumes where beginning German stops. Drills on structure, polishing vocabulary and punctuation, and interesting itid-bitsi will be taught.

**CEFL-504-01 Beginning Japanese**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:00-8:00PM | 20 Hours |
| February 6-April 24 |             | Kickapoo |
| LAURA MELBY         |             | \$95     |

The purpose of this course is to acquaint the students with basic knowledge of Japanese speech and writing. The students will practice in a risk-free environment. At the end of this course the students will be able to make easy conversations and write words in the basic Japanese writing systems of iNiraganaï and iKatakanaï. The students will learn some parts of Japanese culture through the activities. Call the OTC bookstore for the book.

**CEFL-505-01 Japanese II**

|                    |             |          |
|--------------------|-------------|----------|
| Wednesday          | 6:00-8:00PM | 16 Hours |
| February 5-April 2 |             | Glendale |
| LAURA MELBY        |             | \$77     |

The purpose of this course is to develop the studentsi speech in Japanese. The students will learn functional phrases in various situations intensively. They will also learn to read and write in the basic Japanese writing system iHiraganaï and iKatakanaï. By the end of the course, the students will be able to make more complicated conversations and read and write the words precisely. Some aspects of Japanese culture and customs will be introduced. Call the OTC bookstore for the required book.

**CEFL-520-01 Basic French**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:00-8:00PM | 16 Hours |
| February 4-April 1 |             | Parkview |
| CYNTHIA EVERSON    |             | \$77     |

**CEFL-520-02 Basic French**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Monday              | 6:00-8:00PM | 16 Hours        |
| February 3-March 31 |             | OTC Main Campus |
| CLINT MCCONNELL     |             | \$77            |

This class will offer an introduction to the language needed for simple but workable communication. Emphasis will be placed on a few basic verb skills and the vocabulary needed for everyday transactions. Bring a Larousseis French-English/English-French dictionary to class.

**CEFL-521-01 French II**

|                 |             |                 |
|-----------------|-------------|-----------------|
| Monday          | 7:00-8:30PM | 10.5 Hours      |
| April 7-May 19  |             | OTC Main Campus |
| CLINT MCCONNELL |             | \$55            |

For those who took French a long time ago, but forgot most of it, or those who have had Basic French (CEFL 520). Emphasis on expanding vocabulary, grammar and conversation. Some readings in French, videos and opportunities to converse. Bring a Larousseis French-English/ English-French dictionary to class.

**CEFL-507-01 French for the Traveler**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 6:00-8:00PM | 12 Hours |
| February 5-March 12 |             | Glendale |
| NANCY WIDMAN        |             | \$59     |

Learn basic conversation to help the traveler communicate and manage in a French speaking country. Also learn travel tips and cultural differences that will make travel more enjoyable and less stressful! This course assumes little or no knowledge.

**CEFL-515-01 Experience China**

|                    |             |                 |
|--------------------|-------------|-----------------|
| Monday             | 7:00-9:00PM | 8 Hours         |
| February 3-March 3 |             | OTC Main Campus |
| XIAO WEEKS         |             | \$41            |

Five thousand years of history and culture. Fifty- six nationalities of varieties and customs. Nine million six hundred thousand square kilometers of scenery and miracles, an ancient white modern oriental country. China, welcomes everyone to visit and share. And now you can experience China with a Chinese teacher to explore the great wall, Kongfu, Chinese food, the mysterious language of hieroglyphics, and even Americais McDonaldis, Michael Jordan and Microsoft in China.

**CEFL-516-01 Basic Chinese I**

|                 |             |                 |
|-----------------|-------------|-----------------|
| Monday          | 7:00-9:00PM | 20 Hours        |
| March 10-May 12 |             | OTC Main Campus |
| XIAO WEEKS      |             | \$105           |

Chinese is the language spoken by the largest number of people in the world. With the open reform policy of China, Chinese becomes more and more popular now days. A large number of foreigners go to China to study Chinese, to know the country, to explore the great land, and to do business with the Chinese. Donit be scared by these characters unless you want to become a Chinese writer, because you can really speak Chinese easily once you come to join us. We have a step-by-step plan for the beginners.

**CEFL-512-01 Basic Russian**

Wednesday 7:00-9:00PM 20 Hours  
 February 5-April 16 Glendale  
 MARYNA SWEET \$98

This class is designed for those who are interested in learning how to read and carry on simple conversations in Russian. Assumes no prior knowledge of the Russian language.

**CEFL-517-01 Russian II**

Saturday 10:00AM-12:00PM 20 Hours  
 March 8-May 17 OTC Main Campus  
 MARYNA SWEET \$98

Designed for those who have a basic knowledge of Russian. The focus will be on sentence building and grammatical rules.

## Food Preparation

**CEFP-398-01 European Cuisine**

Wednesday 6:00-8:30PM 10 Hours  
 March 5-April 9 Glendale  
 SHARON BANCROFT \$50

Selected dishes from Germany, France, Hungary, Romania and England. You will learn techniques for sauces and food preparation. Prepare and sample a variety of European dishes. Includes recipes and handouts. **Supply fee (\$25) is to be paid to the instructor the first night of class.**

**CEFP-406-01 American Bistro With a Flair**

Wednesday 6:00-8:30PM 10 Hours  
 April 16-May 7 Glendale  
 SHARON BANCROFT \$50

Adaptation of the classical French Bistro menu for casual dining to the American style. Sandwiches, light entrees, soups, and pizza are included in this fun icook & eat course along with the basic fundamentals for presentation with a flair. **Supply fee (\$25) is to be paid to the instructor the first night of class.**

**CEFP-428-01 American Bistro with Flair II**

Monday 6:00-8:30PM 10 Hours  
 February 3-March 3 Hillcrest  
 SHARON BANCROFT \$50

Light entrees, soups, sides, and salad are included in this fun icook and eat course along with more basic fundamentals and cooking tips. **Supply fee (\$25) is to be paid to the instructor the first night of class.**

**CEFP-397-01 Mexican & Caribbean Cooking**

Wednesday 6:00-8:30PM 10 Hours  
 February 5-February 26 Glendale  
 SHARON BANCROFT \$50

Super fun class learning Mexican and Caribbean style cooking. You will learn about spices, types of vegetables & fruits, where to get ingredients, techniques for sauces, food preparation techniques and recipes. Includes handouts and learning customs associated with foods. You make and eat! **Supply fee (\$20) to be paid to the instructor the first night of class.**

**CEFP-393-01 Chinese Cooking**

Thursday 6:00-8:30PM 8 Hours  
 February 6-February 27 Kickapoo  
 XIAO WEEKS \$45

Whether you are new to Chinese cooking or a longtime fan, this course is for you. You will learn basics about Chinese cooking, nutritional information for healthy cooking, and the role of food in Chinese culture. Includes wok cooking (stir fry), hot pot, Chinese noodles, jiaozi (dumplings), regional dishes e.g., Sichuan and Cantonese, and a variety of Chinese teas. Bring your chopsticks and share in this culinary adventure. **Supply fee (\$25) is to be paid to the instructor the first night of class.**

**CEFP-424-01 Fruit & Vegetable Garnishing**

Monday 6:30-8:30PM 12 Hours  
 February 10-March 17 Information Commons West  
 NANCY MORA \$59

Create beautiful food displays, creating animals, flowers, and platter displays for those special holiday functions, parties, birthdays and anniversaries. **Garnishing kit fee (\$15) is to be paid to the instructor the first night of class.**

**CEFP-425-01 Intermediate Food Garnishing**

Monday 6:30-8:30PM 8 Hours  
 March 31-May 5 Information Commons West  
 NANCY MORA \$41

An extension of culinary art toward perfecting the art of food carving and garnishing for those special events and the holiday seasons. Students should bring garnishing kit to the first night of class. **Garnishing kit fee (\$15) for those students in need of a kit.**

**CEFP-395-01 Fabulous Desserts!**

Sunday 3:30-6:30PM 6 Hours  
 March 9 & 16 Tower Club  
 VIC PACE \$32

Learn tips on making great desserts that are easy and fun to make, but look like you slaved hours over them! **Supply fee (approximately \$25) to be paid to the instructor at the first class.**

**CEFP-426-01****Cake Decorating: Creative Piping Figures**

Monday 6:00-9:00PM 15 Hours  
 February 3-March 10 Information Commons West  
 KIM LOEBER \$73

Experience the fun and crafty side of cake decorating. Learn how to please the kids and the youthfulness in everyone. You will explore the techniques of figure piping, faces in 3D, flat bodies, along with many whole bodies. Students should bring to first class: decorating bag and tips, spatula, dish towel and container for water. **Supply fee (\$15) is to be paid to the instructor the first night of class.**

**CEFP-427-01 Cake Decorating: Seasonal Floral Sprays**

Monday 6:00-9:00PM 30 Hours  
 March 17-May 19 Information Commons West  
 KIM LOEBER \$140

This class will focus on seasonal flowers and different foliage to match and blend the flowers to the season. You will start with spring, then work through winter. A sample view would be lilies, daffodils, poppies, carnations, daisies, dahlias, poinsettias, and pine cones. The foliage will match each season. **Supply fee (\$30) is to be paid to the instructor the first night of class.**

**CEFP-435-01 Confectionery Arts: Flowers & More**

Monday 6:00-9:00PM 18 Hours  
 March 17-April 14 Chesterfield Community Ctr.  
 REBECCA HEARN \$86

Learn to make original designs to decorate cakes, cupcakes, and other desserts from a Pastry Chef/Confectionery Artist! You'll learn how to make patterns from real flowers including tulips, gardenias, lilies, and more. You'll also learn to make gum paste for the wrapped look, how to mold chocolate into forms, and how to make royal icing decorations. You'll also learn how to make special accents that will add sparkle and magic!

**CEFP-390-01 Basic Cake Decorating & Marketing**

Thursday 6:30-8:30PM 8 Hours  
 February 6-February 27 OTC Main Campus  
 MARY TINDALL \$45

Basic cake decorating techniques incorporating the Wilton Method Course I textbook covering preparation of icings, decorating tools, basic borders, the rose and figure piping. Business & marketing aspects included. *A \$5 textbook fee is to be paid to the instructor the first night of class.* Instructor will give a supply list at first class. Student is responsible for baking and icing cakes outside of class, to bring to 2nd, 3rd, and final session for decorating in class. *Supply cost is approx \$30.*

**CEFP-400-01 Cake Decorating & Marketing II**

Thursday 6:30-8:30PM 8 Hours  
 March 6-March 27 OTC Main Campus  
 MARY TINDALL \$45

Cake decorating techniques using the Wilton Method Course 2 textbook covering icing flowers, distinctive borders, floral sprays, basketweave, specialty flowers & leaves. Business & marketing aspects included. Prerequisite: Basic Cake Decorating or equivalent experience. *A \$5 textbook fee is to be paid to the instructor the first night of class. Icing must be brought to all classes and a cake brought to the last class only. Supplies will cost approximately \$30 unless the student already has the necessary equipment and supplies.*

**CEFP-401-01 Cake Decorating & Marketing III**

Thursday 6:30-8:30PM 8 Hours  
 April 3-April 24 OTC Main Campus  
 MARY TINDALL \$45

Cake decorating techniques using the Wilton Method 3 textbook covering a variety of piping, side border, lily nail flowers, color flow, filigree & lattice. Marketing your business emphasized. Cake recipes for both small and large catered events covered. Prerequisite: Basic Cake Decorating II or equivalent experience. *A \$5 textbook fee is to be paid to the instructor the first night of class.* Students must bring icing (no cakes) to each class meeting. Supplies will cost approximately \$30 unless the student already has the necessary equipment and supplies.

**CEFP-402-01 Wedding Cake Decorating & Marketing**

Thursday 6:30-8:30PM 4 Hours  
 May 1 & 8 OTC Main Campus  
 MARY TINDALL \$30

Cake decorating techniques for wedding cakes & special occasion tiered cakes. Business and marketing aspects discussed. Prerequisite: Cake Decorating III or equivalent experience. A supply list for items needed for the last class will be given to students the first class night. A wedding cake and icing will only be required the last class. *A \$10 textbook fee is to be paid to the instructor the first night of class.* Students will learn how to sell and take orders for wedding cakes.

## The Chefs Series

### Featuring James Clary

Experience hors d'oeuvres and a three meal being prepared for your dining pleasure by Chef Clary in his kitchen at Clary's Market. Covers how to organize your specialty foods, what to look for in food quality, and how to prepare the food. Tuition includes cost of the dinner. *Students are responsible for purchase of wine or alcoholic drinks.* This class does not qualify for the VIP program.

**CEFP-419-01 Italian Cuisine**

Wednesday 6:00-8:00PM 2 Hours  
 February 12 3014A East Sunshine  
 JAMES CLARY \$57

**CEFP-420-01 Contemporary American Cuisine**

Wednesday 6:00-8:00PM 2 Hours  
 March 12 3014A East Sunshine  
 JAMES CLARY \$57

**CEFP-421-01 Santa Fe Cuisine**

Wednesday 6:00-8:00PM 2 Hours  
 February 26 3014A East Sunshine  
 JAMES CLARY \$57

**CEFP-422-01 Contemporary French**

Wednesday 6:00-8:00PM 2 Hours  
 April 9 3014A East Sunshine  
 JAMES CLARY \$57

**CEFP-423-01 Cooking for a Healthy Lifestyle**

Wednesday 6:00-8:00PM 2 Hours  
 April 30 3014A East Sunshine  
 JAMES CLARY \$57

**CEFP-436-01 Cookies for Entertaining**

Monday 6:00-8:00PM 6 Hours  
 February 24-March 10 Chesterfield Community Ctr.  
 REBECCA HEARN \$32

Cookies for Entertaining will have you making beautiful designer cookies, shaped cookie cups and much more to make even the simplest recipes into beautiful presentations. Learn shortcuts, creative patterns and decorations. Instructed by a veteran Pastry Chef and Confectionery Artist. Each participant will take home a recipe booklet with designs and helpful hints.

**CEFP-429-01 Party Foods**

Saturday 8:30AM-1:00PM 4.5 Hours  
 February 1 Information Commons West  
 LOU RICE \$55

This course is an introduction to hors d'oeuvres and bite sized foods that will make any party, from family gatherings to formal dinner parties, a guaranteed success.

**CEFP-434-01 Pastry & European Style Baking**

Wednesday 6:30-8:30PM 12 Hours  
 February 12-March 19 Information Commons West  
 NANCY MORA \$59

Learn the art of beautiful pastry & European baking. Each class session will be a step towards baking and creating beautiful gourmet desserts, including chocolate molding and design work. *The supply fee (\$12-\$20) is to be paid to the instructor the first night of class.*

**CEFP-432-01 Savory Sauces & Seasoning**

Saturday 8:30AM-1:00PM 22.5 Hours  
 April 5-May 3 Information Commons West  
 LOU RICE \$148

This workshop will focus on cooking basics from stocks to sauces, and will demonstrate various cooking methods such as searing, poaching, and sautéing. You will be the new favorite chef in your family and circle of friends! Tuition includes recipes, apron and food.

**CEFP-431-01 Sweet Things**

Saturday 8:30AM-1:00PM 22.5 Hours  
 April 5-May 3 Information Commons West  
 JACINDA CURTIS-WARREN \$148

This workshop will take you from basic mixing methods to baking delicious cakes, breads, and pies, and make you the family favorite for years to come! Tuition includes recipes, apron & best of all, the experience of sampling all the dishes prepared.

**CEFP-433-01 Sicilian Gourmet Cooking**

Wednesday 6:30-8:30PM 12 Hours  
 April 2-May 7 Information Commons West  
 NANCY MORA \$59

Learn the art of Sicilian style cooking by observing and making Sicilian gourmet dishes, pasta, sauces and soups. Sicilian gourmet

cooking is a great way to learn about the different styles and techniques the Sicilian people use to make outstanding dishes for evening and everyday fine dining. *The supply fee (\$12-\$20) is to be paid to the instructor the first night of class.*

**CEFP-053-01 ServSafe**

Monday 4:00-8:00PM 16 Hours  
 March 3-March 24 Information Commons West  
 JOHN SUNNY \$77

**CEFP-053-02 ServSafe**

Monday 4:00-8:00PM 16 Hours  
 April 7-April 28 Information Commons West  
 JOHN SUNNY \$77

**CEFP-053-70 ServSafe**

Tuesday 5:00-9:00PM 16 Hours  
 February 4-February 25 Branson  
 WILLIAM KITCHIN \$77

The NIFI National Certificate for Sanitation is offered through the National Restaurant Association Education Foundation. Offers training to prepare food service personnel for sanitation certification. Built around the text *Applied Food Service Sanitation*, methods are presented that ensure proper food preparation to protect quality and prevent food-borne disease. Call the OTC bookstore for the required book.

## General Interest

**CEG-471-01 Car Talk**

Wednesday 6:00-8:00PM 4 Hours  
 February 19 & 26 OTC Main Campus  
 DENNIS PERRETTA \$28

Designed for anyone that owns a car, drives a car, or just has an interest in cars and wants to learn more about what it takes to maintain one.

**CEG-517-01****The Travels & Discoveries of Lewis and Clark**

Monday 6:30-8:30PM 6 Hours  
 March 3-March 17 Ozark  
 MARK HARRINGTON \$32

Learn about the famous journeys of Lewis and Clark and their expedition, with an emphasis on their adventures right here in Missouri. We will examine their findings and discoveries along the great Missouri River, all the way to the Pacific Ocean, and their return home. Call the OTC bookstore for the required book.

**CEG-519-01 Terrorism: A Greene County Update**

Thursday 6:30-9:00PM 2.5 Hours  
 February 20 Information Commons East  
 PRESENTERS FROM LOCAL AGENCIES \$17

A panel of local, state, and federal agencies will present an update on the Homeland Defense Program. Agencies represented are Springfield Fire Dept, Springfield Police Dept, American Red Cross Disaster Services, Greene County Emergency Management Office, Greene county Health Dept, Greene County Sheriff's Office, Ft. Leonard Wood Special Response Team WMD, and Springfield FBI Office. All proceeds will be donated to relief agencies.

**CEG-497-01****History of the Frisco Railroad in the Ozarks**

Thursday 6:30-8:30PM 4 Hours  
 March 6-March 13 Central  
 MARK HARRINGTON \$23

The History of the Frisco Railroad is a fascinating study of the St. Louis & San Francisco Railway company from its beginning stages in the mid 1800s through its last journey in 1980. Special attention will be paid to the important role the City of Springfield played throughout the railroad's existence.

**CEG-474-01 Basic Grant Writing**

Tuesday 12:30-4:30PM 8 Hours  
 March 4 & 11 Information Commons West  
 KATHY EVANS-HILL \$65

In-class exercises and actual grant writing practice will assist you in learning the art of grant writing. The skills you learn will be useful to any proposal you need to write. These fund raising techniques will improve your fund raising potential.

**CEG-516-01 Annual Fund Development**

Thursday 9:00AM-4:00PM 6 Hours  
 February 6 Information Commons West  
 KATHY EVANS-HILL \$65

This class will be dedicated to designing an annual fund campaign to support the not-for-profit organization's annual budget. It will focus on the ingredients needed for a successful annual fund drive, including setting goals, assembling a team, and choosing which fund raising tools, such as direct mail, personal calls, and online contract to use. This class will also cover donor research strategies.

**CEG-518-01 Capturing Your Legacy**

|                |             |           |
|----------------|-------------|-----------|
| Wednesday      | 6:30-9:00PM | 2.5 Hours |
| March 12       |             | Glendale  |
| WILMA WILLIAMS |             | \$48      |

This workshop is a guide to organizing and planning for inevitable life issues and situations. It leads you through working with professional advisors, using wills and trusts, and handling healthcare directives. Learn how to organize information on important topics such as emergency data, assets, family history and planning for your final legacy. This class is a must for all ages, and would also make a perfect gift for a loved one! Tuition includes workbook.

**CEG-405-01 Basic Genealogy**

|                             |             |                  |
|-----------------------------|-------------|------------------|
| Thursday                    | 7:00-9:00PM | 10 Hours         |
| April 3-May 1               |             | 534 West Catalpa |
| OZARKS GENEALOGICAL SOCIETY |             | \$53             |

Family history is fascinating when you know the basics. Learn how to find, organize, & evaluate family information using various records. These include family mementos, census, military, & court house records. Sources to be explored are libraries, archives, Internet, and CD-ROMs. The Ozarks Genealogical Library can be found by turning off Campbell onto Catalpa. It is on the corner of Main & Catalpa.

**CEG-406-01 Genealogy-Beyond Basics**

|                             |             |                  |
|-----------------------------|-------------|------------------|
| Thursday                    | 7:00-9:00PM | 10 Hours         |
| March 13-April 10           |             | 534 West Catalpa |
| OZARKS GENEALOGICAL SOCIETY |             | \$53             |

Designed to develop further expertise in family history research. Includes finding aids both printed and computerized, web sites, CD-ROMs, standard rules and practices, migration patterns, immigration and naturalization. Also includes using church, military, special censuses, federal and state land, and various court records. Prerequisite: iBasic Genealogyî(CEG 405) or approval by instructor required.

**CEG-513-01 Ozarks Natural History**

|                      |             |                 |
|----------------------|-------------|-----------------|
| Monday               | 7:00-9:00PM | 16 Hours        |
| February 24-April 14 |             | OTC Main Campus |
| RANDY DIETZ          |             | \$77            |

**CEG-513-70 Ozarks Natural History**

|                      |             |          |
|----------------------|-------------|----------|
| Tuesday              | 6:00-8:00PM | 16 Hours |
| February 25-April 15 |             | Branson  |
| RANDY DIETZ          |             | \$77     |

Ozarks Natural History covers all of the natural features that make the Ozarks a unique region. The class will cover Ozarks' prehistory, geology, its wildlife and plants. The class will be enhanced through readings, guest speakers, and field trips to the Ozark Underground Laboratory in Protom, MO (*admission fee is \$15*).

**CEG-514-01 The Earth and I**

|                 |             |                 |
|-----------------|-------------|-----------------|
| Monday          | 7:00-9:00PM | 8 Hours         |
| April 21-May 12 |             | OTC Main Campus |
| RANDY DIETZ     |             | \$41            |

Most Americans feel compelled in some manner to contribute positively to the environment. The conservation-environmental movement is a fairly recent phenomena with aspects that are conflicting or confusing. This class is an overview of the movement in American: its history, key players, specific ihot spotsî, and pragmatic options for day-to-day life. Students should acquire a greater understanding of the issues and be better equipped to make informed decisions concerning the day-to-day lives.

**CEG-437-01 Horsemanship**

|                     |             |            |
|---------------------|-------------|------------|
| Tuesday             | 6:30-7:30PM | 4 Hours    |
| April 1-April 22    |             | Marshfield |
| CLIFF HARTMAN FARMS |             | \$25       |

**CEG-437-02 Horsemanship**

|                     |             |            |
|---------------------|-------------|------------|
| Thursday            | 6:30-7:30PM | 4 Hours    |
| April 3-April 24    |             | Marshfield |
| CLIFF HARTMAN FARMS |             | \$25       |

**CEG-437-03 Horsemanship**

|                     |               |            |
|---------------------|---------------|------------|
| Saturday            | 10:15-11:15AM | 4 Hours    |
| April 5-April 26    |               | Marshfield |
| CLIFF HARTMAN FARMS |               | \$25       |

*Ages 8 to adult.* A one-hour lesson per week in an indoor/lighted area will cover grooming, saddling, and proper riding skills. All levels of ability can be accommodated. *An additional \$32 paid at first lesson will cover rental of horse and tack.*

**CEG-477-01 Acting I**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:00-8:00PM | 12 Hours |
| February 6-March 20 |             | Kickapoo |
| GRETCHEN CASEY      |             | \$59     |

An introduction to acting that includes improvisation techniques, movement, part time skills, spontaneity, characterization, and scripted scene work. Students will also experience the actor's role during a production.

**CEG-490-01 Learning How to Learn**

|                     |             |                 |
|---------------------|-------------|-----------------|
| Tuesday             | 7:00-9:00PM | 12 Hours        |
| February 4-March 11 |             | OTC Main Campus |
| STAFF               |             | \$59            |

This practical course is recommended for anyone entering higher education, or for those wanting to develop learning skills. It covers learning styles, modes, preferences, social vs. self directed study, memory, and resistance to learning. *Supply fee (\$15) is to be paid to the instructor the first night of class.*

**CEG-485-01 Beginning Golf**

|                  |             |                                  |
|------------------|-------------|----------------------------------|
| Tuesday/Thursday | 4:30-7:00PM | 10 Hours                         |
| April 22-May 1   |             | Bill & Payne Stewart Golf Course |
| SHAWN FREEMAN    |             | \$125                            |

**CEG-485-70 Beginning Golf**

|                       |             |         |
|-----------------------|-------------|---------|
| Saturday              | 2:00-4:00PM | 8 Hours |
| March 1-March 22      |             | Branson |
| BRANSON DRIVING RANGE |             | \$125   |

Covers rules, etiquette and instruction on the fundamentals necessary to develop a consistent and correct golf swing. *Supply fee \$25 at Bill & Payne Stewart Golf Course and \$45 at Branson Driving Range and Golf School is to be paid to instructor at first class for golf balls, clubs and materials.* Shawn Freeman is a PGA class A member. The staff at the Branson Driving Range & Golf School are NGA golf teacher certified. *This class does not qualify for the VIP program.*

**CEG-515-01 Wildflowers of Missouri**

|                  |             |            |
|------------------|-------------|------------|
| Tuesday          | 6:00-8:00PM | 10 Hours   |
| April 1-April 29 |             | Marshfield |
| JOHN SODE        |             | \$50       |

Discover the beauty and uses of native Missouri wildflowers right in your own backyard, and the hills of the Ozarks. This course will teach you how to identify those indigenous plants and review their many uses in foods, medicines, and myth. Learn which plants to cultivate in your own gardens to attract butterflies, birds, and helpful insects. Join us for this hands-on, outdoor workshop.

**CEG-403-01 Private Pilot Ground School**

|                  |                               |          |
|------------------|-------------------------------|----------|
| Thursday         | 6:00-8:50PM                   | 40 Hours |
| January 16-May 8 | 2803 N. General Aviation Ave. |          |
| JESSE HUDSON     |                               | \$125    |

**CEG-403-02 Private Pilot Ground School**

|                  |                               |          |
|------------------|-------------------------------|----------|
| Tuesday          | 6:00-8:50PM                   | 40 Hours |
| January 14-May 6 | 2803 N. General Aviation Ave. |          |
| ROBERT RECORD    |                               | \$125    |

Federal Aviation Regulations governing the operation of an aircraft by a private pilot. Principles of aerodynamics, meteorology, air craft navigation, and all materials needed to prepare a flight plan. Students will be able to take the FAA Private Pilot written exam upon successful completion of this course. Call the OTC bookstore for the required textbook. May be taken for credit AVI 101.

**CEG-404-01 Instrument Ground School**

|                   |                               |          |
|-------------------|-------------------------------|----------|
| Monday            | 6:00-8:50PM                   | 40 Hours |
| January 13-May 12 | 2803 N. General Aviation Ave. |          |
| JESSE HUDSON      |                               | \$125    |

Instrument ground school course covers subjects in support of flight training to prepare for the FAA Instrument Knowledge Examination for the instrument rating. Call the OTC bookstore for the required textbook. May be taken for credit AVI 201.

**CEG-482-01 Commercial Pilot Ground School**

|                  |                               |          |
|------------------|-------------------------------|----------|
| Wednesday        | 6:00-8:50PM                   | 40 Hours |
| January 15-May 7 | 2803 N. General Aviation Ave. |          |
| JESSE HUDSON     |                               | \$125    |

This course is a commercial pilot ground school teaching subjects in support of flight training to prepare students for the FAA Commercial Pilot Knowledge test. Call the OTC bookstore for the required book. May be taken for credit AVI 121.

## Wellness

**CEH-457-01 Introduction to Iyengar Hatha Yoga**

|                     |                          |          |
|---------------------|--------------------------|----------|
| Thursday            | 5:30-7:00PM              | 12 Hours |
| February 6-March 27 | Information Commons West |          |
| JANIE WILSON        |                          | \$65     |

The class incorporates correct Yoga active poses with breathing, meditation and concentration using the Iyengar method. Appropriate for those 16 and above and for people of all physical abilities. *Supply fee (\$36) is to be paid to the instructor the first night of class.*

**CEH-539-01 Iyengar Hatha Yoga Extension**

|                  |                          |         |
|------------------|--------------------------|---------|
| Thursday         | 5:30-7:00PM              | 6 Hours |
| April 3-April 24 | Information Commons West |         |
| JANIE WILSON     |                          | \$32    |

A four-week extension of Introduction to Iyengar Hatha Yoga, open to anyone who has had any beginning yoga.

**CEH-527-01 Gentle Yoga**

|                     |                      |         |
|---------------------|----------------------|---------|
| Tuesday             | 4:00-5:00PM          | 4 Hours |
| February 8-March 11 | 3863B South Campbell |         |
| SUSAN SCHULTE       |                      | \$49    |

Slow gentle postures help both mind and body stay young and active by strengthening the back, bringing flexibility to the spine and joints, and improving circulation. Learn breathing exercises and simple relaxation techniques to reduce stress and fatigue. Bring your own exercise mat or blanket for the floor work. *This class does not qualify for the VIP program.*

**CEH-519-01 Meditation**

|                     |              |         |
|---------------------|--------------|---------|
| Wednesday           | 7:00-8:00PM  | 8 Hours |
| February 5-March 26 | Lincoln Hall |         |
| ELLEN GARDINER      |              | \$46    |

Learn the art of meditation for relaxation and improvement of mental, emotional, and physical health. Practice three different forms of meditation: guided, walking and silent. These techniques help to calm the mind and look deeply at thoughts and feelings.

**CEH-555-01 The Wonders of Essential Oils**

|           |             |         |
|-----------|-------------|---------|
| Wednesday | 6:30-8:30PM | 2 Hours |
| April 23  | Glendale    |         |
| LIN HILL  |             | \$14    |

Essential oils: what are they all about? Learn the difference between synthetic, cosmetic, and therapeutic oils. What did the ancients know? Discover the surprise in King Tutis tomb! Essential oils provide exquisite fragrances to balance mood, life spirits, and dispel negative emotions. This class includes hands-on use of seven beautiful essential oils! Get ready for an iessential experience!

**CEH-490-01 Massage Therapy and Its Benefits**

|                     |              |          |
|---------------------|--------------|----------|
| Wednesday           | 7:00-8:30PM  | 12 Hours |
| February 5-March 26 | Lincoln Hall |          |
| ROSE MARY SNIDER    |              | \$62     |

**CEH-490-02 Massage Therapy and Its Benefits**

|                  |              |          |
|------------------|--------------|----------|
| Wednesday        | 7:00-8:30PM  | 12 Hours |
| April 9-May 28   | Lincoln Hall |          |
| ROSE MARY SNIDER |              | \$62     |

An introduction to the basics of massage therapy. A hands-on demonstration with class participation, including an overview of anatomy and physiology with emphasis on the beneficial effects of massage.

**CEH-532-01 Self Defense**

|                     |                          |          |
|---------------------|--------------------------|----------|
| Tuesday/Thursday    | 4:30-5:30PM              | 16 Hours |
| February 11-April 3 | Information Commons West |          |
| JOHN LANDON         |                          | \$77     |

*Ages 6 years through adult.* Gain confidence and learn the healthy way of exercise and living while learning self defense.

**CEH-552-01 Women's Self Defense**

|               |              |         |
|---------------|--------------|---------|
| Tuesday       | 6:00-10:00PM | 4 Hours |
| March 18      | Lincoln Hall |         |
| SHARP/VALLELY |              | \$23    |

*Ages 10-adult.* This program is a self defense awareness program that covers rape, rape prevention, as well as all other forms of sexual assault and their prevention.

**CEH-553-01 Women's Self Defense II**

|               |              |         |
|---------------|--------------|---------|
| Tuesday       | 6:00-10:00PM | 4 Hours |
| April 8       | Lincoln Hall |         |
| SHARP/VALLELY |              | \$23    |

*Ages 10 to adult.* This class builds on the level I class. It includes travel safety, work place safety, and advanced physical tactics.

*Gift Certificates can be bought  
in any amount. Call 895-7180  
for more information.*



# *Healthcare Education*

OTC is an approved certifying agency for the Missouri Division of Health Standards and Licensure Certificates. Cards and pins are provided for the following areas: Certified Nursing Assistant, Certified Medication Technician, Restorative Nursing Assistant and Insulin Administration. Cost is \$15 per applicant.

OTC provides testing for the CNA and CMT final exams and challenge exams. Cost is \$68 per applicant for CNA and \$120 for CMT (includes test and certification). To challenge the CNA or CMT final exam, individuals must first obtain permission from the Missouri Division of Health Standards and Licensure. You may contact them at (573) 751-3082.

## **CEH-450-01 Comprehensive CNA**

Wednesday/Friday 7:45AM-2:15PM 223 Hours  
 January 15-March 5 Lincoln Hall  
 RHONA STANEK \$978

## **CEH-450-02 Comprehensive CNA**

Wednesday/Friday 7:45AM-2:15PM 223 Hours  
 March 19-May 7 Lincoln Hall  
 RHONA STANEK \$978

Applicants must be 18 years of age and be employable in a long-term care facility to enroll. This 223-hour basic combination nurse assistant course meets the classroom and clinical requirements for the Missouri Division of Health Standards and Licensure to be a CNA. Course provides additional clinical experience in a hospital setting. Upon successful completion of the class, the student will be eligible to take the final exam to become a Certified Nursing Assistant through the Missouri Division of Health Standards and Licensure. The additional fee for this exam will be \$68. Students will need to provide dark colored scrub uniforms, white shoes, stethoscope and watch (with a second hand). **Due to patient contact necessary for this class, proof of the following conditions before the first day of clinicals is required.** 1) documentation of Rubella immunity/immunization; 2) initial documentation of negative TB skin test performed within the previous 12 months (if an individual's TB skin test was previously positive, documentation of a current negative chest x-ray is required); 3) personal physician's statement that they are free from any contagious chronic illness; 4) criminal background check (approx. cost \$10). Health forms may be obtained from OTC. **Students must have textbook for the first class.** Call the OTC bookstore for the required book.

## **CEH-455-01 Intravenous Fluid Therapy**

Thursday 8:00AM-3:00PM 56 Hours  
 January 16-March 6 Lincoln Hall  
 PATRICIA CLUTTER \$332

This 56-hour course is designed for licensed practical nurses to be educated to perform intravenous fluid therapy. This course is approved by the Missouri State Board of Nursing. Classes meet on Thursdays for eight weeks, plus approximately three additional weeks for clinical assignments. **The following items are required before the first day of clinicals:** 1) Documentation of Rubella immunity/immunization; 2) Documentation of negative TB skin test performed within the previous 12 months; 3) Physician's statement that student is free from any contagious chronic illness; 4) Criminal background check, and 5) Copy of PN license which must be presented at first class. All clinical assignments are arranged by the instructor. **The student must have the textbook for the first class.** Call the OTC bookstore for the required book. 5.6 CEU is provided upon request.

## **CEH-453-01 Certified Nurse Assistant**

Wednesday/Friday 7:45AM-2:15PM 87 Hours  
 January 15-March 5 Lincoln Hall  
 RHONA STANEK \$281

## **CEH-453-02 Certified Nurse Assistant**

Wednesday/Friday 7:45AM-2:15PM 87 Hours  
 January 15-March 5 Lincoln Hall  
 CATHERINE HENDERSON \$281

## **CEH-453-03 Certified Nurse Assistant**

Wednesday/Friday 7:45AM-2:15PM 87 Hours  
 March 19-May 7 Lincoln Hall  
 RHONA STANEK \$281

## **CEH-453-04 Certified Nurse Assistant**

Wednesday/Friday 7:45AM-2:15PM 87 Hours  
 March 19-May 7 Lincoln Hall  
 CATHERINE HENDERSON \$281

## **CEH-453-70 Certified Nurse Assistant**

Tuesday/Thursday 7:45AM-2:15PM 87 Hours  
 March 20-May 8 Branson  
 RHONDA RHODES \$319

Applicants must be 18 years of age and employable in a long-term care facility to enroll. This 87-hour combination basic nurse assistant course meets the Division of Health Standards and Licensure classroom requirements for Certified Nurse Assistants, and teaches entry level skills for the hospitals. Students need to be employed or obtain employment in a long-term care facility that has been contracted with OTC to complete their clinical training. After successful completion of the theory class, 100 hours of on-the-job training, and the final examination, the student will have met the requirements of the State of Missouri for a Certified Nurse Assistant. **Students must have the textbook for the first class.** Call the OTC bookstore for the required book.

**Branson only:** Students in the Branson class who are **not working** at a long-term care facility, may make arrangements for clinicals with the instructor. These clinicals will be held at Skaggs Community Health Center. These students must also have proof of rubella immunity, and a TB skin test within one year. (A criminal background check is included in the tuition.)

## **CEH-491-01 Nurse Assistant Preceptor**

Thursday 8:30AM-2:30PM 5 Hours  
 April 17 Lincoln Hall  
 KATHRYN YOUNT \$53

A 5-hour seminar to enhance preceptor skills for Certified Nurse Assistants involved in orientation of new employees. Students will identify skills necessary for effective communication, recognize learning needs of the Adult Student, review techniques for teaching hand skills, and utilize positive motivation on themselves and others.

### **CEH-456-01 Certified Medication Technician**

Monday 8:00AM-2:00PM 74 Hours  
January 27-April 28 Lincoln Hall  
RHONA STANEK \$399

This 74-hour course is designed to educate certified medication technicians who work in long-term care facilities. Applicants for this class must pass an aptitude test given at OTC before they may enroll in this class. Proof of the following must be brought by the student the day of testing: 1) be a High School graduate or have a GED 2) be a certified nurse assistant and furnish proof of 6 months employment as a CNA who is listed on the MO State Nursing Assistant Register 3) submit a letter of recommendation by the Administrator or DON of their facility, or if now unemployed, by a previous employer. Student must bring a \$10 testing fee on the day of the test. **If you are interested in this class, please call 895-7180 to schedule the aptitude test. The test will be given at Lincoln Hall, room 305, at 9:00 AM on January 9, 2003.** This course meets the requirements of the Missouri Division of Health Standards and Licensure. Tuition includes state certification and pin. **Students must have the textbook for the first class meeting.** Call the OTC bookstore for the required book. Six CEU's provided upon request.

### **CEH-476-01 Clinical Supervisor Seminar**

Wednesday 8:30AM-3:30PM 6 Hours  
January 29 Lincoln Hall  
KATHRYN YOUNT \$70

### **CEH-476-02 Clinical Supervisor Seminar**

Wednesday 8:30AM-3:30PM 6 Hours  
April 16 Lincoln Hall  
KATHRYN YOUNT \$70

This specialized one day seminar is designed to prepare Registered Nurses and Licensed Practical Nurses to supervise nurse assistant students during their required on-the-job experience in long-term care. This seminar is required by the State of Missouri and is approved by the Missouri Division of Health Standards and Licensure. Attendees will receive a Clinical Supervisor Certificate of Attendance, and their names will be put on the Missouri State Register of Qualified Clinical Supervisors. Requirements are: 1) Student shall be a registered professional nurse or a current licensed practical nurse in the State of Missouri, or have a temporary permit from the Missouri State Board of Nursing; 2) Student must have at least one year experience in a long-term care facility, if not currently employed by a long-term care facility. **Student must bring the new edition of *iNurse Assistant in Long-Term Care Facility's student manual to the seminar.*** This can be obtained by writing to Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Ave., Columbia, MO 65211, or by calling 1-800-669-2465.

### **CEH-477-01 Restorative Nurse Assistant**

Tuesday 9:00AM-3:00PM 60 Hours  
January 28-April 22 Lincoln Hall  
RHONA STANEK \$292

A 60-hour course which provides a basic orientation and necessary skills that would enable the practicing Certified Nurse Assistant to be educated as a Restorative Nurse Assistant (RNA). This course will address the need for qualified paraprofessionals who are competent in the special knowledge and skills to assist in therapeutic rehabilitation as prescribed and supervised by the physical therapy, occupational therapy, and speech therapy consultants. The RNA is an expanded role of a CNA. Instructors for this class include an RN, physical therapist, speech therapist, and occupational therapist. Tuition includes state certification and pin. Qualifications: Students must be a practicing CNA with

at least six months experience after completion of the CNA program. Students must have a high school diploma or GED and must have a letter of recommendation from the Director of Nursing of the facility at which they are employed. ***Copies of the CNA certificate, high school diploma, or GED, proof of six months experience, and letter of recommendation must be presented to the instructor on the first day of class. Must have textbook for the first class meeting.*** Call the OTC bookstore for the required book.

### **CEH-517-01 Insulin Administration**

Monday 5:00-9:00PM 9 Hours  
February 10-February 17 Lincoln Hall  
BARBARA EVANS \$81

A nine hour Insulin Administration Training Program designed to prepare medication technicians in skilled nursing or intermediate care facilities, or medication aides in residential care facilities I or II to administer insulin. This course is approved by the Missouri Division of Health Standards and Licensure. Tuition covers state certification. Student qualifications: 1) Any level I medication aide working in RCF, who has a written recommendation for training by an administrator/manager or nurse with whom she/he has worked, shall be eligible to enroll as a student in this course; 2) Any certified medication technician who has a written recommendation for training by the administrator or director of nursing with whom she/he worked shall be eligible to enroll as a student in this course. The letter of recommendation and copies of CMA or CMT certificates MUST be given to the training agency or instructor at enrollment. **Students MUST have textbook for first class meeting.** Call the OTC bookstore for the textbook.

### **CEH-487-01 CNA Instructor Seminar**

Thursday 8:30AM-3:30PM Friday 8:30AM-12:00PM  
April 24 & 25 9.5 Hours Lincoln Hall  
KATHRYN YOUNT \$120

A one and one-half day iTrain the Trainer workshop which prepares RNs to teach the Certified Nurse Assistant Course for Long Term Care Facilities. This workshop is approved by the Missouri Division of Health Standards and Licensure. Upon completion of this course, the RN's name will be placed on the Missouri Division of Health Standards Licensure list of approved instructors. Criteria for the course: 1) Shall be a registered professional nurse currently licensed in Missouri or shall have a temporary permit from the Missouri State Board of Nursing 2) Shall not be subject to current disciplinary action 3) Shall have had at least 2 years of nursing experience, with at least 1 year of experience in the provision of long term care facility services in the last 5 years 4) Shall submit a resume or a copy of current license renewal or temporary permit to the Missouri Division of Health Standards and Licensure, ATTN: Lois Bonnot, P O Box 570, Jefferson City, MO 65102. A letter shall then be provided by the Division of Health Standards and Licensure to the applicant indicating the status of the applicant's qualifications. **A copy of this approval letter from the Division of Health Standards and Licensure must accompany the workshop registration.** Registration for this seminar also requires RN number, Social Security number and \$120 tuition, and 5) After having his/her credentials approved by the Missouri Division of Health Standards and Licensure, an applicant to be an instructor shall attend a seminar approved by the Missouri Division of Health Standards and Licensure to learn the methodology of teaching the course. **The revised *iNurse Assistant in a Long-Term Care Facility's instructor manual must be brought to the seminar.*** This can be obtained by writing to Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Ave., Columbia, MO 65211 or calling 1-800-669-2465.

### CEH-488-01 CNA Examiner Seminar

Friday 12:45-3:45PM 3 Hours  
April 25 Lincoln Hall  
KATHRYN YOUNT \$55

Learn the methodology of administering the final examinations of the Missouri state approved Nurse Assistant Training curriculum. Provides the RN instructor an opportunity to sign an agreement with the State of Missouri to become a State Examiner. Criteria for Examiner: 1) Shall be a Registered Professional Nurse currently licensed in Missouri, or shall have a temporary permit from the Missouri State Board of Nursing and shall not be currently the subject of disciplinary action 2) Shall have taught a similar course or shall be qualified to teach a similar course 3) Shall be specifically approved by the Missouri Division of Health Standards and Licensure to administer the final examinations of the state approved nurse assistant training curriculum and shall have signed an agreement with the division to protect and keep secure the final examinations 4) Shall have attended an Examiner's seminar approved by the Division of Health Standards and Licensure to learn the methodology and sign an agreement. If student is not attending the Instructor's seminar, documentation of attendance at an Instructor's seminar must be presented at registration for the Examiner's seminar. **The revised *iNurse Assistant in a Long Term Care Facility* Instructor's manual must be brought to the seminar.** This can be obtained by writing Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Ave, Columbia MO 65211 or calling 800-669-2465.

### CEH-542-01 Paramedic Refresher

Friday/Saturday 9:00AM-5:00PM 45 Hours  
February 28-March 16 Lincoln Hall  
NANCY DALTON \$163

This course is designed to adhere to and include the content of the National Standard EMT-Paramedic Refresher Curriculum (DOT). It will meet or exceed the standards of the National Registry of EMTs and the State Of Missouri Bureau of EMS.

### CEH-510-01 EMT Refresher

Monday/Wednesday 6:00-9:30PM 33 Hours  
January 13-March 19 Lincoln Hall  
NANCY DALTON \$146

Includes preparatory, airway, patient assessment, medical/behavioral, trauma, obstetrics, infants, and children as required by DOT and BEMS. **Must have instructor approval to enroll in class. Please call 895-7026 for approval.**

### CEH-514-01 Phlebotomy Technician

Tuesday 5:00-8:30PM 45.5 Hours  
February 4-May 6 Lincoln Hall  
SHRIMPION/CADDY \$486

Applicants must be 18 years of age, have a high school diploma or GED, some previous knowledge of medical terminology helpful and must be interviewed by an instructor before being accepted into the class. **Interviews will be conducted on Tuesday, Jan. 14, between 10:00AM-12:00PM, or on Thursday Jan. 16, between 4:00-6:00PM at 800 East Central. No appointments are necessary, interviews will be done in the order in which you arrive that day.** Classes will include lectures on anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling and laboratory operations. Classroom instruction must be successfully completed **before** starting clinicals. Course will include 120 clinical hours at an area hospital or clinic. Present clinical sites are located in Springfield, Bolivar, Monett, Branson, Aurora, Lebanon, and Mt. Vernon. Clinical hours may involve different shifts throughout the early morning, day or night time hours. Flexibility in scheduling is required. During clinical training,

students must successfully perform a minimum of 100 venipunctures and 25 skin punctures. Upon successful completion of the class, the student will be eligible to take the ASCP certification exam. The \$80 fee for the exam is an additional cost; it can be taken in Fall 2003. Students will need to provide their own navy blue scrubs (available at the OTC bookstore) for the clinical training. This is an excellent opportunity for LPNs, CNAs and CMAs to learn an additional marketable skill that will help them in job placement. There is also a good market in the area for entry level phlebotomists. Students must also have the following; 1) Documentation of Rubella immunity/immunization 2) Documentation of negative TB skin test performed within the previous 6 months 3) Personal physicians statement that they are free from any contagious chronic illness 4) Criminal background check is required. Hepatitis B vaccine series is strongly recommended. Health forms may be obtained at the Continuing Education Office, 800 East Central. **Student must have textbook for the first class.** Call the OTC bookstore for required book.

### CEH-515-01 Pharmacy Technician

Thursday 5:00-8:30PM 74.5 Hours  
January 16-May 8 Lincoln Hall  
LEE/STERLING \$494

This 74.5 hour entry level course includes didactic, demonstrations, and 15 hours of clinical observation in various types of settings to prepare pharmacy technicians to be a valuable member of the pharmacy industry in its endeavor to provide an integrated drug information, preparation, and delivery system. Pharmacy Technicians, working under the supervision of a Registered Pharmacist, possess a specific body of knowledge and skills that can be applied in a variety of settings including long term care and home healthcare pharmacies, community pharmacies, hospital and retail pharmacies. Subjects include: knowledge of current pharmacy practices; pharmacy terminology & prescription reading; computing math problems relating to drugs; performing IV admixture; medication distribution; dispensing; inventory systems; laws relating to controlled drugs; chemical and physical properties of drugs; forms; and routes and doses of drugs. Students must be 18 years of age, have a high school diploma or GED and possess basic math skills. All Pharmacy Technician students will have a criminal background check, which is included in the tuition. **Students must bring to the first class, a picture ID, and also a 2ix2i picture of head & shoulders that will be sent to the MO Board of Pharmacy for registration.** This course is a valuable resource in helping to equip the student to prepare for the National Pharmacy Technician Certification exam. Call the OTC bookstore for the required books.

### CEH-541-01

#### Special Needs for Alzheimer's Disease Or Dementia

Tuesday 8:30AM-4:00PM 6 Hours  
May 8 Lincoln Hall  
KATHRYN YOUNT \$85

A one day seminar for healthcare personnel working in long-term care facilities, who provide direct care to residents diagnosed with Alzheimer's disease or other dementias. Topics include: an overview of Alzheimer's disease and other dementias, techniques for enhancing and maintaining communication skills for residents with dementia, techniques for creating a safe, secure and socially oriented environment, effective management of different or difficult behaviors, and issues involving families and care givers. This seminar will provide hospital, home health, skilled care and residential care nursing assistants with basic skills for working with patients with dementia. It will satisfy the six classroom hours required for RCF personnel providing direct care to residents and Alzheimer's disease or other dementia. Approved by the Missouri Board of Nursing Home Administrators for six patient care clock hours. Approval #TA-094-403.

# Personal Finance

## CEPF-583-01 How to Wisely Invest in Stocks

Thursday 6:30-8:30PM 8 Hours  
 February 6- February 27 Kickapoo  
 STAN ARNOLDY \$41

Define stocks and who should own them. Learn common terms and how to use a system approach to investing.

## CEPF-596-01 Advanced Stock Investing

Thursday 6:30-8:30PM 8 Hours  
 March 13-April 10 Kickapoo  
 STAN ARNOLDY \$41

Designed to bring the individual already familiar with stocks to a point where they can do their own research and analysis. Prior stock investment class and/or experience recommended before taking this course.

## CEPF-610-01 Research Techniques for Trading Online

Saturday 9:00AM-12:00PM 12 Hours  
 February 22-March 15 OTC Main Campus  
 BERNIE PHIPPS \$74

## CEPF-610-70 Research Techniques for Trading Online

Tuesday 6:00-9:00PM 12 Hours  
 March 18-April 8 Branson  
 BERNIE PHIPPS \$74

You will learn to access free information on the Internet and research both stocks and futures technically for trading with the trend of the market. Money management techniques will teach you how to risk 5% or less of your net worth and still trade aggressively or conservatively using good trading principles and techniques. Students should be familiar with using a computer.

# Math

## CEM-559-01 Basic Algebra

Thursday 6:00-9:00PM 24 Hours  
 February 6-April 10 Kickapoo  
 PAUL WILLIAMS \$113

This course is designed for students who have had no instruction in algebra or who need a review. Topics include order of operations, signed numbers, exponents and rational expressions. Students learn to solve linear, quadratic, and rational equations, and to multiply and factor polynomials. Call the OTC bookstore for the required book.

## CEM-563-01 Basic Geometry

Monday 6:00-9:00PM 24 Hours  
 February 3-April 7 Hillcrest  
 PAUL WILLIAMS \$113

This course is designed for students who have had no previous instruction in Geometry, or for those who need a refresher. Topics are: identifying, measuring, and working with angles and triangles; the Pythagorean Theorem; English and metric measurements; quadrilaterals and circles; perimeter, area, and volume; two-step problems; and practical applications. Call the OTC bookstore for the required book.

## CEPF-599-01 Road Map to Financial Victory

Tuesday 1:00-4:30PM 3.5 Hours  
 March 11 Information Commons East  
 DEBRA JOHNSTON \$38

## CEPF-599-02 Road Map to Financial Victory

Tuesday 6:00-9:00PM 3 Hours  
 March 11 Information Commons East  
 DEBRA JOHNSTON \$24

## CEPF-599-70 Road Map to Financial Victory

Monday 6:00-9:00PM 3 Hours  
 March 10 Branson  
 DEBRA JOHNSTON \$24

This workshop is designed for those who want to live a debt-free, financially stress-free life style. How would you like to pay off all your consumer debt, credit cards, car payments, student loans and outstanding medical bills in one to three years and then pay off your mortgage in another three to four years? You can do this with your current income without a second job or living like a hermit! *Learn specific powerful and proven strategies that work...every single time.* This plan will show you how to owe nothing to anyone and quickly and safely build retirement wealth. Bring a list of your debts with balances and monthly payments (for your eyes only). During the class you will develop your own debt elimination plan that can be implemented immediately into your lifestyle. Please bring a pocket calculator. *Supply fee (\$5) is to be paid to the instructor at class time.* An optional text (\$39) and software (\$59) will be available at the end of class.

## CEPF-602-01 Credit When Credit Is Due

Tuesday 6:00-9:00PM 6 Hours  
 February 11 & 18 1515 S. Glenstone  
 TRACEY BLAUE \$32

When you complete this course you will learn to spot all the little traps and danger zones when using credit. You will learn to spot looming money problems, and how to deal with them before they become insurmountable. You will also learn twenty four positive steps you can take to improve your credit rating. An additional benefit to this course is that you can add a positive statement to your credit report.

## CEPF-609-01 Financial Workshop for Individuals

Monday 6:00-8:00PM 8 Hours  
 February 24-March 17 Hillcrest  
 WILLIAM RANEY \$41

## CEPF-609-02 Financial Workshop for Individuals

Tuesday 6:00-8:00PM 8 Hours  
 February 11-March 4 Ozark  
 ROBERT RODGERS \$41

## CEPF-609-70 Financial Workshop for Individuals

Monday 6:00-8:00PM 8 Hours  
 February 24-March 17 Branson  
 RYAN STANLEY \$41

Designed to assist individuals in setting financial and investment goals. This class will also provide a summary of the most common investments such as, stocks, bonds, mutual funds, and cash instruments. This class will also address tax-free investing, annuities, retirement planning and estate planning. *Supply fee (\$8) to be paid to the instructor the first night of class.*

### CEPF-616-01 Value Investing the Buffett Way

Tuesday 7:00-9:00PM 10 Hours  
 February 11-March 11 OTC Main Campus  
 ROBERT HOWARD \$50

Warren Buffett is the only person on the Forbes 500 list of richest people in American that has made it there from investing in individual stocks. This class will study his habits, and his history, and see how you can apply his methods to your own personal investing. He has made extraordinary profits from ordinary companies. Each investor should come out of this class with a better understanding of how he operates, and how to apply his wisdom to their own investing habits.

### CEPF-606-01 Investment Basics/Ways to Pay Yourself First

Monday 6:00-8:00PM 2 Hours  
 February 10 Hillcrest  
 WILLIAM RANEY \$14

### CEPF-606-70 Investment Basics/Ways to Pay Yourself First

Monday 6:00-8:00PM 2 Hours  
 February 10 Branson  
 RYAN STANLEY \$14

This course will help you understand your financial situation and set financial goals. You will understand your financial situation and set financial goals and understand the basics of investments, ways to control taxes, identify your risk tolerance and ways to pay yourself first. This is the first step to your future financial independence.

### CEPF-617-01 Smart Women Finish Rich

Tuesday 7:00-8:30PM 1.5 Hours  
 February 11 OTC Main Campus  
 BETTY NEAL \$14

This seminar and workbook were derived on an exclusive basis from the best selling book *iSmart Women Finish Rich*, by David Bach. This seminar will give women the tools and program they need to create a rich future. Helping women understand the difference between an expensive lifestyle and a rich lifestyle. *iLearn to Earn*, *iPutting Your Money Where Your Values Are*, and *iUsing the Power of the Latte Factor* are three of the seven steps that could help you achieve financial security and fund your dreams.

### CEPF-618-01 Smart Couples Finish Rich

Tuesday 7:00-8:30PM 1.5 Hours  
 February 18 OTC Main Campus  
 BETTY NEAL \$14

This seminar and workbook were derived on an exclusive basis from the best selling book, *iSmart Couples Finish Rich*, by David Bach. This seminar provides couples with easy-to-use tools that cover everything from credit card management to a money date. You and your partner will learn how to work together as a team to identify your core values and dreams, creating a financial plan that could help you to achieve financial security. *Together you will learn why couples who plan their finances together stay together.*

## Patient Instructors Rate High



A retired dentist and an avid motorcyclist, Gale Lilley has taken several courses in the OTC Continuing Education program. A new career began for him when real estate courses led to his becoming a broker. He had only used a computer minimally in his dentistry practice, but now has taken enough courses to become proficient in several software programs. *iI like the atmosphere and love the instructors at OTC,* he says. *iThey are very tolerant of someone who is a complete idiot.* Gale says his next undertaking will be digital photography and website development.

## Professional Growth

### CEPG-672-01 Parenting with Love & Logic

Monday 6:30-8:30PM 2 Hours  
 February 10 OTC Main Campus  
 SANDY HIGGINS \$14

You'll raise children who are self-confident, motivated, and ready for the real world with this win-win approach to parenting. Your children will win because they'll learn to solve their own problems while gaining the confidence they need to meet life's challenges. And, you'll win because you'll establish healthy control without resorting to anger, threats, nagging, or exhausting power struggles. For parents with kids from toddlers to teenagers!

### CEPG-649-01

#### De-Cluttering - If You Don't Use It, Lose It

Wednesday 6:30-8:30PM 4 Hours  
 February 12 & 19 Glendale  
 NANCY WEEKS \$23

If you save everything from rubber bands to Great Aunt Louise's cracked china because you just can't seem to part with it, this class is for you! Learn how to de-clutter everything in your life, from your wallet to your garage.

### CEPG-662-70 Effectively Dealing with Change

Wednesday 1:00-4:00PM 3 Hours  
 February 26 Branson  
 COLLEEN NEILL \$24

Learn the personal stages of development, the opportunities, risks, and payoffs. Discover how to face the opportunities which change presents, and deal with change effectively. Learn the effect that change has on groups.

### CEPG-663-70 Creative Problem Solving

Wednesday 8:30AM-12:30PM 4 Hours  
February 26 Branson  
COLLEEN NEILL \$28

This interactive program will help attendees remove the blinders created by habit, and develop new skills to creatively address daily issues, and the opportunities those issues present. There will be several good interactive discussions and hands-on exercises during this program.

### CEPG-670-01 Becoming an On-Purpose Person

Tuesday 6:30-9:00PM 7.5 Hours  
April 8-April 22 OTC Main Campus  
MARIJO MUELLER \$39

Have you ever heard someone say, "I want to make a difference," or "I want to know that my life matters." There is an inborn desire for purpose in our lives and significance and belongs are two powerful needs that pull us toward our purpose. Learn what your purpose in life is. Why you are here. Learn tools to create effective ways to live your life on-purpose.

### CEPG-671-01 Paper & File Management

Thursday 6:00-8:00PM 4 Hours  
March 13 & 20 Central  
KAY WYLIE \$23

Organizing skills will be taught to manage home and business mail, paper, and filing systems. This class will help you file the papers you want to keep and find them in 5 seconds or less, create a vital documents list, and streamline your office, thus lowering your stress level.

### CEPG-603-01 Professional Image Building

Thursday 7:00-9:00PM 16 Hours  
February 6-March 20 Kickapoo  
MARILYN WATSON \$77

This image improvement class will increase self-esteem, build confidence, and give added potential to any career that one may choose. Classes are designed to bring out the model in you! So to be a model, or look like one, this is an excellent start.

### CEPG-646-01 Art of Presenting Yourself

Wednesday 7:00-9:00PM 8 Hours  
February 5-February 26 Glendale  
MARILYN WATSON \$41

Project confidence within your business or profession even when you're not feeling the part. Discover how to visually present yourself, how to handle put-downs effectively, how to make a good first impression, how to build rapport, positioning and more. The power is within you to be the best you can possibly be. Aim for excellence with enthusiasm and purpose.

### CEPG-650-01 Improving Your Self Esteem

Tuesday 6:30-8:30PM 8 Hours  
February 4-February 25 Parkview  
ALICE WEIMER \$41

High self-esteem is defined as feeling lovable and capable. See why things can work, not why they won't. It means solving problems instead of placing blame. It means failing, learning and trying again instead of stopping - or worse yet - never trying at all. **Supply fee (\$5) to be paid to the instructor the first class.**

## G. O.L.D. Program

adults 55 and over

### CESR-023-01 Beginning Guitar

Wednesday 11:00AM-12:00PM 8 Hours  
February 26-April 16 OTC Main Campus  
RICK HAEGG \$46

Learn to accompany yourself or others on the guitar while also learning some fundamental of music and practice techniques. Acoustic guitar recommended. **This class does not qualify for the VIP program.**

### CESR-008-01

#### Managing Your Retirement Income Adults 55+

Thursday 6:30-8:30PM 4 Hours  
February 20 & 27 Kickapoo  
STAN ARNOLDY \$21

Focuses on how to best utilize your income resources during retirement. Topics include: asset allocation; financial risks of retirement; increasing current income; taxation of retirement income; increasing future income and cash flow management. **This class does not qualify for the VIP program.**

### CESR-009-01 Wills, Trusts & Estate Planning

Tuesday 6:00-9:00PM 3 Hours  
February 25 Parkview  
ARTHUR HASELTINE \$17

Designed with special emphasis throughout the class for people in or nearing retirement. Includes a discussion of partial conversion of your IRA to Roth IRA as a wealth accumulator for your spouse and relatives. **This class does not qualify for the VIP program.**

### CESR-001-01 Introduction to Computers

Friday 8:30AM-12:00PM 14 Hours  
February 7- February 28 OTC Main Campus  
IVER JOHNSON \$83

Covers how the computer operates with hands-on instruction on basic keyboarding, word processing, Internet, e-mail and other functions. Call the OTC bookstore for the required book. **This class does not qualify for the VIP program.**

### CESR-021-01 Internet Discoveries

Thursday 8:30AM-12:00PM 10.5 Hours  
February 13-February 27 OTC Main Campus  
IVER JOHNSON \$68

Learn to understand the fundamentals of the Internet and how it can be used for your personal use. Browsing, search engines, research, downloading files, email and attachments, online shopping and business use will be explored with hands-on experience. Using and storing information will be covered. **This class does not qualify for the VIP program.**

### CESR-024-01 Basic Computer Skills

Friday 8:30AM-12:00PM 14 Hours  
March 7-April 4 OTC Main Campus  
IVER JOHNSON \$83

This hands-on class will demonstrate popular types of software programs on the market today. Applications that are used for word processing, spreadsheets, publishing, browsing the Internet, and computer upkeep will be introduced. Call the OTC bookstore for the required book. **This class does not qualify for the VIP program.**

### **CESR-014-01 Introduction to Microsoft Windows**

Friday 8:30AM-12:00PM 10.5 Hours  
April 11-April 25 OTC Main Campus  
IVER JOHNSON \$68

Learn the various functions of Microsoft Windows with hands on experience. Call the OTC bookstore for the required book. *This class does not qualify for the VIP program.*

### **CESR-022-01 Understanding Long-Term Care**

Saturday 10:00AM-12:00PM 4 Hours  
February 22-March 1 OTC Main Campus  
SHEILA BUCY \$23

An overview of long-term care at all levels. What insurance and medicine will or won't cover. Topics include possible sources

to finance long-term care. Characteristics of a good long term policy and local resources. *This class does not qualify for the VIP program.*

### **CESR-025-01 Meditation**

Monday 3:00-4:00PM 4 Hours  
February 24-March 17 Lincoln Hall  
ELLEN GARDINER \$28

Learn the art of meditation for relaxation and improvement of mental, emotional, and physical health. Practice three different forms of meditation: guided, walking, and silent. These techniques help to calm the mind and look deeply at thoughts and feelings. *This class does not qualify for the VIP program.*

## ***Manufacturing & Maintenance Institute***

### **Lean Manufacturing Certification**

To receive the Lean Manufacturing Certification\* these core classes must be completed plus one elective within 18 months: CET 372-01; CET 549-01; CET 550-01; CET 551-01; CET 552-01 and CET 554-01. *\*After the student has completed all the required classes for certification, they must call 895-7158 to request their certificate. Classes may also be taken individually without certification.*

#### **CET-372-01**

#### **Lean Manufacturing & One Piece Flow Manufacturing**

Tuesday & Wednesday 8:00AM-5:00PM 16 Hours  
May 13 & 14 OTC Main Campus  
FELIN/STARK \$105

By reconfiguring traditional assembly lines into production cells based on one-piece flow, lead time can be drastically reduced as well as staffing requirements, and number of defects. Basic principles of process flow building will be addressed.

#### **CET-549-01 Kaizen for the Shop Floor**

Wednesday 8:00AM-12:00PM 4 Hours  
March 19 OTC Main Campus  
DAVID FELIN \$50

The philosophy of kaizen, which simply means continuous improvement, is the starting place for all lean production improvement. Kaizen events are opportunities to make focused changes in the work place. This course covers the critical steps in conducting a very effective kaizen event.

#### **CET-550-01 Root Cause Analysis/FMEA**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
April 15 & 17 OTC Main Campus  
RICHARD STARK \$55

This course presents a walk through of the methods on how to implement Root Cause Analysis, and failure mode effect analysis. The participant will be exposed to the core concepts and begin applying them quickly.

#### **CET-551-01 Basics of Process Mapping**

Tuesday & Thursday 1:00-4:00PM 6 Hours  
April 22 & 24 OTC Main Campus  
RICHARD STARK \$45

This course gives an accurate picture of workflow, and customer-supplier relationships, which in turn help organizations make the right improvements. This course introduces relationship mapping and cross-functional process mapping.

#### **CET-552-01 Basics of Benchmarking**

Thursday 1:00-5:00PM 4 Hours  
April 10 OTC Main Campus  
DEAL TONEY \$35

The first part of the course provides a guide to the language of benchmarking and answers some commonly asked questions. The second part of this course walks through the three phases of the benchmarking process, analysis, discovery, and implementation.

#### **CET-554-01 Lean Simulation**

Wednesday 8:00AM-5:00PM 8 Hours  
May 21 Information Commons West  
FELIN/STARK \$98

The Lean Simulation provides a hands-on overview of the basic lean concepts and allows each participant to experience lean demonstrations and application.

#### **CET-548-01**

#### **Quick Changeover for Operators & Cycle Reduction**

Wednesday & Friday 8:00AM-12:00PM 8 Hours  
March 5 & 7 OTC Main Campus  
DUANE HOWARD \$60

Quick changeover means that the time required for changing production from one type of product or service to another is minimized. Quick changeover is a valuable tool when used with other process improvement techniques such as value stream mapping.

### **CET-545-01 JIT & Kanban for Operators**

Wednesday & Friday 8:00AM-12:00PM 8 Hours  
February 12 & 14 OTC Main Campus  
FELIN/STARK \$59

This course covers elimination of process waste, leveled production, kanban, and standard work, U-shaped cells, automation and JIT support techniques.

### **CET-546-01 5S for Operators**

Tuesday 8:00AM-12:00PM 4 Hours  
March 25 OTC Main Campus  
DEAL TONEY \$50

5S is the starting point of any on-the-floor improvement activity and the key to successful change. This course will cover the basics of 5S, sort, set in order, shine, standardize, and sustain.

### **CET-547-01 Mistake-Proofing for Operators**

Tuesday/Thursday 8:00AM-12:00PM 12 Hours  
March 27-April 3 OTC Main Campus  
RICHARD STARK \$90

This course covers how zero quality control and mistake-proofing devices strive to eliminate errors in manufacturing. Since it is human nature to make mistakes, you don't blame people with ZQC, but instead you find ways to keep errors from becoming defects.

## **Basic Machinist Certification**

To receive the Basic Machinist Certification\* these core classes must be completed plus four electives within 18 months: CET 491-01; CET 475-01; CET 492-01; CET 567-01; and CET 532-01. \*After the student has completed all the required classes for certification, they must call 895-7158 to request their certificate. **Classes may also be taken individually without certification.**

### **CET-491-01 Industrial Blueprint Reading**

Wednesday 8:00AM-12:00PM 20 Hours  
March 5-April 2 OTC Main Campus  
EDWARD BOYLE \$135

This course begins with a thorough explanation of how blueprints are structured and the conventions that are used in making them and reading them. These principles are then applied to detail drawings and assembly drawings of mechanical equipment. The lessons that follow deal with special features of blueprints in applications ranging from sheet metal work through electrical and air conditioning work.

### **CET-475-01 Geometric Dimensioning and Tolerancing**

Tuesday/Thursday 6:00-9:00PM 18 Hours  
March 4-March 20 OTC Main Campus  
BILL GOODMAN \$150

This course focuses on the clear communication of engineering design requirements combined with production and inspection follow through. GT&T principles, combined with the latest standards and techniques, of modern engineering drawing.

### **CET-492-01 Reading Technical Diagrams & Symbols**

Wednesday 8:00AM-12:00PM 20 Hours  
April 9-May 7 OTC Main Campus  
DEAL TONEY \$135

After introducing the concepts of what symbols mean and how they are used in conveying technical information, this course shows how the general principles are applied for specific purposes.

The various lessons focus on electrical, fluid power, air conditioning, and welding diagrams. Each is well illustrated with applicable examples.

### **CET-567-01 Industrial Mathematics**

Thursday 6:00-9:00PM 18 Hours  
March 13-April 17 OTC Main Campus  
BILL SHIREMAN \$135

This course reviews math principles and operations. The focus throughout is on job oriented learners. The emphasis is on understanding math principle rather than on rote memorization of techniques. The lesson on calculators explains the three kinds of calculator uses and how to enter problems.

### **CET-324-01 Machine Tool Processes I**

Tuesday/Thursday 6:00-8:50PM 75 Hours  
January 14-May 8 Industry & Transportation Ctr.  
STAFF \$218

This course is designed to introduce students to concepts of machine tool design and practice. Practical laboratory assignments are explored using jigs, fixtures and dies. Call the OTC bookstore for the required textbook. May be taken for credit MTT 155. Instructor permission required.

### **CET-326-01 Machine Tool Processes II**

Monday/Wednesday 6:00-8:50PM 75 Hours  
January 13-May 7 Industry & Transportation Ctr.  
STAFF \$218

This course is designed to introduce students to additional fundamental concepts of machine shop operations and practices. Practical laboratory assignments are explore using power saws, engine lathes, and milling machines. Call the OTC bookstore for the current price of the required book. May be taken for credit MTT 225.

### **CET-532-01 Machine Shop Practices**

Thursday 6:00-9:00PM 9 Hours  
February 6-February 20 Industry & Transportation Ctr.  
BILL GOODMAN \$115

This course covers the principles of machining, measurement, tool grinding, and machine shop safety. Discusses the properties of metals, how to layout and set up a job, how to use measuring devices such as the micrometer and vernier caliper, and how to read working drawings. Explains how to grind single and multi point tools.

### **CET-533-01 Machine Shop Turning Operations**

Tuesday 6:00-9:00PM 9 Hours  
February 25-March 11 Industry & Transportation Ctr.  
BILL GOODMAN \$115

This course covers the major types of lathes and their attachments, safety, maintenance, job preparation, and basic lathe operations. Discusses all facets of drilling and boring, types of drills and drill presses, milling machines, and jib borers. Explains reaming and reamer terms. Covers threads and threading.

### **CET-534-01 Machine Shop Shaping Operations**

Thursday 6:00-9:00PM 9 Hours  
March 20-April 03 Industry & Transportation Ctr.  
BILL GOODMAN \$115

This course covers types of milling machines and milling operations. Covers spindles, arbors, feed rates, and safety precautions. Discusses shaper and planer operations - setup, maintenance and safety procedures. Also introduces grinding, power sawing and gear cutting operations.



**CET-535-01 Machine Shop Job Analysis**

Tuesday 6:00-9:00PM 9 Hours  
 April 8-April 22 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers types of jobs likely to be encountered by the maintenance machinist, and describes how the machinist decides which machine to use for particular operations. Shows how to analyze the entire job before selecting the most efficient sequence of machine operations. Discusses factors affecting job efficiency.

**CET-536-01 Turning Work Between Lathe Centers**

Thursday 6:00-9:00PM 9 Hours  
 April 10-April 24 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers lathe setup, rough turning procedures, finish turning, chamfering, shouldering, knurling, external thread cutting, tapers, and notching operations.

**CET-537-01 Machining Work in a Chuck on a Lathe**

Tuesday 6:00-9:00PM 9 Hours  
 April 29-May 13 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers chuck installation, boring and counter boring operations, thread cutting, and taper boring. Continues into special lathe operations that use faceplate, angle plates, and boring bars.

**CET-538-01 Basic Milling Procedures**

Thursday 6:00-9:00PM 9 Hours  
 May 1-May 15 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers the setup, and use of the horizontal milling machine and describes the functions of basic cutters and attachments.

**CET-539-01 Using Indexed Milling Procedures**

Tuesday 6:00-9:00PM 9 Hours  
 May 20-June 3 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers the use of the dividing head. Covers plain, differential, and angular indexing. Explains the use of the dividing head for milling hexagons. This unit also addresses the cutting of spur gears, helical gears, and cams.

**CET-540-01 Multi-Machine Procedures & Shop Projects**

Thursday 6:00-9:00PM 9 Hours  
 May 22-June 5 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers machines found in the machine shop other than lathes and mills. These other machines may be used rather infrequently, but which never-the-less require specific skills to operate.

**CET-541-01 Work Planning & Setup**

Tuesday 8:00AM-12:00PM 12 Hours  
 March 18-April 1 Industry & Transportation Ctr.  
 BILL SHIREMAN \$115

This course covers how to hold work on slotted tables, how to use various clamps, blocks, jacks and rods. Examines types of vises and their usage. Also covers production jigs and how to work with chucks, how to hold work between centers and on faceplates. Discusses layout, lines, angles, and shapes.

**CET-542-01 Metal Cutting Fundamentals**

Tuesday 6:00-9:00PM 9 Hours  
 June 10-June 20 Industry & Transportation Ctr.  
 BILL GOODMAN \$115

This course covers ferrous and nonferrous metals, shows how to identify different types of steels. Discusses characteristics of metals and techniques for cutting them.

**CET-530-01 Industrial Prototyping**

Tuesday 1:00-4:00PM 18 Hours  
 April 1-May 6 OTC Main Campus  
 DEAL TONEY \$285

Learn basic techniques of simple and multiple piece mold making to create simple and complex product prototypes. This will include theory and practical hands-on experience working with slurry to create a solid model.

**Process Control Technician Certification**

To receive the Process Control Technician Certification\* these core classes must be completed plus four electives within 18 months: CET 477-01; CET 478-01; CET 479-01; CET 481-01 and CET 486-01. *\*After the student has completed all the required classes for certification, they must call 895-7158 to request their certificate. Classes may also be taken individually without certification.*

**CET-477-01 Introduction to Process Control**

Tues/Wed/Thurs 8:00AM-12:00PM 12 Hours  
 February 4-February 6 OTC Main Campus  
 DAVID FELIN \$100

This course covers the function of basic devices for measuring and controlling different kinds of variables in process control. Introduces closed-loop control and PID functions. Introduces analog and digital devices.

**CET-478-01 Dimensional Measurements**

Thursday 8:00AM-5:00PM 16 Hours  
 February 13 & 20 OTC Main Campus  
 DEAL TONEY \$125

This course concentrates on both direct measurements and calculated measurements. The basic kinds of metric measurement, the use of prefixes, and how and when to convert between metric and English measurement are addressed. This class also concentrates on the application of measuring tools and instruments.

**CET-479-01 Measurement Instrumentation**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 February 11 & 13 OTC Main Campus  
 DAVID FELIN \$75

This course covers basic principles of measurement and defines process control terms. Describes several kinds of signals and displays and traces the path of a signal through the system. Explains the operation of transducers, transmitter, signal conditioners, converters and recorders. Discusses specification details, and the maintenance of records.

**CET-481-01 Force, Weight & Motion Measurement**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 February 25 & February 27 OTC Main Campus  
 BILL SHIREMAN \$75

This course covers, force, stress, and strain and explains the operation of strain-gauge systems. Relates weight to mass and scales to balances. Explains the operation of load-cell scales. Describes belt-scales, nuclear-scale, and weight feeder operation. Covers position measurements by means of proximity, detection, air gauging, LVDT gauges, synchros, code disks, and other devices.

**CET-486-01 Final Control Elements**

Wednesday 8:00AM-5:00PM 8 Hours  
 April 9 OTC Main Campus  
 EDWARD BOYLE \$75

This course covers how elements in a closed-loop control system affect final control elements. Describes components in final control subsystems. Discusses operation of solenoids, motors relay systems and PLCs. Explains pneumatic actuators and positioners. Describes mechanical advantage in several hydraulic control systems.

**CET-489-01 Computers in Process Control**

Thursday 8:00AM-5:00PM 8 Hours  
 March 20 OTC Main Campus  
 DEAL TONEY \$75

This course covers the evolution of today's process control computer systems. Compares smart components to older conventional system devices. Covers the architecture, configuration, and operation of distributed control systems in depth. Defines common terms used in today's integrated plant and discusses the integration of discrete and continuous processes with plant business functions.

**CET-490-01 Programmable Logic Controllers**

Tues/Wed/Thurs 8:00AM-12:00PM 24 Hours  
 March 25-April 3 Industry & Transportation Ctr.  
 DAVID FELIN \$135

This course prepares technicians to take full advantage of vendor training on specific equipment. It covers the basic operating principles of all PLCs, their inputs and outputs, programming maintenance, and networking.

**CET-570-01 PLC Systems**

Monday/Wednesday 5:30-8:20PM 45 Hours  
 January 13-May 7 Industry & Transportation Ctr.  
 JAMES POSEY \$218

An advanced course for the student who is interested in the industrial side of electronics. This course will emphasize the advance technologies and concepts of programmable logic controllers. Industrial sensors and their wiring covered include optical, inductive, capacitive, encoders, resolvers, ultrasonic, and thermocouples. Higher level language programming of automated systems under microprocessor control is taught. Digital bit functions, sequencers, PLC Matrix functions, PID control of processes, networking of PLCs are examined. Use of the PLC for interfacing with robots, computer numerical control (CNC), flexible manufacturing systems (FMS) and computer integrated manufacturing (CIM) is introduced. Call the OTC bookstore for the required textbook. May be taken for credit (ELT 246). Instructor permission required.

**CET-480-01 Pressure Measurement**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 February 18 & February 20 OTC Main Campus  
 BILL SHIREMAN \$75

This course covers units of pressure and discusses Boyle's and Charles's laws to explain relationships among pressure, volume, and temperature. Describes sensor operation of monometers, bourdon tubes diagrams and bellows. Describes devices used in low-pressure control, proper and safe methods for installing and servicing pressure instrument.

**CET-482-01 Flow Measurement**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 March 4 & March 6 OTC Main Campus  
 DAVID FELIN \$115

This course covers the principles of fluid flow and how primary devices affect fluid flow. Describes flow measurement by means of several kinds of secondary devices. Compares many kinds of positive displacement meters and explains the operation of several kinds of turbine and magnetic flow meters.

**CET-483-01 Level Measurement**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 March 11 & 3 OTC Main Campus  
 DAVID FELIN \$75

This course covers principles governing various methods of measuring levels. Explains operation of conductive, capacitive, resistive, ultrasonic, and photoelectric devices. Compares the operation of several kinds of pressure-head instruments. Explains the measurement of solids by ultrasonic, microwave radiation, and other methods. Discusses several special-application devices for both continuous and point level measurement.

**CET-484-01 Temperature Measurement**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 May 6 & 8 OTC Main Campus  
 BILL SHIREMAN \$75

This course covers units in thermal measurement and operation of RTDs, thermistors, and thermocouples, and thermometers. Includes principles of pyrometry and operation of narrowband, broadband, and band pass pyrometers. Discusses calibration standards, typical calibrating methods, and instrument testing.

**CET-487-01 How Control Loops Operate**

Tuesday 8:00AM-5:00PM 8 Hours  
 April 29 OTC Main Campus  
 DAVID FELIN \$75

This course covers definition of control loop terms and characteristics. Includes specific examples of operation control loops of many kinds. Discusses advanced control methods by means of four strategies with specific examples.

**CET-488-01 Data Transmission**

Tuesday & Thursday 8:00AM-12:00PM 8 Hours  
 April 22 & 24 OTC Main Campus  
 BILL SHIREMAN \$75

This course covers mechanical, hydraulic, pneumatic, and telemetric data transmission methods. Discusses indicators and methods used for electrical/electronic data transmission in detail. Compared methods and standards for parallel and serial digital data transmission. Describes optical isolation and the operation of optical data transmission systems in detail.

## Professional Maintenance Certification

To receive the Professional Maintenance Certification\* these core classes must be completed plus three electives within 18 months: CET 515-01; CET 531-01; CET 518-01; CET 519-01; CET 526-01; CET 525 and CET 555-01. \*After the student has completed all the required classes for certification, they must call 895-7158 to request their certificate. Classes may also be taken individually without certification.

### **CET-515-01 Understanding Basic Mechanics**

Tuesday 1:00-5:00PM 16 Hours  
February 25-March 18 OTC Main Campus  
DEAL TONEY \$115

This unit covers forces and motion work and energy, fluid mechanics as applied in industrial maintenance. Principles of operation for simple machines such as the lever, inclined plane, wheel and axle, pulley, and screw will be addressed. Explains the basic elements of industrial machines, as well as common measurement tools used to monitor and adjust equipment.

### **CET-531-01 Industrial Force & Motion**

Tuesday 8:00AM-12:00PM 12 Hours  
February 4-February 18 OTC Main Campus  
DEAL TONEY \$95

This course covers fundamentals of force and motion, showing how an engineer thinks about these concepts. In total, the unit demonstrates how mathematical and graphical representations can help clarify our thinking about mechanical force and motion.

### **CET-518-01 Understanding the Operation of Pumps**

Wednesday/Thursday 8:00AM-12:00PM 16 Hours  
May 21- May 29 OTC Main Campus  
EDWARD BOYLE \$115

This course covers typical applications of various types of pumps. Describes factors affecting pump selection. Explains operating principles of centrifugal, propeller, turbine, rotary, reciprocating, and metering pumps. Special purpose pumps including diaphragm pumps, and others designed to handle corrosive and abrasive substances.

### **CET-519-01 Piping Systems**

Wednesday 1:00-5:00PM 16 Hours  
April 2-April 23 OTC Main Campus  
BILL SHIREMAN \$115

This course covers piping and tubing systems used for fluid transport in the plant: hydraulic fluids, steam, liquefied product, refrigerant, and water. The trainee is shown typical metallic and nonmetallic piping systems, pipe-jointing methods, and how tubing and hoses differ from piping. The unit covers valve pipe fittings, hangers, supports, and insulation.

### **CET-516-01**

#### **Understanding Drive Components & Their Applications**

Thursday 1:00-5:00PM 16 Hours  
February 6-February 27 OTC Main Campus  
BILL SHIREMAN \$115

This course covers commonly used mechanical drive couplings, such as shear, torque limiting, floating, and electrically insulated. A wide variety of clutches, V-belt drives, and chain drives are addressed. The application, installation and maintenance of various speed reducers will be discussed.

### **CET-526-01 Mechanical & Fluid Drive Systems**

Wednesday 8:00AM-5:00PM 8 Hours  
February 26 OTC Main Campus  
BILL SHIREMAN \$85

This course covers details of drive maintenance, including brakes, clutches, and adjustable speed drives. Also covers maintenance and trouble shooting of fluid drives and package drive systems.

### **CET-525-01 Maintenance of Mechanical Drives**

Thursday 8:00AM-5:00PM 8 Hours  
February 6 OTC Main Campus  
CHUCK ADAMS \$85

This course covers alignment, particularly coupling alignment. Includes installation and maintenance of mechanical drives, from chain drives to enclosed gear drives.

### **CET-555-01 Autonomous Maintenance for Operators**

Wednesday 8:00AM-5:00PM 8 Hours  
February 19 OTC Main Campus  
BILL SHIREMAN \$79

Autonomous maintenance is a term-based approach to maintenance activities. Rather than having repair technicians work on the equipment after it breaks down, autonomous maintenance is a prevention method that is performed by operators.

### **CET-528-01 Pump Installation & Maintenance**

Thursday 8:00AM-5:00PM 8 Hours  
February 27 OTC Main Campus  
EDWARD BOYLE \$85

This course covers basic pumping concepts and describes required maintenance of packing and seals. Covers maintenance and overhaul of centrifugal pumps, and concludes with maintenance of rotary pumps.

### **CET-527-01**

#### **Installing & Replacing Bearings & Shaft Seals**

Tuesday 8:00AM-5:00PM 8 Hours  
February 25 OTC Main Campus  
EDWARD BOYLE \$85

This course covers plain bearings, their parts, dimensions, functions, and relining techniques. Continues with installation and replacement of antifriction bearings. Also covers linear motion bearings and shaft seals.

### **CET-517-01 Selecting & Maintaining Bearings**

Wednesday 1:00-5:00PM 16 Hours  
March 5-March 26 OTC Main Campus  
BILL SHIREMAN \$115

This course covers principles and applications of various types of bearings including plain journal, ball, and roller bearings. Installation, inspection, and repair of bearings will be explained. Specialized bearings, including powdered-metal, nonmetallic, and hydrostatic bearings will be addressed.

### **CET-524-01 Bulk Handling Conveyors**

Tuesday 8:00AM-5:00PM 8 Hours  
February 4 OTC Main Campus  
BILL SHIREMAN \$85

This course covers belt conveyors that carry loose materials. An overview acquaints the trainee with the terminology, basic structure, and operation of these systems. Included in the detailed coverage of belts, belt cleaners, idlers, and feed/discharge devices is an explanation of how to install, maintain, replace, and troubleshoot these system components.

**CET-529-01****Installing & Maintaining Tubing & Hose Systems**

Tuesday 8:00AM-5:00PM 8 Hours  
 March 18 OTC Main Campus  
 BILL SHIREMAN \$85

This course covers tubing specifications, materials, and fittings. Explains procedures used for handling, bending, cutting, and installing tubing. Gives basics of tubing in a hydraulic or pneumatic system. Describes hose systems and their functions, then concludes with gaskets, sealants, and adhesives.

**CET-505-01****Industrial Rigging Principles and Practices**

Wednesday 8:00AM-5:00PM 8 Hours  
 February 5 OTC Main Campus  
 BILL SHIREMAN \$75

This course covers techniques and safeguards in the use of rope, chain, hoists, and scaffolding when moving heavy plant equipment and maintaining plant utilities.

**CET-078-01 Introduction to Stationary Engineering**

Tuesday/Thursday 6:00-8:30PM 30 Hours  
 February 18-March 27 Industry & Transportation Ctr.  
 WILLIAM RAMSEY \$140

Obtain a better understanding of basic boiler theory, including design and operating principles. Discussions include boiler construction, components, flow path & thermodynamics. Learn to save money and time through safe efficient boiler room operations.

**CET-066-01 Beginning Small Engine Repair**

Thursday 6:30-9:30PM 24 Hours  
 February 6-March 27 Republic  
 PHILIP DAVIS \$113

Classroom and laboratory instruction and demonstration followed by repair of two and four cycle engines. Includes carburetion, ignition, charging system, valve grinding, overhaul, blade sharpening and balancing.

**Workplace Safety Practitioner Certification**

To receive the Workplace Safety Practitioner Certification\* these core classes must be completed plus six electives within 18 months: CET 339; CET 340-01; CET 559-01; CET 560-01; CET 503-01 and CET 504-01. \*After the student has completed all the required classes for certification, they must call 895-7158 to request their certificate. Classes may also be taken individually without certification.

**CET-339-01 6 Hour OSHA General Industry Safety**

Wednesday 6:00-9:00PM 6 Hours  
 February 5 & 12 OTC Main Campus  
 MICHAEL JOHNSON \$162

**CET-339-02 6 Hour OSHA General Industry Safety**

Thursday 6:00-9:00PM 6 Hours  
 April 17 & 24 OTC Main Campus  
 MICHAEL JOHNSON \$162

**CET-339-70 6 Hour OSHA General Industry Safety**

Wednesday 6:00-9:00PM 6 Hours  
 February 18 & 25 Branson  
 MICHAEL JOHNSON \$162

This course addresses the occupational health and safety standards in general industry and is aimed at promoting workplace

safety and health as directed by The Occupational Health and Safety Administration. Topics for discussion will include the OSHA Act, General Duty Clause, Inspections by OSHA, Citations and Penalties. During the course presentation open discussion will include subparts of the Code of Federal Regulations (29 CFR 1900-1910 and 1910 to end).

**CET-340-01 30 Hour OSHA General Industry Safety**

Tuesday 8:00AM-5:00PM 32 Hours  
 March 4-March 25 Continuing Ed. Ctr.  
 MICHAEL JOHNSON \$243

This course addresses the occupational health and safety standards in general industry and is aimed at promoting workplace safety and health as directed by The Occupational Health and Safety Administration. Topics required by OSHA in this course are: OSHA Act, General Duty Clause, Inspections, Citations, and Penalties, Walking and Working Surfaces, Means of Egress and Fire Protection, Hazardous Materials, Machine Guarding, Electrical, and Hazard Communication, Personal Protective Equipment, Permit Required Confined Space, Lockout/Tagout, Material Handling, Welding, Cutting and Brazing, & 29 CFR 1904, Recordkeeping. *Call the OTC bookstore for the required book.*

**CET-559-01 Hazard Communications**

Wednesday 6:00-9:00PM 6 Hours  
 April 23 & 30 OTC Main Campus  
 MICHAEL JOHNSON \$52

This Hazard Communication course meets OSHA regulations for ensuring that all employers have the information they need to inform and train their employees properly and to design and put in place employee protection plans. It also provides necessary hazard information to employees, so they can participate in, and support, the protective measures in place at their workplace.

**CET-560-01 OSHA 300/301 Record Keeping**

Wednesday 3:00-5:00PM 2 Hours  
 February 5 OTC Main Campus  
 STEVE MAKOSKI \$34

The recent revisions to OSHA's record keeping requirements mean you have to substantially change the way you track and record workplace injuries and illnesses. This training helps you to determine whether an illness or injury is work related and recordable, demonstrates the calculation of incident rates, and how to maintain the required logs.

**CET-503-01 Safety Analysis**

Wednesday 2:00-5:00PM 3 Hours  
 April 23 OTC Main Campus  
 STEVE MAKOSKI \$34

One of the best ways to help eliminate workplace hazards is through job safety analysis. This training class provides tools and techniques to make job safety analysis easier and more effective. The class offers a step-by-step guide through the process of selecting jobs for analysis, creating an analysis team, conducting inspections, identifying hazards, and correcting them.

**CET-504-01 Behavior Based Safety**

Tuesday 8:00AM-12:00PM 4 Hours  
 April 29 OTC Main Campus  
 RICHARD STARK \$65

This course presents tools to diagnose, evaluate, and help change employee at-risk behavior. How to observe behavior, develop a critical behavior checklist, give appropriate feedback, train employees on behavior-based safety techniques, and maintain safety improvement are all addressed.

**CET-561-01 OSHA Lockout/Tagout Training**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 3:00-5:00PM | 2 Hours         |
| February 12   |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$34            |

OSHA requires employers to conduct lockout/tagout training. This training program provides an overview of OSHA's lockout/tagout requirements, and demonstrates proper procedures.

**CET-562-01 OSHA Personal Protective Equipment**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 3:00-5:00PM | 2 Hours         |
| February 19   |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$34            |

This training program will help identify potential hazards in the workplace and meet OSHA's PPE training requirements of 29 CFR Part 1910, Subpart I, and help put an end to costly, preventable injuries.

**CET-563-01 Respiratory Protection Training**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 3:00-5:00PM | 2 Hours         |
| February 26   |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$34            |

Use this training program to teach your employees what they need to do to reduce the chance of respiratory related accidents. Topics covered include selection of respirator, medical evaluations, fit testing procedures, care and maintenance of respirators, and employer and employee responsibilities.

**CET-495-01 Blood Borne Pathogens**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 3:00-5:00PM | 2 Hours         |
| March 12      |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$34            |

If you have employees whose job duties put them at risk for exposure to blood borne pathogens, you MUST provide those employees with initial training and annual refresher training. Which means, if you have employees who are designated to provide first aid or that perform maintenance work or housekeeping they need to be trained.

**CET-496-01 Forklift Training (classroom)**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 1:00-4:00PM | 3 Hours         |
| March 19      |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$49            |

This training class focuses on three critical areas: the machine itself, surrounding hazards, and general safety rules. Operators will get information ranging from pre-operational inspectional inspections to the center of gravity triangle to proper steering, handling, and refueling techniques.

**CET-497-01 Confined Space**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 2:00-5:00PM | 3 Hours         |
| March 26      |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$34            |

This training program identifies confined space hazards, provides key definitions, outlines testing requirements, and discusses written certification.

**CET-498-01 HAZWOPER Refresher**

|               |               |                 |
|---------------|---------------|-----------------|
| Wednesday     | 8:00AM-5:00PM | 8 Hours         |
| April 2       |               | OTC Main Campus |
| STEVE MAKOSKI |               | \$55            |

This course addresses the key OSHA, EPA, and DOT regulations that relate to emergency response required for the HAZWOPER Annual Refresher course as specified by 29 CFR Part 1910.20.

**CET-499-01 Fire Safety Training**

|                            |             |                                |
|----------------------------|-------------|--------------------------------|
| Tuesday                    | 1:00-3:00PM | 2 Hours                        |
| April 8                    |             | Industry & Transportation Ctr. |
| OZARK FIRE EXTINGUISHER CO |             | \$15                           |

**CET-499-02 Fire Safety Training**

|                            |             |                                |
|----------------------------|-------------|--------------------------------|
| Tuesday                    | 1:00-3:00PM | 2 Hours                        |
| May 20                     |             | Industry & Transportation Ctr. |
| OZARK FIRE EXTINGUISHER CO |             | \$15                           |

**CET-499-03 Fire Safety Training**

|                            |             |                                |
|----------------------------|-------------|--------------------------------|
| Tuesday                    | 1:00-3:00PM | 2 Hours                        |
| June 3                     |             | Industry & Transportation Ctr. |
| OZARK FIRE EXTINGUISHER CO |             | \$15                           |

It only takes a second for a fire to start, but the damage can take a toll on your company for years. Your employees need to know how to keep fires from starting - and how to react to one.

**CET-500-01 Ergonomics**

|             |                |                 |
|-------------|----------------|-----------------|
| Thursday    | 8:00AM-12:00PM | 4 Hours         |
| April 9     |                | OTC Main Campus |
| DAVID FELIN |                | \$33            |

This training course briefly explains the signs and symptoms of MSDs and how to report them. It also discusses the controls used to address MSDs and employees' role in evaluating the effectiveness of the controls.

**CET-502-01 Slips, Trips & Fall Protection**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 3:00-5:00PM | 2 Hours         |
| April 16      |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$26            |

This training class gives your employees the information they need to help prevent falls. OSHA's required seven areas of fall protection training are also addressed.

**CET-494-01 Machine Guarding**

|               |             |                 |
|---------------|-------------|-----------------|
| Wednesday     | 3:00-5:00PM | 2 Hours         |
| March 5       |             | OTC Main Campus |
| STEVE MAKOSKI |             | \$34            |

This course reviews common machine guarding hazards, types of guards and devices, and basic principles of machine guarding. It also helps identify problems in machine guarding program and discusses documentation and record keeping.

**CET-556-01 Indoor Mold Contamination-Inspection and Risk Assessment**

|                 |               |                 |
|-----------------|---------------|-----------------|
| Thursday        | 9:00AM-5:00PM | 8 Hours         |
| March 20        |               | OTC Main Campus |
| MICHAEL JOHNSON |               | \$61            |

This course has been developed for professionals who have been or may be involved in the investigation and resolution of indoor mold issues. Discussion includes initial site inspections, sampling, making recommendations on remediation and final inspection and clearance.

**CET-257-01 EPA Review & Testing Workshop**

|                |             |              |
|----------------|-------------|--------------|
| Friday         | 1:00-5:30PM | 4.5 Hours    |
| March 7        |             | Lincoln Hall |
| DAVID RICHARDS |             | \$135        |

**CET-257-02 EPA Review & Testing Workshop**

|               |             |              |
|---------------|-------------|--------------|
| Friday        | 1:00-5:30PM | 4.5 Hours    |
| March 14      |             | Lincoln Hall |
| STEVEN DUNCAN |             | \$135        |

The study guide is included in the tuition; please request your copy at the time of registration. Review time is 1:00-3:00 PM and testing will be 3:30-5:30 PM.

### **CET-557-01 Indoor Mold Contamination-Choosing and Supervising Proper Remediation**

Thursday 9:00AM-5:00PM 8 Hours  
April 3 OTC Main Campus  
MICHAEL JOHNSON \$61

This course has been developed for professionals who have been or may be involved in the investigation and remediation of indoor mold. Discussion includes the actual remediation of mold, including construction remodeling activities. This course also provides a basic overview critical to understanding basic controls necessary during remediation, including worker and occupant protection. In addition to Continuing Education Units (CEUs), American Society of Home Inspectors (ASHI) credits have been requested.

### **CET-345-01 Industrial Hygiene & Monitoring**

Thursday 6:00-9:00PM 12 Hours  
February 6- February 27 OTC Main Campus  
MICHAEL JOHNSON \$65

This course is for those individuals who are interested in monitoring the workplace for hazards which may involve chemical or biological exposures and setting up a basic hygiene program. The body of the course will cover Recognitions of Hazards such as: Industrial Toxicology, Gases, Vapors, Solvents, Particulates, Noise, Radiation, and Biological Hazards. Evaluating hazards will be discussed and the methods of sampling and includes interpreting their results.

## **Quality Management Systems**

### **CET-506-01**

#### **ISO 9001:2000 Strategic Planning and Assessment**

Tuesday 8:00AM-5:00PM 8 Hours  
April 15 OTC Main Campus  
MAGGIE KRACKE \$95

This training will help develop a strategic plan to achieve ISO 9001:2000 registration, including the determination of the scope of registration, the initial assessment of the organization, the resource requirements, and a tentative timeline.

### **CET-507-01 ISO 9001:2000 Basic Systems & Theory**

Thursday 8:00AM-5:00PM 8 Hours  
April 17 OTC Main Campus  
MAGGIE KRACKE \$95

This training class is designed to develop an understanding of ISO 9001:2000 standards and how policies and procedures may be modified to bring the plant into compliance with ISO.

### **CET-553-01 Basics of Quality Auditing**

Tuesday & Wednesday 1:00-5:00PM 8 Hours  
May 6 & 7 OTC Main Campus  
DAVID FELIN \$55

This course covers the four main questions all audits should answer: Is there a procedure? Is the procedure being followed? Does the procedure meet the needs of the system? And what must be changed or improved to increase output quality?

### **CET-357-01 ISO 9000 Quality System Internal Auditor**

Tuesday/Wednesday 8:00AM-5:00PM 16 Hours  
May 27 & 28 OTC Main Campus  
DAVID FELIN \$97

This training class will help organizations plan for an audit,

prepare, perform and report any audit findings. This class will also help determine if corrective action is needed, and how to determine the real causes of quality and management problems.

### **CET-564-01 ISO/TS 16949**

Tues/Wed/Thurs 8:00AM-5:00PM 24 Hours  
February 18- February 20 OTC Main Campus  
DUANE HOWARD \$279

ISO/TS 16949 is an ISO Technical Specification, which aligns existing automotive quality system requirements within the global automotive industry. In conjunction with ISO 9001:2000, ISO/TS 16949 specifies the quality system requirements for the design/development, production, installation, and servicing of automotive-related products.

### **CET-476-01 Statistical Process Control**

Tuesday & Thursday 1:30-4:30PM 6 Hours  
March 11 & 13 OTC Main Campus  
RICHARD STARK \$45

This training course offers an introduction to critical Statistical Process Control (SPC) methodologies required by ISO and QS 9000. Learn how to organize for the implementation of SPC techniques, then implement and use the techniques to improve process performance and reduce costs of production.

### **CET-485-01 Six Sigma**

Tuesday & Wednesday 8:00AM-12:00PM 8 Hours  
February 11 & 12 OTC Main Campus  
DUANE HOWARD \$98

Six Sigma is a measure of quality that strives for near perfection. Six Sigma is a disciplined, data-driven approach and methodology for eliminating defects through process improvement and variation reduction. Six Sigma derives its name from the objective of establishing six standard deviations between the mean and the allowable specification limits.

## **Welding**

### **CET-329-01 Essentials of Welding**

Friday 5:30-8:00PM 20 Hours  
February 7-April 4 Industry & Transportation Ctr.  
BRIAN PRUITT \$165

Introduces the fundamentals of the welding process and then provides hands on practice to allow students to develop essential welding skills. Covers both theory and practice of oxy fuel gas welding and cutting process shield metal- arc welding and MIG welding. Tuition includes the welding lab fee. **Students must bring welding gloves and safety glasses to first class and wear a long-sleeve shirt.**

### **CET-330-01 Advanced Welding Skills**

Friday 5:30-8:00PM 15 Hours  
April 11-May 16 Industry & Transportation Ctr.  
BRIAN PRUITT \$123

Designed to expand welding skills. Covers both theory and practice of oxy fuel gas welding, shield metal-arc welding, TIG and MIG welding, and plasma cutting. Students will work with mild steel, stainless steel and aluminum metals. Tuition includes the welding lab fee. **Students must bring welding gloves and safety glasses to first class and wear a long sleeve shirt.**

## **Pneumatics & Hydraulics**

### **CET-520-01 Understanding Basic Hydraulics**

Wednesday 1:00-5:00PM 16 Hours  
April 30-May 21 OTC Main Campus  
BILL SHIREMAN \$115

This course covers hydraulic principles, types of hydraulic fluids, and their characteristics, components of the hydraulic system and their function, including filters and strainer, reservoirs and accumulator, pumps, piping, tubing and hoses, control valves, relief valves, and actuating devices.

### **CET-260-01 Industrial Hydraulics**

Monday/Wednesday 5:30-8:20PM 75 Hours  
January 13-May 7 Industry & Transportation Ctr.  
TOM RALLS \$218

This course will provide fundamental instruction in the theory and application of hydraulics in industrial and institutional settings. Course topics will include hydraulic diagrams and symbols, OSHA safety lockout and tagout, power sources, manual control and electrical control of valves, cylinders and motors. Solenoids, pressure, proximity and photoelectric control circuits will be applied to hydraulic systems. Call the OTC bookstore for the required textbook. May be taken for credit IMT 210.

### **CET-522-01**

#### **Developing Hydraulic Troubleshooting Skills**

Wednesday 1:00-5:00PM 16 Hours  
May 28-June 18 OTC Main Campus  
BILL SHIREMAN \$115

This course covers planned system maintenance, specific repair/replacement recommendations based on system diagnosis and troubleshooting valves, cylinders, pumps and motors.

### **CET-521-01 Understanding Basic Pneumatics**

Tuesday 1:00-5:00PM 16 Hours  
April 29-May 20 OTC Main Campus  
BILL SHIREMAN \$115

This course covers how work, force, and energy are applied to the principles of pneumatics. Shows principles of reciprocating, positive displacement, rotary, and dynamic air compressors, primary and secondary air treatment, including moisture removal, oil scrubbers, contaminates filtration, and lubrication.

### **CET-523-01**

#### **Developing Pneumatic Troubleshooting Skills**

Tuesday 1:00-5:00PM 16 Hours  
May 27-June 17 OTC Main Campus  
BILL SHIREMAN \$115

This course covers system diagnosis and step-by-step troubleshooting recommendations. Specific maintenance practices for air compressors, control valves, air motors, electrical components, and pneumatic/hydraulic hybrid systems.

## **Electricity & Electronics**

### **CET-353-01 Electrical Seminar**

Wednesday & Thursday 4:00-9:00PM 10 Hours  
February 5 & 6 OTC Main Campus  
KEVIN PIERCE \$75

### **CET-353-02 Electrical Seminar**

Wednesday & Thursday 12:00-5:00PM 10 Hours  
February 26 & 27 OTC Main Campus  
KEVIN PIERCE \$75

This seminar is designed for electricians, company owners and engineers who desire a better understanding of the National Electrical Code. The first day will cover grounding and bonding. Participants will be equipped with the skills and knowledge that will give them a good working understanding of the topics in article 250. The second day will be an overview of the 2002 National Electrical Code changes. Handouts and an illustrated book of code changes will be included in the tuition of the seminar. Time will be allowed for questions and answers. Participants should bring their own copies of the code book.

### **CET-169-01 Electricity II**

Tuesday 5:30-8:30PM 45 Hours  
February 4-May 13 Lincoln Hall  
CARL LOCKE \$208

### **CET-169-02 Electricity II**

Thursday 5:30-8:30PM 45 Hours  
February 6-May 15 Lincoln Hall  
CARL LOCKE \$208

### **CET-169-70 Electricity II**

Monday 6:00-9:00PM 45 Hours  
January 27-May 19 Branson  
STAFF \$221

Devoted to three-phase power and motor controls. Included are connections for transformers and motors, motor circuit protection, and power calculations. Controls include magnetic starters, contactors, relays, pneumatic timers, selectors switches, and push buttons.

### **CET-368-01 Electrical Exam Prep**

Thursday 5:00-7:30PM 30 Hours  
February 13-May 1 Continuing Ed. Ctr.  
KEVIN PIERCE \$250

This class is designed for electricians, both apprentices and journeymen who want a better understanding of the electrical field and the National Electrical Code. The class will be based on the 2002 NEC, and will cover such topics as: code calculations, grounding, branch circuits, services, separately derived systems, motors calculations and voltage drop. Participants will be equipped with a better understanding of the code along with preparation necessary for taking the journeyman or Masters City exam. If you are an electrician, this class is for you!

### **CET-369-01**

#### **Code Calculations & Separately Derived Systems**

Wednesday & Thursday 12:00-5:00PM 10 Hours  
May 7 & 8 OTC Main Campus  
KEVIN PIERCE \$60

This two day seminar is a *must attend* for anyone who works in the electrical field. The first day will cover Separately Derived Systems. We will look at the complete electrical system, from the branch circuit, wire sizes, to the grounding of the system. Code Calculations will be covered on the second day. The topics will include service loads, motors, voltage drop and much more. Bring your calculators and your code book to the first class.

**CET-727-01 Basics of Electronics/DC**

Tuesday 7:00-9:30PM 15 Hours  
 February 4-March 11 OTC Main Campus  
 HENRY HARTMANN \$78

**CET-727-70 Basics of Electronics/DC**

Wednesday 6:00-8:30PM 15 Hours  
 February 5-March 12 Branson  
 HENRY HARTMANN \$86

Basic electron theory of current flow, design and analysis of DC series. Parallel and series/ parallel circuitry, familiarization of electronic components and their use. Learning the proper use of electronic test equipment, and correct soldering technique is covered. Call the OTC bookstore for the required book.

**CET-729-01 Basics of Electronics/AC**

Tuesday 7:00-9:30PM 15 Hours  
 March 18-April 22 Industry & Transportation Ctr.  
 HENRY HARTMANN \$78

**CET-729-70 Basics of Electronics/AC**

Wednesday 6:00-8:30PM 15 Hours  
 March 19-April 23 Branson  
 HENRY HARTMANN \$86

Study of resistors, inductors, and capacitors in AC series, parallel & series/parallel circuits. Learn voltage, current and power phase relationships, and fundamentals of filter and resonant circuits. Several linear and digital integrated circuits are explored. Call the OTC bookstore for the required book.

**CET-568-01 Linear Electronics**

Monday/Wednesday 5:30-8:20PM 75 Hours  
 January 13-May 7 Lincoln Hall  
 JAMES COX \$218

Tunnel diodes, bipolar junction transistors, field effect transistors and the op-amp are studied in depth. Basic optoelectronic devices used in the emerging field of Photonic devices are introduced. Amplifier and oscillator circuits are analyzed using both schematic diagrams and system block diagrams. Circuit construction, testing of component parts and complete circuits with VOM, signal generator, function generator and oscilloscope is emphasized. Basic troubleshooting skills are developed. Call the OTC bookstore for the required textbook. May be taken for credit ELT 152. Instructor permission required.

**CET-514-01 Electrical Troubleshooting Skills**

Thursday 8:00AM-5:00PM 16 Hours  
 June 12 & 19 OTC Main Campus  
 EDWARD BOYLE \$115

This course covers the use of schematic diagrams, determining sequence of operation, and the use of building diagrams and single-line diagrams. It includes troubleshooting procedures for control circuits and combination starters and explains troubleshooting practices on DC and AC motors, identifying unmarked leads on 3-phase delta and Y-connected motors, and troubleshooting lighting systems.

**CET-513-01****Understanding Basic AC Control Equipment**

Wednesday 8:00AM-5:00PM 16 Hours  
 May 21 & 28 OTC Main Campus  
 CHUCK ADAMS \$115

This unit covers the broad range of industrial motor starting and control equipment, including NEMA sizes and rating. Includes pushbutton control stations, limit switches, mercury switches, mechanical and magnetic plugging, foot switches, pressure,

temperature, and float switches. Special applications including timers, counters, control, and sequencing relay systems, and control.

**CET-508-01 Using Electrical Measuring Instruments**

Wednesday 8:00AM-12:00PM 16 Hours  
 April 23-May 14 OTC Main Campus  
 EDWARD BOYLE \$115

This unit covers the principles on which electrical test instruments operate. DC instruments covered included voltmeter, ammeter, and wattmeter. Describes use of ohmmeter and megohmmeter, AC metering, Split core ammeter, use of current and potential transformer. Covers broad range of special instruments, including watt-hour meter, bridge circuits, indicating and recording instruments.

**CET-509-01****Implementing a Preventive Maintenance Program**

Wednesday 8:00AM-5:00PM 8 Hours  
 April 16 OTC Main Campus  
 EDWARD BOYLE \$82

This class covers what Preventive Maintenance is and why it is necessary. Develops procedures for setting up a practical PM program and describes effects of PM on scheduled and unscheduled work. Explains the requirements and advantages of the program as it applies to maintenance management.

**CET-510-01 Operating & Maintaining DC Equipment**

Tuesday 8:00AM-5:00PM 16 Hours  
 May 20 & 27 Industry & Transportation Ctr.  
 EDWARD BOYLE \$115

This unit covers DC power applications in industry, types of DC generators, operating characteristics of DC motors, armature principles, maintenance and repair, types of DC relays, controllers, over speed and overload protection, drum controllers, reversing controllers, dynamic braking, DC power supplies, diodes, semiconductors, and DC maintenance practices.

**CET-511-01****Operating & Maintaining Single-Phase Motors**

Thursday 8:00AM-5:00PM 16 Hours  
 May 22 & 29 Industry & Transportation Ctr.  
 BILL SHIREMAN \$115

This unit covers the types and operating principles of all common single phase motors. NEMA motor standards are explained as well as how to identify motor leads on split-phase, capacitor-start and run, permanent-split capacitor, and repulsion motors. General maintenance procedures on all single phase motors are addressed.

**CET-512-01****Operating & Maintaining Three-Phase System**

Tuesday 8:00AM-5:00PM 16 Hours  
 June 10 & 17 Industry & Transportation Ctr.  
 EDWARD BOYLE \$115

This unit covers three-phase motor principles for induction, synchronous, and multi-speed dual-voltage motors. Gives recommended maintenance practices for large AC motors. Covers principles of three-phase motor starters, start, reversing, jogging, alternator principles and operation as well as three-phase power distribution systems.



## Computer Aided Drafting

### **CET-071-01 Introduction to AutoCAD**

Friday 5:30-8:30PM 24 Hours  
February 7-April 4 Industry & Transportation Ctr.  
BRUCE SPANGENBERG \$128

Basic AutoCAD Release 2000. Geometric shapes, orthographic projections and file management will be discussed with hands-on experience. Prerequisite: previous computer experience.

### **CET-344-01 AutoCAD Level II**

Friday 5:30-8:30PM 15 Hours  
April 11-May 9 Industry & Transportation Ctr.  
BRUCE SPANGENBERG \$88

Using AutoCAD Release 2000, floor plans, gears, sheet metal and civil survey applications will be done in class. Prerequisite: previous AutoCAD experience.

### **CET-295-01 Computer Aided Manufacturing I Hydraulic**

Monday/Wednesday 6:00-8:50PM 75 Hours  
January 13-May 7 Industry & Transportation Ctr.  
STAFF \$218

A fundamental course designed to introduce students to Computer Aided Manufacturing terminology and programming. Practical laboratory assignments are used extensively. Call the OTC bookstore for the required textbook. May be taken for credit MTT 145.

## Environmental Management

### **CET-558-01 Basic Environmental Laws & Regulations**

Wednesday 6:00-9:00PM 6 Hours  
April 9 & 16 OTC Main Campus  
MICHAEL JOHNSON \$52

Basic Environmental Laws and Regulations is a course for individuals interested in the environment and those regulations provided to protect both the environment and individuals. An overview of the EPA organization, its regulatory process, inspection procedures and citation and penalty process will be discussed. A basic overview of EPA laws and regulations that effect the daily operations of business are the topics that will be covered. Finally, a review of Missouri State Laws and Regulations will be discussed.

### **CET-493-01 Basic Wastewater Technology**

Tuesday 1:00-5:00PM 16 Hours  
February 4-February 25 OTC Main Campus  
RALPH THAEMILITZ \$120

This course covers the nature, use, and properties of water. It traces the history of water treatment methods from ancient times to today's sophisticated systems. The effects of chemical and biological factors on the purity of water are explained.

### **CET-565-01 Wastewater Treatment Processes**

Tuesday 1:00-5:00PM 16 Hours  
March 4-March 25 OTC Main Campus  
RALPH THAEMILITZ \$120

This course covers the various stages of wastewater treatment. It goes into detail on the removal of solids, and then explains the use of chemical and biological processes for water purification. Finally, it covers the treatment and disposal of the extracted solids.

## Technical Communications

### **CET-543-01 Effective Spoken Communication**

Wednesday 8:00AM-5:00PM 8 Hours  
March 12 OTC Main Campus  
DEAL TONEY \$85

This course covers how to use various communication tools. Identifies the different levels of verbal and nonverbal language. Discusses the importance of listening, explains how to motivate personnel through effective communication.

### **CET-544-01 Effective Written Communication**

Thursday 8:00AM-5:00PM 8 Hours  
February 27 OTC Main Campus  
DEAL TONEY \$85

This course covers how to organize written communication. Identifies parts of speech, phrases, clauses, and sentences. Explains importance of syntax. Discusses mechanics of structure and punctuation.

### **CET-566-01 Developing Troubleshooting Skills**

Thursday 8:00AM-12:00PM 16 Hours  
April 17-May 8 OTC Main Campus  
DEAL TONEY \$135

This course explores the subject of troubleshooting and the importance of proper maintenance procedures. It covers working with others, aids in communication, and trade responsibilities. It also outlines troubleshooting techniques and aids, focusing on specific maintenance tasks. Breakdown maintenance, and planned maintenance.

## *Home Inspections*

### **CET-334-01 Home Inspections**

Tuesday 6:00-9:45PM 34 Hours  
March 25-May 20 Continuing Ed. Ctr.  
RICHARD VIRNIG \$210

### **CET-334-02 Home Inspections**

M/T/W/TH/F 9:00AM-4:30PM 34 Hours  
March 17-March 21 Continuing Ed. Ctr.  
RICHARD VIRNIG \$210

Learn how to start a home inspection service business. This class includes discussions of the exterior and interior of a home; roofs, gutters, windows, doors, foundations, landscaping, attics, interior rooms, bathrooms, kitchens, and basements (check list provided). Also includes plumbing, electrical, heating and air conditioning systems. Discussion includes environmental concerns (radon, asbestos, lead, etc.). Handout materials provided to illustrate the process from starting and marketing the business to completing a sample home inspection check list. Some course time will be used for field trips. This course is approved for 29 ASHI Membership Renewal Credits. Call the OTC bookstore for the current price of the required textbook.  
***This class does not qualify for the VIP program.***

## American Production & Inventory Control Society

APICS offers the following internationally recognized certification programs: Certified in Production and Inventory Management (CPIM) and Certified in Integrated Resource Management (CIRM). APICS certification is known around the world as a standard of professional competence in business and manufacturing.

® CPIM provides you with powerful skills to predict outcomes and apply methods that achieve results; professional credibility and recognition as a valued resource; enhanced technical knowledge and expertise, and the ability to learn at your own pace.

® CPIM provides your organization with increased productivity, profitability and competitiveness, knowledgeable employees, and superior problem solving skills and cost effective curriculum for employee education.

To order your textbook, contact the APICS bookstore at [www.apics.org](http://www.apics.org), or call 800-444-2741.

### CET-266-01 Basics of Supply Chain Management

Tuesday 5:30-8:30PM 24 Hours  
January 28-March 18 OTC Main Campus  
JIM ROGERS \$150

Basics of Supply Chain Management is the introductory course covering the basics of six specific APICS modules. These include Inventory Management, Material & Capacity Requirements Planning, Just-in-Time, and Systems & Technologies. This course is recommended as the first step for participants interested in pursuing APICS Certification or for those new to the field of Resource Management **Call 800-444-2741 to order the book for this class, participant guide number 09122.**

### CET-313-01 Master Planning of Resources

Tuesday 5:30-8:30PM 24 Hours  
March 25-May 13 OTC Main Campus  
JIM ROGERS \$150

The course focuses on developing and validating a plan of supply, relating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. Also presented will be methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule. **Call 800-444-2741 to order the book for this class, participant guide number 09122.**

## Construction Technology

### CET-221-01 Residential Print Reading

Wednesday 6:00-9:00PM 30 Hours  
February 5-April 9 OTC Main Campus  
DAVID LOWRY \$140

Essentials of print reading for the building trades will be studied. Extensive use of print reading information from working drawings and printmaking techniques needed to read and interpret finished plans will be covered. Standards, symbols, abbreviations and terms used on prints also included. Student will use completed plans, trade plans and working drawings to help acquire skills needed to read residential prints. Call the OTC bookstore for the required book.

### CET-244-01 Construction Estimating & Scheduling

Thursday 6:00-9:00PM 24 Hours  
March 6-April 24 OTC Main Campus  
RANDAL FRIGA \$140

An introduction to estimating methods and development of quality takeoff methods for construction jobs. Computer programs will be discussed. Pencil/paper methods will be used. Introduction of materials and job activity scheduling.

### CET-342-70

#### Basic Heating, Ventilation & Air Conditioning

Tuesday 6:00-8:00PM 16 Hours  
February 4- March 25 Branson  
TOMMY MAJORS SR \$77

Basics of heating, ventilation, and air conditioning components and operation.

### CET-349-01

#### Insulating Concrete Form Construction Skills

Tuesday/Thursday 6:00-8:00PM 10 Hours  
March 4-March 18 Continuing Ed. Ctr.  
ELISE CRAIN \$128

Prepares the student to use insulated concrete forms in construction projects. Covers safety, forms & tools, planning & setting the forms, placing the concrete, and utilities & finishes. Students are required to perform a three-hour hands-on field work assignment at a job site after completing the 10 hours of classroom work.

## Training Resource Group Professional Services

The Training Resource Group has developed a comprehensive system of value-added management, individual problem solving, and process optimization. The Training Resource Group will work with your company to identify a path suitable for your culture while clearly defining a sequence of methods that ensure successful implementation. Our years of implementation experience and industry affiliates, make the Training Resource Group your perfect partner on your journey to becoming a world-class enterprise. To begin our journey together call (417) 895-7158.

# Youth Community School

*The Sky's the Limit*



## CEY-802-01 Young Chefs

Thursday 5:30-7:30PM 10 Hours  
 April 3-May 1 Kickapoo  
 STAFF \$50

**Ages 8-10.** Learn to prepare your own food! Breakfast, lunch, dinner, party foods, desserts, *kitchen safety*, and of course, table manners. A fun, cook and eat class. **Supply fee (\$7.50) is to be paid to the instructor the first night of class.**

## CEY-980-01 Basic Cake Decorating

Monday 6:00-8:00PM 8 Hours  
 February 24-March 17 Hillcrest  
 MARY TINDALL \$45

**Ages 10-15.** Basic cake decorating techniques incorporating the Wilton Method Course I textbook covering preparation of icings, decorating tools, basic borders, the rose, and figure piping. **A \$5 textbook fee is to be paid to the instructor the first night of class.** Students are responsible for baking and icing cakes outside of class for the 2nd, 3rd, and final sessions for decorating in class. Supply cost is approx. \$30.

## CEY-978-01 Adventures with Harry Potter

Thursday 6:00-8:00PM 8 Hours  
 March 6-March 27 Lincoln Hall  
 DONITA COX \$41

**Ages 8-13.** This course will take you into the adventures of Harry Potter and his friend, by reading or rereading the story, creating exciting projects, and engaging in magical activities. Bring your copy of Harry Potter to class with you.

## CEY-937-01 Web Page Design

Saturday 12:00-2:00PM 16 Hours  
 February 1-April 5 OTC Main Campus  
 ALAN PEAVEY \$92

**Ages 11-15.** Design web-ready pages with Macromedia Dreamweaver that contains text, tables, images, hyperlinks, image rollovers, and e-mail correspondence links. Prerequisite: knowledge of Windows and computer skills.

## CEY-880-01 Computer Beginnings

Saturday 10:00AM-12:00PM 12 Hours  
 February 8-March 22 Technical Ed. Ctr.  
 PAUL WILLIAMS \$75

**Grades 4-7.** For beginners, this class starts with a discussion of computer equipment and terms, then gives some hands-on experience with programs used on the computer. Programs (software) to be discussed include Windows, word processing, spreadsheets and other applications.

## CEY-972-01 Animated Web Design with Flash

Saturday 9:00-11:00AM 16 Hours  
 March 1-April 26 OTC Main Campus  
 ALAN PEAVEY \$92

**Ages 11-15.** Create an animated multimedia autobiography using Macromedia Flash. Import and resize graphics and images, create simple and animated buttons. Add sounds and viewer-controlled interactions. Prerequisite: knowledge of Windows and computer skills.

## CEY-949-01 Computer Upgrade and Repair

Saturday 9:30AM-12:00PM 15 Hours  
 April 5-May 10 Continuing Ed. Ctr.  
 HENRY HARTMANN \$88

**Ages 7-15.** Learn basic computer terms, how to upgrade and do minor repairs on most computers. Includes hands-on lab time.

## CEY-961-01 Introduction to Visual Basic

Saturday 10:00-11:30AM 10.5 Hours  
 May 3-June 4 Technical Ed. Ctr.  
 PAUL WILLIAMS \$84

**Ages 12-16.** Visual Basic is a program designed to create programs to run on the Microsoft Windows operation system. This introductory class will show you how to create simple programs using a step-by-step method in easy to understand language. No previous programming experience necessary. A designing version of Visual Basic and an icon edition program will be handed out.

## CEY-969-01 Yoga for Kids

Wednesday 4:30-5:30PM 8 Hours  
 February 19-April 9 OTC Main Campus  
 SARA MANSFIELD \$41

**Ages 6-9.** In this class your child will learn and practice Yoga to develop the brain, heart, mind, body and spirit. We will incorporate storytelling, nature, health, learning to relax and having fun.

## CEY-970-01 Yoga for Kids

Wednesday 5:45-6:45PM 8 Hours  
 February 19-April 9 OTC Main Campus  
 SARA MANSFIELD \$41

**Ages 10-12.** In this class your child will learn and practice Yoga to develop the brain, heart, mind, body and spirit. We will incorporate storytelling, nature, health, learning to relax and having fun.

**Shirley Bowers  
offers the following  
Young Child  
Enrichment Classes**



**CEY-895-01 Cookie Time Bakery**

Thursday 5:30-7:30PM 10 Hours  
February 13-March 20 Kickapoo  
SHIRLEY BOWERS \$50

**Ages 8-13.** This bake shop is filled with mouth-watering, made-from-scratch holiday cookies, breads, coffee cakes, muffins, and rolls. Delicious, but not nutritious so students should come with protein and other healthy foods in their tummies to offset hunger. There are plenty of sweets at this hop! (Please, no sugary food before class!) **Supply fee (\$8) is to be paid to the instructor the first night of class.**

**CEY-873-01 Miss Shirley's Finishing School**

Thursday 5:30-7:30PM 10 Hours  
April 3-May 1 Kickapoo  
SHIRLEY BOWERS \$50

**Ages 5-9. (No exceptions!)** Miss Shirley teaches young ladies and gentlemen basic life skills, good manners, and proper etiquette. Classes focus on simple cooking and nutrition, table setting, manners, cleaning up after themselves, table etiquette, use of simple tools, how to ride a city bus, and laundry sorting. A Parents' Tea is held on the 4th class day and the last class includes a bus ride to Hemingway's Restaurant to practice our etiquette skills. The meal and bus fees are included in the supply fee. Problem solving and self-esteem building occur during every class! **Supply fee (\$12), includes weekly meals, bus ride & dinner out, and is to be paid to the instructor the first night of class.**

**CEY-867-01 Science Wizards**

Wednesday 5:30-7:30PM 10 Hours  
February 19-March 19 Glendale  
SHIRLEY BOWERS \$50

**Ages 7-9. (No Exceptions!)** Young scientists exercise their little gray brain cells to make discoveries in the earth, physical, and life sciences. The scientists learn how to keep their brains functioning at optimum levels with brain food and water. Hypothesis are developed and outcomes predicted with the multitude of hands-on experiments. Higher level thinking and organizational skills are utilized during every class. **Supply fee (\$4) is to be paid to the instructor the first night of class.**

**CEY-846-01 Cooking Monsters**

Monday 5:30-7:30PM 10 Hours  
March 31-April 28 Continuing Ed. Ctr.  
SHIRLEY BOWERS \$50

**Ages 4-7. (No exceptions!)** Young chefs are introduced to basic cooking, nutrition, table setting, health and safety in the kitchen, and manners. Chefs prepare a variety of foods related to the seasonal festivities and don't go home hungry! Cooks learn organizational, problem solving, and self-esteem skills at every class. **Supply fee (\$8) to the instructor the first night of class.**

**CEY-928-01 Miss Shirley's Advanced Finishing School**

Tuesday 5:30-7:30PM 10 Hours  
February 18-March 18 Parkview  
SHIRLEY BOWERS \$50

**Ages 9-13.** What every young lady and gentleman needs to know about proper etiquette, civility, communication, decision-making and cooking. Young ladies and gentlemen will learn and practice civility, independence, self-responsibility, and self-direction. Personal appearances and hygiene will be included in each class. Each week a meal will be cooked, the table set properly, and manners practiced as we dine. A tea will be prepared for the parents one week, and the last class we will ride the bus to Bass Pro where we will dine in the private dining room of Hemingway's Restaurant. Weekly dinners, the bus fare, and Hemingway's are included in the supply fee. **Supply fee (\$12) includes weekly meals and is to be paid to the instructor the first night of class.**

**CEY-929-01 We Dig It!**

Wednesday 5:30-7:30PM 10 Hours  
April 2-April 30 Glendale  
SHIRLEY BOWERS \$50

**Ages 4-8. (No Exceptions!)** Archeological digs highlight this class as we search for dinosaur bones, fossils, and Indian artifacts. Dinosaur habitats and habits come alive through dioramas, art, crafts, literature, and music. Young Paleontologists experience planning and executing an actual dig, complete with staking the site, sorting, and labeling pieces from the dig. Baking dinosaur cookies and cooking Dinosaur stew completes our fun. **Supply fee (\$5) is to be paid to the instructor the first night of class.**

**OTC'S Female Version  
of Mister Rogers**

Miss Shirley

My classes are an extension of who I am, says popular youth classes instructor Shirley Bowers. Shirley's business, Kids Express, produces programs and educational videos for children. The reward for me is watching children engaged in productive, educational activities while having fun. Ms. Shirley's approach is to treat all children as gifted, talented individuals and provide an environment that stimulates the thinking skills and challenges children to be the best that they can be.

**CEY-973-01 Beginning Guitar**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 5:30-6:30PM | 8 Hours  |
| February 6-April 10 |             | Kickapoo |
| CLINT HARRISON      |             | \$46     |

**Ages 7-12.** Learn to accompany yourself or others on the guitar while also learning some fundamentals of music and practice techniques. Acoustic guitar recommended. *Supply fee (\$8) is to be paid to the instructor the first night of class.*

**CEY-974-01 Beginning Guitar**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:40-7:40PM | 8 Hours  |
| February 6-April 10 |             | Kickapoo |
| CLINT HARRISON      |             | \$46     |

**Ages 13-16.** Learn to accompany yourself or others on the guitar while also learning some fundamentals of music and practice techniques. Acoustic guitar recommended. *Supply fee (\$8) is to be paid to the instructor the first night of class.*

**CEY-966-01 Percussion for Fun**

|                      |             |           |
|----------------------|-------------|-----------|
| Monday               | 6:00-7:00PM | 4 Hours   |
| February 24-March 17 |             | Hillcrest |
| ERIC ROSSEAU         |             | \$30      |

**Ages 7-12.** Explore rhythms on hand and finger drums from around the world. Emphasizes having fun while learning basic techniques that apply to percussion. Focuses on accompanying others and oneself on the instruments.

**CEY-890-01 Ballet and Tap Dance**

|                    |             |                          |
|--------------------|-------------|--------------------------|
| Wednesday          | 6:45-7:45PM | 10 Hours                 |
| February 5-April 9 |             | Chesterfield Family Ctr. |
| STACY POWERS       |             | \$50                     |

**Grades K-2.** Learn basic ballet and center work, including small combinations. Master the basic tap dance steps as you learn shuffle, flop and ball change.

**CEY-897-01 Ballet and Tap Dance**

|                    |             |                          |
|--------------------|-------------|--------------------------|
| Wednesday          | 8:00-9:00PM | 10 Hours                 |
| February 5-April 9 |             | Chesterfield Family Ctr. |
| STACY POWERS       |             | \$50                     |

**Grades 3-6.** Learn basic ballet and center work, including small combinations. Master the basic tap dance steps as you learn shuffle, flop and ball change.

**CEY-919-01 Snowy Science**

|                        |             |          |
|------------------------|-------------|----------|
| Thursday               | 5:30-7:30PM | 10 Hours |
| January 30-February 27 |             | Kickapoo |
| LINDA LAWRENCE         |             | \$50     |

**Grades 3-6.** Learn all about snowflakes, winter animals and the wonders of winter. Activities include growing a snowflake in a jar, making an ice candle, a cloud in a bottle, a snow gauge, edible glaciers and more. Students will make cookies and snowmen accessories on the last day of class, and parents may view the snow activities and enjoy the cookies and refreshments. A snow activity, or a set of snow activities will make a good science fair project.

**CEY-839-01 Juggling and Circus Skills**

|                     |             |                          |
|---------------------|-------------|--------------------------|
| Tuesday             | 5:30-7:00PM | 9 Hours                  |
| February 4-March 11 |             | Oak Grove Community Ctr. |
| GARLAND OWENS       |             | \$46                     |

**Ages 8 to adult.** A fun activity. Develop eye-hand coordination, improve concentration and enhance self-esteem. *Supply fee (\$3) is to be paid to the instructor the first night of class.* Parent involvement highly encouraged.

**CEY-865-01 Horse Sense Day Camp**

|                     |               |            |
|---------------------|---------------|------------|
| Saturday            | 9:00AM-4:00PM | 7 Hours    |
| February 15         |               | Marshfield |
| CLIFF HARTMAN FARMS |               | \$35       |

**CEY-865-02 Horse Sense Day Camp**

|                     |               |            |
|---------------------|---------------|------------|
| Saturday            | 9:00AM-4:00PM | 7 Hours    |
| March 8             |               | Marshfield |
| CLIFF HARTMAN FARMS |               | \$35       |

**CEY-865-03 Horse Sense Day Camp**

|                     |               |            |
|---------------------|---------------|------------|
| Saturday            | 9:00AM-4:00PM | 7 Hours    |
| April 12            |               | Marshfield |
| CLIFF HARTMAN FARMS |               | \$35       |

**For children ages 6 and up.** Will learn about horse care, grooming, saddling and ground work with two sessions in the saddle. Must bring sack lunch. A horse related craft will be included. An additional \$40 horse rental fee will be required on the day of the class. This cost is not included with the tuition.

**CEY-956-01 Youth - Learn to Clog**

|                  |                               |         |
|------------------|-------------------------------|---------|
| Saturday         | 10:00-11:00AM                 | 4 Hours |
| March 1-March 22 | 1540 E. Stoneridge Dr. Ste. D |         |
| PAT DENNIS       |                               | \$25    |

**Ages 5-7.** Clogging is a great way for children to learn more about their heritage, while exercising and socializing with other children in group activities. Clogging shoes available for purchase but not required.

**CEY-971-01 Youth - Learn to Clog**

|                  |                               |         |
|------------------|-------------------------------|---------|
| Saturday         | 11:00AM-12:00PM               | 4 Hours |
| March 1-March 22 | 1540 E. Stoneridge Dr. Ste. D |         |
| PAT DENNIS       |                               | \$25    |

**Ages 8-12.** Clogging is a great way for children to learn more about their heritage, while exercising and socializing with other children in group activities. Clogging shoes available for purchase but not required.

**CEY-823-01 Beginning Photography**

|                      |             |          |
|----------------------|-------------|----------|
| Wednesday            | 6:00-7:00PM | 8 Hours  |
| February 19-April 16 |             | Glendale |
| STAFF                |             | \$41     |

**Grades 5-8.** Students will become acquainted with the 35mm camera and its many capabilities. Composition, special techniques, proper handling of the camera, knowledge of film, and a positive critique experience will also be explored. Students need to bring 35mm camera to class. Film and processing costs extra.

**CEY-957-01 Advanced Photography**

|                  |             |          |
|------------------|-------------|----------|
| Wednesday        | 7:00-8:00PM | 8 Hours  |
| March 5-April 30 |             | Glendale |
| STAFF            |             | \$41     |

**Grades 5-8.** Students will learn creative aspects of 35mm photography through experimentation with shutter and aperture controls, depth of field, film speed and motion, lighting techniques and composition. Students will need to bring a 35mm camera to class and two rolls of film. Film and processing costs extra.

**CEY-809-01 Image Building & Modeling**

|                      |             |          |
|----------------------|-------------|----------|
| Thursday             | 5:45-6:45PM | 8 Hours  |
| February 20-April 24 |             | Kickapoo |
| MARILYN WATSON       |             | \$41     |

**Grades 5-8.** This image improvement class will increase self-esteem, build confidence, and give you added potential. Classes are designed to bring out the model in you! So to be a model or look like one, this is an excellent start.

**CEY-861-01 It's ER and You're the Star!**

|                        |             |              |
|------------------------|-------------|--------------|
| Thursday               | 6:00-7:00PM | 5 Hours      |
| February 6-February 27 |             | Lincoln Hall |
| PATRICIA CLUTTER       |             | \$28         |

**Grades K-6.** Children are often first responders and can indeed make a difference! A general overview regarding first aid and a focus on specific issues of an emergency nature. Learning about health should include first aid training, which lends itself to good preventative care. A field trip to an emergency room is included. *Last session meets for two hours from 6:00-8:00PM.*

**CEY-819-01 Fun With Math Level I**

|                    |             |          |
|--------------------|-------------|----------|
| Thursday           | 5:30-6:30PM | 8 Hours  |
| January 30-April 3 |             | Kickapoo |
| JAMES BLACKWELL    |             | \$41     |

**CEY-819-02 Fun With Math Level I**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 5:30-6:30PM | 8 Hours  |
| February 4-April 1 |             | Parkview |
| STAFF              |             | \$41     |

**Grades 3-4.** Reinforce adding, subtracting, and multiplying with games and manipulatives. Numbers will be part of your life; learn to enjoy and have fun with math.

**CEY-820-01 Fun With Math Level II**

|                    |             |          |
|--------------------|-------------|----------|
| Thursday           | 6:45-7:45PM | 8 Hours  |
| January 30-April 3 |             | Kickapoo |
| JAMES BLACKWELL    |             | \$41     |

**CEY-820-02 Fun With Math Level II**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:45-7:45PM | 8 Hours  |
| February 4-April 1 |             | Parkview |
| STAFF              |             | \$41     |

**Grades 5-6.** Reinforce adding, subtracting, multiplying, and fractions with games and manipulatives. Numbers will be part of your life, learn to enjoy and have fun with math.

**CEY-558-01 Introduction to Acting**

|                         |             |                 |
|-------------------------|-------------|-----------------|
| Thursday                | 6:00-8:00PM | 8 Hours         |
| February 6- February 27 |             | OTC Main Campus |
| STAFF                   |             | \$41            |

**CEY-558-70 Introduction to Acting**

|                  |             |         |
|------------------|-------------|---------|
| Tuesday          | 6:00-8:00PM | 8 Hours |
| March 4-March 25 |             | Branson |
| DEBBIE CORBIN    |             | \$41    |

**Grades 3-6.** Do you ever like to pretend you are someone else? Whether you knew it or not, you are acting! This fun course teaches kids the basic acting techniques needed to give a performance. We'll learn stage terms, stage positions, and characterization skills. Parents may come the last evening to watch the kids perform in the reader's theatre.

**CEY-967-01 Preschool Painting**

|                      |                 |                     |
|----------------------|-----------------|---------------------|
| Monday               | 11:00AM-12:00PM | 8 Hours             |
| February 10-April 28 |                 | Continuing Ed. Ctr. |
| STAFF                |                 | \$41                |

**Ages 3-5.** From farm animals and family to community helpers...learn about the world around you through themed art classes. Let your creative side shine in this fun-filled group of young artists as you explore finger painting, watercolors and tempera paints! *Supply fee (\$20) is to be paid to the instructor the first night of class.*

**CEY-816-01 Beginning Drawing**

|                      |             |          |
|----------------------|-------------|----------|
| Thursday             | 6:00-7:00PM | 8 Hours  |
| February 13-April 17 |             | Kickapoo |
| KARLA TRAMMELL       |             | \$41     |

**CEY-816-02 Beginning Drawing**

|                     |             |         |
|---------------------|-------------|---------|
| Wednesday           | 6:00-7:00PM | 8 Hours |
| January 19-March 19 |             | Willard |
| STAFF               |             | \$41    |

**CEY-816-70 Beginning Drawing**

|                     |             |         |
|---------------------|-------------|---------|
| Monday              | 5:30-6:30PM | 8 Hours |
| February 10-April 7 |             | Branson |
| STAFF               |             | \$41    |

**Grades 4-6.** Learn contour drawing, sketching, proportions and comparisons, shading, depth/ distance and how to show texture. You will need a pencil, eraser (preferably white), unlined 9" x 12" paper.

**CEY-947-01 Drawing II**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:00-7:30PM | 9 Hours  |
| February 4-March 11 |             | Parkview |
| NANCY DAILEY        |             | \$46     |

**Grades 4-6.** Learn to draw landscapes, illustrate people and animals in motion, create depth and perspective without a ruler. Bring pencil, eraser (preferably white) and unlined paper 9" x 12" or larger.

**CEY-822-01 Cartooning**

|                      |             |          |
|----------------------|-------------|----------|
| Wednesday            | 6:00-7:30PM | 12 Hours |
| February 19-April 16 |             | Glendale |
| JARED COOPER         |             | \$59     |

**Grades 5-7.** Funny cartoons and other art things will be explored.

**CEY-944-01 Creativity Unlimited**

|             |                |                    |
|-------------|----------------|--------------------|
| Saturday    | 11:30AM-1:30PM | 4 Hours            |
| March 1 & 8 |                | Technical Ed. Ctr. |
| STAFF       |                | \$23               |

**Grades 1-3.** Young artists will explore basic and multimedia techniques in drawing, painting, collage. Bring pencil, scissors, glue, crayons, markers and paint shirt. A \$10 fee for special supplies is to be paid to the instructor the first day of class.

**CEY-842-01 Clay Modeling**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 5:30-6:30PM | 6 Hours  |
| February 5-March 12 |             | Glendale |
| JOSHUA GILLESPE     |             | \$32     |

**Grades K-3.** Explore possibilities in three dimensional materials. Creative, inventive and lots of fun! *Supply fee (\$9) to be paid to the instructor the first night of class.*

**CEY-868-01 Teen Times Childcare**

|                  |             |           |
|------------------|-------------|-----------|
| Monday           | 6:00-8:00PM | 4 Hours   |
| April 7-April 14 |             | Hillcrest |
| LYNN BECKER      |             | \$23      |

**CEY-868-02 Teen Times Childcare**

|                |             |          |
|----------------|-------------|----------|
| Thursday       | 6:00-8:00PM | 4 Hours  |
| April 24-May 1 |             | Kickapoo |
| LYNN BECKER    |             | \$23     |

**Grades 6-8.** The purpose of this class is to instruct and prepare youth for the responsibilities of babysitting. Topics included are: responsibilities of the parent and sitter, characteristics of the good sitter, understanding special needs of children at various ages and handling special emergency situations. Certificate awarded at completion of course.

**CEY-806-01 Beginning Sign Language I**

|                      |             |          |
|----------------------|-------------|----------|
| Thursday             | 5:00-6:00PM | 8 Hours  |
| February 20-April 24 |             | Kickapoo |
| DEBORAH WILL         |             | \$41     |

**CEY-806-02 Beginning Sign Language I**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 6:30-7:30PM | 8 Hours  |
| February 12-April 2 |             | Republic |
| KELLY THILL         |             | \$41     |

**Grades 1-3.** Offers the opportunity to learn basic sign language to communicate with deaf or hearing impaired individuals. Explores some deaf culture issues. Lots of fun activities to practice and reinforce vocabulary.

**CEY-913-01 Beginning Sign Language I**

|                      |             |          |
|----------------------|-------------|----------|
| Thursday             | 6:00-7:00PM | 8 Hours  |
| February 20-April 24 |             | Kickapoo |
| DEBORAH WILL         |             | \$41     |

**CEY-913-02 Beginning Sign Language I**

|                     |             |          |
|---------------------|-------------|----------|
| Wednesday           | 7:40-8:40PM | 8 Hours  |
| February 12-April 2 |             | Republic |
| KELLY THILL         |             | \$41     |

**Grades 4-7.** Children learn basic manual communication skills to communicate with their hearing impaired friends or relatives.

**CEY-815-01 French for Fun**

|                    |             |          |
|--------------------|-------------|----------|
| Wednesday          | 6:30-7:30PM | 8 Hours  |
| February 5-April 2 |             | Glendale |
| CLINT MCCONNELL    |             | \$41     |

**Grades 5-6.** Class will offer an introduction to the French language for 5th & 6th graders who want to try out the language to see if it would interest them for future schooling. Emphasis would be placed on cultural awareness and peer differences and things in common. A basic language awareness will be taught through the use of visual aides.

**CEY-985-01 Beginning Russian**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 5:30-6:30PM | 8 Hours  |
| February 6-April 10 |             | Kickapoo |
| NATALYA VARLAMOVA   |             | \$41     |

**Grades 1-3.** Discover the world of Russian children. This class will offer an introduction of the Russian language through fun activities that are centered around simple phrases, vocabulary and numbers, as well as topics about daily life of Russian children.

**CEY-986-01 Beginning Russian**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:40-7:40PM | 10 Hours |
| February 6-April 24 |             | Kickapoo |
| NATALYA VARLAMOVA   |             | \$50     |

**Grades 4-6.** Explore Russia, and learn the words and phrases most frequently used in Russian. Speak Russian and have fun discussing the Russian school system, holidays, customs, and food. Discover the differences and things in common.

**CEY-817-01 Beginning Spanish**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 5:30-6:30PM | 8 Hours  |
| February 4-March 25 |             | Parkview |
| NORMA WELLEVERIONG  |             | \$42     |

**CEY-817-70 Beginning Spanish**

|                     |             |         |
|---------------------|-------------|---------|
| Wednesday           | 5:30-6:30PM | 8 Hours |
| February 5-March 26 |             | Branson |
| AMY WATTS           |             | \$42    |

**Grades 1-3.** Class will offer an introduction of the Spanish language and its structure, lots of practice on frequently used words and phrases. Relax, have fun and learn.

**CEY-814-01 Deutsch Fur Kinder**

|                  |             |          |
|------------------|-------------|----------|
| Wednesday        | 5:00-6:00PM | 8 Hours  |
| March 5-April 30 |             | Glendale |
| JOANN JIRIK      |             | \$41     |

**Grades 3-6.** Speak, sing and have fun in German. Learn simple phrases, vocabulary and numbers as well as German culture. Fun activities are centered around the vocabulary that you learn.

**CEY-818-01 Beginning Spanish**

|                     |             |          |
|---------------------|-------------|----------|
| Tuesday             | 6:45-7:45PM | 8 Hours  |
| February 4-March 25 |             | Parkview |
| NORMA WELLEVERIONG  |             | \$42     |

**Grades 4-6.** A brief explanation of the language and its structure, and lots of practice on daily conversation. Relax, have fun and learn!

**CEY-968-01 Beginning Spanish**

|                     |             |          |
|---------------------|-------------|----------|
| Thursday            | 6:00-7:00PM | 8 Hours  |
| February 6-April 10 |             | Kickapoo |
| NORMA WELLEVERIONG  |             | \$41     |

**Grades 7-9.** This class will offer an introduction of the Spanish language and its structure, lots of practice on frequently used words and phrases. Relax, have fun and learn.

**CEY-891-01 Spanish II**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 5:30-6:30PM | 5 Hours  |
| April 1-April 29   |             | Parkview |
| NORMA WELLEVERIONG |             | \$28     |

Continuation of Spanish for **grades 1-3.**

**CEY-892-01 Spanish II**

|                    |             |          |
|--------------------|-------------|----------|
| Tuesday            | 6:45-7:45PM | 5 Hours  |
| April 1-April 29   |             | Parkview |
| NORMA WELLEVERIONG |             | \$28     |

Continuation of Spanish I for **grades 4-6.**

**CEY-982-01 Beginning Chinese**

|                      |               |                 |
|----------------------|---------------|-----------------|
| Saturday             | 10:00-11:00AM | 5 Hours         |
| February 22-March 22 |               | OTC Main Campus |
| SAM SONG             |               | \$28            |

**Grades K-3.** Designed for beginners who are interested in learning how to carry on a basic conversation in Chinese. Students will also learn simple Chinese characters and basic pronunciation.

**CEY-983-01 Beginning Chinese**

|                      |                 |                 |
|----------------------|-----------------|-----------------|
| Saturday             | 11:00AM-12:00PM | 5 Hours         |
| February 22-March 22 |                 | OTC Main Campus |
| SAM SONG             |                 | \$28            |

**Grades 4-8.** Designed for beginners who are interested in learning how to carry on a basic conversation in Chinese. Students will also learn simple Chinese characters and basic pronunciation.

**CEY-991-01 The Art of Storytelling for Kids**

|                    |             |                 |
|--------------------|-------------|-----------------|
| Tuesday            | 5:30-7:30PM | 4 Hours         |
| March 4 & March 11 |             | OTC Main Campus |
| NANCY SHELTON      |             | \$23            |

**Ages 9-14.** Learn the basics of the oral tradition and enjoy storytelling to your family, friends and teachers as well as other audiences. You will learn many storytelling games that will help tell you story while learning fundamental skills. Participants will be able to choose their own story to tell and practice developing. Fund and educational. Resources and other storytelling opportunities will be provided.

**CEY-994-01 The Art of the Afternoon Snack**

Saturday 8:30AM-1:00PM 4.5 Hours  
February 22 Information Commons West  
LOU RICE \$55

In this workshop, kids and a grown-up of choice will learn how to make fun and healthy snack foods with Chef Lou Rice, director of the OTC Chef Apprenticeship program. Join us for this fun, family adventure! Fee includes recipes, apron & best of all, the experience of sampling all the snacks prepared.

**Early Childhood Education**

**CEYC-111-01 Improve Reading/Writing Skills**

Monday 7:00-9:00PM 12 Hours  
February 3-March 24 OTC Main Campus  
LORISSA GRAY \$59

Designed for teachers of preschool through third grade. Learn a new Reading/Writing idea a week to take back to your class to use tomorrow. Help make even your weakest reader or writer an author. Blackline masters, handouts, and everything you need to walk into your class and use tomorrow.

**CEYC-112-01 Teaching with Love & Logic**

Saturday 9:00AM-12:00PM 3 Hours  
February 8 OTC Main Campus  
SANDY HIGGINS \$19

Do you find yourself using up all your energy with someone else's kids? Would you like to have energy left over at the end of the day for yourself and your family? Would you like some tools to help you spend more time teaching and less time disciplining? The Love & Logic Institute has put together a teaching kit that will help make your days in the classroom a pleasure. They put responsibility back with the student, and help you establish healthy control in your classroom. Come learn from learn from Wendy Ryerson and Sandy Higgins of Joy Works, two professionals actively using these inspiring techniques.

**ACT Exploration**

**CEY-829-01 ACT Exploration**  
Tuesday 6:00-7:30PM 7.5 Hours  
February 11-March 11 OTC Main Campus  
PAUL WILLIAMS \$39

**CEY-829-02 ACT Exploration**  
Tuesday 6:00-7:30PM 7.5 Hours  
March 18-April 15 OTC Main Campus  
PAUL WILLIAMS \$39

ACT Exploration classes are for students, **grade 9 through adults**, preparing for the ACT test. Must have textbook for first class. Call the OTC bookstore for the required book.

**Prospective Teachers**

*Do you enjoy teaching Non-Credit classes?*

We invite you to fill in this form and mail to:  
**OTC Continuing Education, P. O. Box 5958, Springfield, MO 65801**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (cell) \_\_\_\_\_ E-mail \_\_\_\_\_

Subject Areas \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Or you may call 895-7058 for an application, or to schedule an appointment.



# OTC Continuing Education Registration Form

## Continuing Education

www.otc.edu

Name \_\_\_\_\_ S.S. # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
 Birthdate \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_  
 Phone (cell) \_\_\_\_\_ E-Mail address \_\_\_\_\_

Method of payment:  Check enclosed payable to "OTC"  Discover  MC  Visa

Imprinted name on card \_\_\_\_\_

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

| Course # | Class Name | Date | Day | Class Time | Tuition |
|----------|------------|------|-----|------------|---------|
|          |            |      |     |            |         |
|          |            |      |     |            |         |
|          |            |      |     |            |         |
|          |            |      |     |            |         |

*Enroll now! You may register at any time before a class begins, if space is still available.*

*If you require special accommodations, please notify the office when registering.*

**Springfield Office Hours**  
 Monday-Thursday 8:00 AM - 7:00 PM  
 Friday 8:00 AM - 4:30 PM

**Branson Office Hours**  
 Monday - Friday  
 8:00 AM - 3:00 PM

*For your convenience you may register for classes by phone, fax, mail, or in person.*

- **Call to register with a credit card**  
 417-895-7180 (Springfield),  
 or 417-336-6239 (Branson ).
- **Mail** in your completed registration form with check or credit card information to:  
**OTC, Continuing Education, P. O. Box 5958,  
 Springfield, MO 65801.**
- **Fax** your completed registration form and credit card information to **417-895-7174** (Springfield) or **417-336-6278** (Branson).
- **Visit** us in person in Springfield at 800 East Central, or in Branson at 300 South Sixth Street.

**Confirmation Policy**

Once you are registered, *no confirmation will be sent to you.* You may call the office (417-895-7180) to confirm your registration or for more class information.

**Drop Refund Policy**

i To drop a class, the student *must call* the Continuing Education office *two business days* before the beginning day of class. A class *cannot be dropped after* the class has started.

i A class *must be dropped by the student* to receive a refund.

i The refund will be for the amount paid (less the \$10 *drop fee* for *each* class).

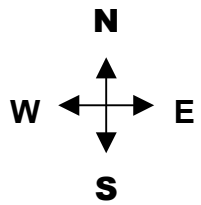
i The *drop fee* is \$10 for *each* class that is dropped.

**Class Cancellation Refund Policy**

i When *a class is canceled by the Continuing Education office*, a *full refund* will be made (for the amount paid).

See page 2 for an additional registration form for your friends and colleagues.

**417-895-7180**



CONTINUING  
EDUCATION  
CENTER

LINCOLN  
HALL

PARKING  
D

MAINTENANCE

PARKING  
E

R  
P  
M

PARKING  
J

CHILD  
CARE  
CENTER

PARKING  
K

BIC

PARKING  
L

CENTRAL STREET

S  
H  
E  
R  
M  
A  
N  
A  
V  
E

PARKING  
A

PARKING  
F

INDUSTRY &  
TRANSPORTATION  
TECHNOLOGY  
CENTER

H  
A  
M  
P  
T  
O  
N  
A  
V  
E

BOOK  
STORE

INFORMATION  
COMMONS  
WEST

INFORMATION  
COMMONS

INFORMATION  
COMMONS  
EAST

PARKING  
I

BROWER ST.

STUDENT  
COMMONS PLAZA

GRAFF  
HALL

PARKING  
C

TECHNICAL  
EDUCATION  
CENTER

PARKING  
H

PARKING  
N

N  
A  
T  
I  
O  
N  
A  
L  
A  
V  
E

PARKING  
B

PARKING  
M

PARKING  
G

CHESTNUT  
STREET

J.Q. HAMMONS FOUNTAIN

CHESTNUT EXPRESSWAY

# OTC Campus Map